

# School Handbook

Preschool • Elementary

2019-2020



# THE ACADEMY

DOWNTOWN • SHANNON FOREST

**Tom Roe, Head of School • Sharon Smith, Assistant Head of School**  
**Claudette Oliver, Registrar and Office Manager**

200 West Washington Street • Greenville, SC 29601  
864.235.0122 • [FirstPresAcademy.com](http://FirstPresAcademy.com)

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# Hours of Operation

Office Hours	7:45am–5:30pm
Preschool Hours	9:00am–12:00pm OR 9:00am–2:15pm
Elementary Hours	8:00am–2:15pm
Preschool Early Stay	7:45am–8:40am
Elementary Morning Carpool	7:45am–8:00am
Preschool Morning Carpool	8:40am–9:00am
Preschool Afternoon Carpool	12:00pm–12:15pm OR 2:15–2:30pm
Elementary Carpool	2:15pm–2:30pm

*After designated dismissal time of all events, please sign your child out at the office.*

# Philosophy & Foundations

## Biblical Mandate

### 2 Timothy 2:15 (NIV)

“Do your best to present yourself to God as one approved,  
a workman who does not need to be ashamed  
and who correctly handles the word of truth.”

## Vision

### Ignite ► Infuse ► Impact

The school **IGNITES** a passion for excellence in learning and  
**INFUSES** God’s Word as a lens for learning, so our students may grow to  
**IMPACT** the world for Jesus Christ.

## Mission

We are a Christian community dedicated to providing a premier college preparatory education, grounded in Biblical world view, which develops character in students from varied backgrounds for a lifetime of learning and service.

## History

The Preschool was founded in 1952 as a nonprofit Christian ministry of First Presbyterian Church. We are annually inspected by the South Carolina Department of Social Services, and we are registered as a faith-based facility. We believe in small class sizes and excellence in our educational standards.

In 2004, the Session of First Presbyterian appointed a committee to study the feasibility of creating an elementary school that would continue the tradition of excellence established by the First Presbyterian Kindergarten. After several years of study, the recommendation of the Committee to start an elementary school was approved by the Session, and the school’s initial first grade class began in the fall of 2007. The Academy Middle School opened in the Fall of 2015 with both 6th and 7th grades, adding 8th grade in the Fall of 2016. In February of 2019, First Presbyterian Academy combined with Shannon Forest Christian School. Two campuses have been formed: The Academy Downtown, serving children K2–K6; and The Academy at Shannon Forest, serving students K3–12th grade.

We hope your experience with us will be one in which you and your child feel safe and loved through Christ.

## Educational Philosophy

First Presbyterian Academy is an evangelical school with two campuses, The Academy Downtown and The Academy at Shannon Forest on Garlington Road. The Academy Downtown opened its doors in 1952 as a preschool (K2–K6). The Academy at Shannon Forest opened its doors in 1968; it provides an educational program for K3–12 grade.

The Academy provides a high-quality Christian education founded on Christian World View. Our ultimate goal is to equip and prepare well-educated, mature Christian men and women to fulfill God's calling in their lives. In addition to a rigorous academic program, our daily schedule incorporates devotions, prayer, catechism, and Bible study, as well as a weekly chapel service, to encourage Christian maturity.

Students are held to a high standard in their day-to-day performance in all academic settings. The culture within the school nurtures curiosity, risk-taking, and critical and creative thinking. Exploration in all areas of the arts, language, physical activities, and recreational activities are offered in afternoon exploratory sessions. It is critical that we reach and teach the whole child, academically, emotionally, and spiritually.

## Core Values

### **Biblical Truth**

Scripture is the revealed word of God. It is taught as truth, integrated into every learning experience, and applied to decision-making at every level of the school.

### **Academic Excellence**

Academic programming is rigorous and challenging. Reaching a student's full potential and preparing them to excel in high school, college, and beyond is our goal.

### **The Gospel**

As a Protestant, Evangelical institution we regard the gospel of Jesus Christ as integral to our outlook on life, and gospel-centered spiritual transformation as an essential aspect of learning.

