



Growing Character | Nurturing Hearts | Developing Minds

Parent Handbook

2017-2018

Acorn Academy Parent Handbook

Welcome to Acorn Academy! We are so thankful that you have chosen to join our family because it is our belief that the school environment should be an extension of family life. After all, it is likely that your child will spend more time with us than any other people outside of your family circle. Our academy family does not incorporate just your child, but you and those most important to you and your child. At Acorn Academy, we believe that life was never meant to be lived in isolation from others. We believe each family is part of a larger body of individuals that have responsibility to each other to help, to support, to guide, to provide, and just to simply be there for each other. We are here for you. We are on your team. Our goal is to see your family's success. Our community's success. Our world's success.

Welcome to our family!

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Admission and Enrollment

Upon your decision to join the Acorn Academy family, we will need a number of documents provided for each student to finalize enrollment. Please provide these necessary documents from the following list:

- Completed Admission Form
- Signed Enrollment agreement
- Statement of the child's health from a health-care professional, including professional recommendations or orders for providing specialized medical assistance to the child
- Immunization records
- Hearing and vision screening results
- Medication administration form, if applicable

After enrollment is complete, Acorn Academy (AA) will provide you with access to a digital copy of our operational policies. We will keep you informed of updates to these policies if and when changes occur. Please check our website and Facebook to keep up with current events, successes, and additions to our program!

Financial Policies

Fees: Each student will have a yearly book fee due upon enrollment. This fee will cover the costs of textbooks for your student. These books are consumable texts that must be provided for each student new every year and are yours to keep at the end of each year. There will also be a yearly curriculum fee that is a small portion of the cost of curriculum for your student's class. This is also a reoccurring fee each year subject to change based on the amount of curriculum needed for the current school year. It is shared among the families of the class and is in part supplied by donors to our program. We are thankful for all who donate to our Acorn family so that fees and tuition costs remain affordable for all families!

Tuition: The first month's tuition is due the July 25th. This tuition will cover the month of August. Each month's tuition thereafter is due on the 25th of each month and will cover the upcoming month of school. A ten% late fee will be added to the account by the 1st of each month and both tuition and late fee must be paid for a child to remain in the program. Please make all payments either online or directly to the office manager who will issue a receipt. We do not allow our teachers to receive tuition payments or hand out late notices since we want our teachers to be able to fully devote themselves to teaching and guiding our children. We make every attempt possible to alleviate the burden of paperwork from their shoulders!

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Summary of Fees:

- Onetime yearly book fee \$125
- Onetime yearly curriculum fee (\$50 for the 2017-2018 school year)
- First month tuition due July 25th
- Tuition due the following 25th of each month August- April
- 10% late fee add on the 1st of each month for unpaid tuition
- All payments should be made to the office or online
- We will reserve a placement spot for your child as soon as enrollment fees are paid
- We can not accept post-dated checks for fees/tuition payments
- Returned checks will be assessed fees payable in cash or money order for the full amount of the check, a \$45 service fee, and any additional fees incurred by Acorn Academy as a result of your check not clearing.
- If 2 checks are returned, you must pay in cash thereafter

Hours of Operation:

Acorn Academy operates a four-day week. Our hours are Monday through Thursday from 8:30AM to 2:30PM.

We will follow the schedules of other schools in our area regarding holidays and bad weather. Please see the attached school calendar for specific details.

Arrival and Dismissal

- Children must be escorted to their teacher by an adult.
- Adult dropping off child must sign the student in and out every day.
- Arrival will begin at 8:15
- Pickup is at 2:30
- Doors will lock at 8:30. If you arrive late, you're ok! Just check your child in at the office for a pass. However, please note that late arrivals disrupt the learning environment. Also, your child will be missing important daily routines built into their schedule to help them succeed. While we understand life is not perfect, please make every attempt to allow your student to begin their day on time.

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- When enrolling your student, please list on the enrollment form any and all persons you will call on to pick up your student in the event that you are unable to do so. Please let your teacher know if someone other than a parent will be picking up your child. Any adult picking up your student for the first time and/or the teacher has not met will need to check in at the office for a pass. The person must previously have been authorized in writing by you and must show photo ID.
- By law, younger siblings may not be left in the car unattended

Although we love your children, they cannot live here 😊! Please respect your teacher's time by picking up your child promptly. Our teachers spend many hours working on their class, lessons, preparation of centers, creating fun activities, etc. outside of the time they spend teaching. They also have families of their own. So please help them be successful by promptly picking up your student at 2:30. While we know everyone has an "off" day, if you are late regularly/ exceeding 2 times a month, we will charge a late fee that will be due the following school day. The charge will begin accruing at 2:35 at a rate of \$5 for every five minutes late over the 2:30 pick up time.

Communication

You are invited to check our website and Facebook page frequently for current information. In the event of the school closing due to bad weather, you will be notified by your child's teacher as well as via our Facebook page. Your teacher will also ask for a personal cell number to keep you updated on events and information pertinent to your child's class.

Your child's teacher is available for conferencing with you. All of our teachers at Acorn Academy share a commitment to keeping you informed and answering any concerns or prayer request you might have. Teachers will provide you with times of availability. These conference times will be apart from drop off and pickup since a teacher cannot adequately maintain the safety of all students when involved in a discussion with another adult. For this reason, please keep drop off and pick up times short and sweet, or simply ask if you might speak to with your teacher after all students have been picked up.