### **Personal Relationships**

The school exists to serve people and does so through personal relationships which exemplify dignity and respect. The school's day-to-day practices are a consistent model of integrity, efficiency, and accountability among faculty, staff, parents, children, and church administration.

### **Stewardship**

The school's management of finances and other resources reflects an understanding that we are caretakers on behalf of God and those who support the school's mission.

### **Christian Leadership**

The Academy values school administrators and faculty who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning and disciplined leadership

# Safety Policies & Procedures

## Early Dismissal/Parties

Those visiting the buildings need to:

- Check in at the office.
- Sign-in as a visitor to the building.
- Secure a visitor's badge.
- Place the visitor's badge to an outside layer of clothing.
- Return the badge to the office and sign out when exiting the building.

This applies to all parties and early dismissals. There are no early dismissals after 2:00 p.m.

Between 1:40 and 2:00 p.m., for your convenience when picking up students in the red brick building, an employee will assist you in returning your badge; thereby, this negates the need to return to the office to sign out.

## Safety Procedures When Visiting the School

When visiting the school, please come to the office to sign-in and receive a name tag. The name tag must be visible at all times while visiting classrooms or designated areas. Please stop by the office to sign out once your visit has concluded. Students have been prompted to "Ignore the Door." Do not try to get a student to open a door for you to access the building. These procedures are in place to provide an additional layer of security for the school.

## Emergency Procedures

It is important that we have current contact information at all times in the event of an emergency. Any updates to student information should be in written form by either letter or email and given to the Office Manager as soon as possible after a change is made.

If there is a natural disaster or serious emergency during school hours, parents will be notified by phone, by email, or on WYFF-TV Channel 4 of the action taken by the school. There are many procedures in place to ensure the safety of the students and staff.

If an emergency occurs that prohibits us from continuing school in our facility, we will evacuate all children and staff to First Baptist Church located on Cleveland Street. All parents will be notified by phone, email, and/or WYFF-TV Channel 4 should such an incident occur.

### EMERGENCY MEDICAL PLAN

**Should a medical emergency occur with your child, the Academy will:**

1. Call 911 immediately upon recognizing signs and symptoms that require immediate emergency attention.
2. Notify parents/guardians concerning the child's condition and assure them that steps have been taken to secure emergency medical attention.

First Aid will be administered until emergency assistance arrives.

### MEDICATION ERRORS

Should a medication error occur, we will contact poison control for instructions, then notify the parent/guardian by telephone as to the status of the situation.

### EMERGENCY DRILLS

Fire Drills are held on a monthly basis. Tornado drills are held on an annual basis. Lock-down drills are held on an annual basis.

## Inclement Weather Policy

In the event of inclement weather, please tune your television to **WYFF-TV Channel 4** for our announcement and, provided we are able to connect to the internet, check our website and your email for updated information. The decision to delay or close will depend upon the decision made by the Head of School. Further, families are encouraged to enroll for text alerts by sending a text message from your cell phone to 81010. In the message body, simply type @fpaweather. You can also join by visiting [www.remind.com/join/fpaweather](http://www.remind.com/join/fpaweather).

## Discipline

In our approach to discipline at the Academy, we follow the recommended guidelines and policies defined by the South Carolina Department of Social Services. Our main objective is to provide consistent praise, positive reinforcement, and encouragement as a means to manage classroom behavior.

When disrupting classroom situations occur, redirecting the child is first attempted. A limited “age-minute” time out is then implemented to give the child time to re-think his/her behavior if necessary. Then the child is allowed to re-enter the classroom activities. If this is not successful, a conference with the teachers and parents will be called to discuss positive methods which can be used at home and school to promote more appropriate behavior. **No physical punishment is allowed at First Presbyterian Academy.**

Inappropriate behavior from a child can be caused by many outside influences, such as marital separation or divorce, death in the family, a new sibling, moving, etc. The child's teacher should be informed of any major life changes a parent or family may be going through which may influence a child's behavior.