If at any time you feel that there is an issue that cannot be resolved between you and your child's teacher, you may reach out to our director. We are here to help problem solve and build strong relationships.

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Visitors

Acorn Academy has an open-door policy. As parents, you have the freedom to visit any time during the school day to observe your child, program activities, and our buildings and grounds without notice or prior approval. Since all exits to the buildings will remain locked between 8:30-3:00, please visit the office first to receive an adhesive pass to wear while visiting. During your visit, please respect the students and teachers by allowing their activities to continue without disruption. It is our honor to share the Acorn Academy experience with you!

Snacks and Lunches

We encourage you to send a healthy snack and lunch with your student. We will have snack time mid-morning and again at mid-afternoon. Some healthy snack choices include fresh or dried fruit, fresh veggies, granola, etc. Water is a recommended beverage as well as Gatorade during high temperature days. Please check with your teacher before sending any foods containing any form of nuts. We will only restrict rooms that serve students with nut allergies. If your student has any food or other allergies please let both our director and your teacher know so that we can serve your family better.

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What Does Your Student Need?

We know that you want your student to have a successful, comfortable day at school. We want your child to feel that school is a home away from home! The following list will help you pack for your student each day:

- Each student may bring a favorite stuffed friend from home to keep at school.
- Your child will also need a change of clothes, including socks and 2nd pair of shoes.
- Your child will need a raincoat and rubber boots to be stored at school (exploring puddles is fun!)
- The student's binder
- Lunch contained in an insulated lunch bag with ice packs
- A light weight jacket
- A bookbag large enough to hold all of these items comfortably
- Opt.: students 4yrs old and younger may bring an individually-sized snuggly blanket for rest time
- Shoes should be tenny shoes or have a back strap (we are active!), and if you have a daughter who loves dresses, please have her wear shorts underneath
- We are messy! Please remember this when your child dresses for the day

Illness

All children experience illness from time to time. Use the following guidelines to help you know when your child should remain home:

- Fever medicine has been administered to the child within the last 12 hours
- Illness of any kind (such as irrepressible coughing) prevents a child from participating in normal activities, including outdoor play
- Symptoms and signs of possible sever illness, such as lethargy, abnormal breathing, diarrhea, vomiting more than once in a 24-hour period, rash with fever, mouth sores with drooling, behavior changes, or other signs that your child may be severely ill.
- You child has been diagnosed by a health care professional to have a communicable disease. You must bring a doctor's note indicating when the child should return to school.

Our goal is to keep contagious diseases from spreading. Sometimes this causes a hardship on working parents. We are sorry, but we want all students and teachers to remain healthy and sick free!

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Medical Emergencies

All of our faculty and staff at Acorn Academy are CPR, First Aid, and Ministry Safe certified. Should your child become ill or injured during the school day, we will contact parents and/or all persons listed on the child's enrollment forms kept on file. In case of severe illness or injury, we will immediately call 911 for an ambulance and will provide first aid and CPR following the advice given by the 911 dispatcher until medical personnel arrive. The child will be taken to a hospital which offers emergency treatment if necessary, on your behalf. If critical illness or injury requires immediate attention of a physician, your child's physician will also be contacted. If you have any changes of address, phone numbers, or emergency contacts, we will need to be informed of these changes in order to place them in your child's records.

Accidents

If your child is involved in a non-emergency incident while at school, we will notify you by cell, text, or with a note. A written report of how the incident occurred will also be given to you. We will need you to sign the report so we can verify that you are aware of the incident.

Emergency Drills

We will practice tornado drills, fire drills, and lock down drills on a regular basis. Emergency information, including a building diagram and exit routes are posted in the office, in each general area, and in each classroom.

Medications

If your child will need medication administered at school, you will need to bring in a medical authorization form completed and signed by your doctor. Medication must be in the original container, labeled with your child's name and date. Please be sure that all medicines are not over 6 months old. Over the counter medicines must be labeled with appropriate directions for your child's age. All medications will remain locked in our main office.

Photography

We love to save pictures of your sweet babies! Please sign the attached release form so that we can take precious pictures to share with you and in our newsletters!

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Discipline and Guidance

Our goal at Acorn Academy is to partner with your child and provide the necessary scaffolding to help them self-regulate. What this means is that we want to raise children who are able to control their own emotions, know how and when to ask for help, realize that the success of others is necessary for their own success, how to have compassion, how to take on responsibility, and how to commit to and complete a task. We realize that when children come to us they are unable to complete these skills on their own. We will provide the necessary guidance which will be relinquished over time as they master these skills of living with self and with others. While it is our joy to watch them grow academically, it is our greatest joy and success to watch them grow spiritually and emotionally.

At Acorn Academy, we believe all people (even misbehaving children) deserve respect. Although our corrective tone may be firm, it will never be hateful, mean, or scary. We believe that connection precedes correction. As faculty and staff, we pray over each and every student. If your student is struggling with behavior issues, just know that we are on our knees praying and researching ways to help your child. We will always include you the parent in any and all struggles and triumphs of your child. We will ask for tips you have found to work at home. After all, who knows more about your child than you?

Gang and Drug Free Zone

Acorn Academy is a gang and drug free zone. Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated as a gang-free zone. Certain gang-related criminal activity or other organized criminal activity is prohibited and is subject to harsher penalty under Texas law.

Welcome!

We are so glad you have chosen us to be your school home. We hope and pray that your experience here will be unlike any you have known. We want to be in partnership with you and are inviting you to be in partnership with us. Let's build something beautiful and strong!



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