## Security

In order to provide the utmost safety to our students, the only access to the Academy is through the office or the Preschool door. First you must stop at the front office by providing us your name and the purpose for entrance. After determining the purpose for the visit is approved, admission to the building will be granted and a name tag will be issued. All doors are locked. Please do not knock for entrance at other doors. Other church personnel are not allowed to open doors to the buildings that are not the main Academy door.

All parents, guests, and other visitors to school must sign in and out at the office.

## Child Custody

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of the Academy will be on the safety and well-being of each student. Our instituted policies are set to further that goal.

**Custody Documentation:** At the time of enrollment, the custodial parent will provide all relevant documentation concerning custody and/or visitation rights of each student enrolled at the Academy. The custodial parent of an enrolled student has the ongoing responsibility to provide the Academy any updated documentation relevant to changes in their custody and/or visitation rights. Updated documentation must be submitted to the Academy within seven days of any change. If a change occurs after school has dismissed for the summer, it is the responsibility of the custodial parent to provide updated documentation at least seven days before the beginning of the new school year.

**School Records:** A non-custodial parent has the right to access school records related to his or her child unless prohibited by a legally binding document.

**Dismissal and Early Dismissal:** No student will be released to any person other than a custodial parent unless express written permission is first given to the Academy by the custodial parent, or a valid, legally binding document granting release to someone other than the custodial parent is on file with the Academy. A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without legally binding documentation.

**Parent-Teacher Meetings:** The Academy will provide separate parent-teacher conferences for custodial and non-custodial parents if requested and if the school is notified within a reasonable period of time.

**School Communications:** It is the custodial parent's responsibility to communicate to the Academy what school information (newsletters, activities, report cards, etc.) will be shared with the non-custodial parent.

**Visits of Parents of Divorced/Separated Families:** The Academy is responsible to the individual who has legal custody of the student. Any deviation to this policy must be submitted in writing and filed with the student's records by the person having legal custody. If another individual wishes to have any information regarding a student (copies of report cards or other records of the student's performance, a conference, etc.), the individual with legal custody is to be notified prior to any arrangements being made by the requestor.

## Photographs and Publicity

Throughout the year, photographs of the children participating in our program may be taken and published in newspapers, brochures, magazines, and other publicity materials. If you do not want your child's picture taken or used, it will be your responsibility to notify the Office Manager within 10 days of the first day of school. If no notification is given, it will be assumed that your permission is granted. School pictures will be taken in the fall and spring.

## Medication Policy

***We do not administer any type of topical ointments (even with a medication form). This includes sunscreen.***

Prescription oral medicine can be given only by written permission and from the original container.

Parents **must walk medication in to the Academy Downtown Office** and sign it over to the office staff for dispensing to your child along with a completed Medication Form. (Students should never bring medications to school in lunch boxes or any other container. This includes throat lozenges.)

A **Medication Form** with dispensing instructions must be obtained from the office. Medications, when dispensed, are recorded by office personnel.

## Carpool Information

### TRAFFIC SAFETY AND PROCEDURES

Parents and visitors are to use the Symmes-Wilson Parking Lot outside the Gym area when visiting, dropping off, or picking up a child. The carpool line is available for drop-off and pick-up daily. **The driveway between the buildings is ONE WAY.**

### CARPOOL LINE INSTRUCTIONS

You will be given a carpool "name tag" at Open House. Keep this in your car at all times and display it prominently on the dash for the carpool attendants to see. If you need more than one tag, call the Academy office.

Enter the carpool line from Washington Street by turning **right** into the driveway. Those approaching from Academy Street should go around the block and get in line. *Left turns into the driveway are not allowed and can cause accidents.*

K2, K3, and one class of K4 students are to arrive in the right car lane. K4–K6 grade students arrive via the left car lane. For those with children in both buildings, please drop off and pick up at the *younger child's* side. The older child will be taken to his/her classroom by a teacher or carpool greeter. **Please do not cross over from one lane to the other.**

Place the child's car seat on the appropriate side (K2/K3 on the passenger side; K4 and up on the driver's side) of the car to facilitate exit from and entry into the car. If you have the situation of a younger child's rear-facing car seat behind the passenger seat, your child can climb under the infant seat or over the front seat to get out. *For liability reasons, the carpool greeters are instructed not to get children out of the driver's side front seat of the car. If you cannot place your child on the appropriate side, you may park by the Gym and walk your child down to a carpool greeter.*

At afternoon pick-up, please pull forward, and then buckle your child's car seat. Personnel are not authorized to buckle children in their seats as this is an insurance issue.

**If your child has been unloaded/loaded and the cars in front of you are still waiting, please do not pull into the middle lane to pass. There is not enough room for a third "passing" lane.**

### CHILD SAFETY

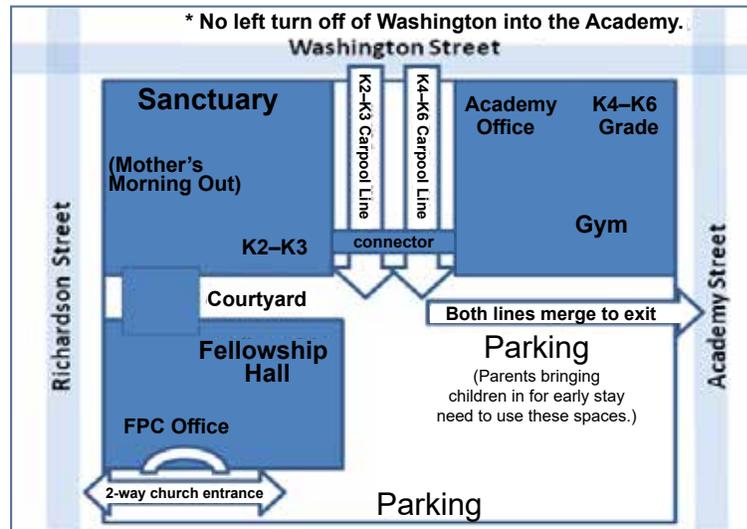
Do not leave your car with younger children, your pocketbook, or keys in it, and/or the motor running at any time.

**Please turn your cell phone off once you have turned into the car line.** It is extremely important to greet your child without other distractions, as well as provide a safe environment for children.

**No child will be dismissed from our care to an adult other than a parent or authorized caregiver, without the written consent from the parent or guardian. Each child must have a Carpool Authorization Form on file. We make no exceptions to this rule and will check anyone's driver's license whom we do not recognize.**

Safety is a major concern for us and we appreciate your understanding in protecting your children and your abiding by these procedures.

## Carpool Diagram



## Health and Illness Policies

### SICK CHILD CHECKLIST

Your child should remain at home if he or she has one or more of the following:

- Auxiliary temperature of 100.4°
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Yellow or green discharge from nose or throat that has not been treated for 24 hours.
- Open sores
- Head lice

- Diseases such as chicken pox, impetigo, pink eye and diarrhea are considered by the Health Department to be highly contagious. **Children should not come to school** until a doctor's certification states that they are no longer contagious.
- Please contact the school and DHEC at 242.4321 if your child has a communicable disease such as chicken pox or strep throat.
- No child is to attend school with a fever, nausea, diarrhea, suspicious rashes, or complaints of not feeling well.

Please call the school when your child is out due to illness. Report promptly all contagious diseases so that classmates may be alerted. **Children who are ill need to be kept home for their own sake as well as their classmates'.**

**Fever:** When a child has a fever of 100.4° he/she must remain at home for 24 hours. When a child develops a temperature of 100.4° at school, he/she is considered to have a fever and will be sent home.

**Diarrhea:** A child with two or more loose stools in a one-hour period is considered ill. The child will be sent home immediately.

**Head Lice:** Head lice are human parasites which require blood to live. Any child with head lice will be sent home immediately. Children may not return to school until they are "nit free." For information and treatment go to [www.headlice.org](http://www.headlice.org).

**Illness at School:** If a child becomes ill or is sent to school ill, he/she will need to return home as soon as possible. The parent or emergency contact so noted by the parent will be called so that arrangements can be made to send the child home or to another place of care.

**Children must be fever-, diarrhea-, and vomit-free for 24 hours before returning to school.**

## Nut/Peanut-Free Campus Policy

The Academy is a nut- and peanut-free campus. We will not serve any nut/peanut products or those that may be cross-contaminated to any child in our care. We ask that parents adhere to this policy and not send any nut/peanut products or items which may be cross-contaminated in their child's snack or lunch. If the staff discovers a food in a snack or lunch which violates this policy, it will be sent back home unopened with a note. Safe foods are listed on the next page.

**Bakery Items:** Please note that bakeries such as Publix and Bi-Lo state that their products are NOT nut-free. This is because of the risk of cross-contamination.

### NUT-FREE INFORMATION: ALLOWED FOODS

#### FRUITS

All fresh fruit  
Dole fruit bowls  
Del Monte Fruit to-go cups  
Applesauce cups  
Motts Fruit blasters applesauce tubes

#### VEGETABLES

All fresh vegetables including:  
Carrots with dip  
Celery sticks with cream cheese or dip

#### GUMMY SNACKS

Only Betty Crocker or Nabisco fruit (NOT Brach's)  
Snacks including:  
Fruit roll-ups, Fruit by the foot  
Gushers, Shark bites  
Fun fruits  
Scooby Doo fruit snacks  
Trix Fruit snacks  
Hi-C fruit snacks  
Pokemon, Batman, Transformers fruit snacks

#### COOKIES

Nilla Wafers  
Oreos (Original only; NO individual serving packages)  
Teddy Grahams (Honey, Cinnamon, Chocolate)  
Rice Krispies Treats (plain only)  
Nabisco Barnum Animal Crackers  
Chips Ahoy (Regular only; NOT minis or individual packages)

#### SALTY SNACKS

Rold Gold Pretzels  
Pringles, Lays Potato Chips, Fritos  
Doritos (NOT crackers)  
Cheetos, Tostitos, Ruffles  
Popcorn (Pop Secret, Orville Redenbacher)

#### CEREALS

Kix, Fruit Loops, Honeycombs  
Cinnamon Toast Crunch, Apple Jacks  
Lucky Charms, Corn Pops  
Kellogg's Mini-Wheats

#### CRACKERS

Honey Maid—Cinnamon Grahams and Sticks, Honey Grahams and Sticks  
Ritz crackers (plain only, NOT sandwiches)  
Keebler club crackers (original only, NOT sandwiches)  
Nabisco saltines  
Sunshine Cheez-its  
Triscuits, Wheat Thins  
Pepperidge Farm Cheddar Goldfish (only plain, pretzel or cheddar, NOT Cinnamon Grahams.)  
Sargento—Mootown crackers & cheese dip  
Keebler Town House crackers  
Sportz Cheddar Crackers  
Kraft Handi-Snacks Crackers with Cheese Dip

#### JELLOS AND PUDDINGS

Kraft Handi-Snacks—Wacky gels, vanilla and chocolate pudding  
Hunts—Juicy Gels, vanilla and chocolate pudding  
Jello—Gelatin cups, X-treme Jello tubes, vanilla, chocolate pudding  
Dole Fruit 'n' Gel bowls  
Del Monte Fruit 'n' Gel to-go bowls

#### FROZEN TREATS

Minute Maid—juice bars, fruit and cream swirls, frozen lemonade  
Good Humor—Fudgesicles, popsicles, fire crackers, great whites, micropops, and scribblers  
Nestle—Itzakadooziies, Icecreamers  
Flintstones, Rainbow Sherbet Treats, Juicy Juice Frozen Juice Pops, Lick-A-Colors, Tropicana Fruit Juice Bars  
Welch's Fruit Juice Popsicles  
ICEE Frozen Treats  
Breyer's Ice Cream (chocolate and vanilla)

#### MISCELLANEOUS

Cheese  
Yogurt (NOT soy brands)—Gogurt, Danimals, etc.  
Pizza—Papa Johns, Dominoes, Pizza Hut  
Candy—Starburst, Skittles, Twizzlers, DOTS, Sour Patch Kids, Tootsie Rolls, Jolly Rancher, Tic Tacs, Pez, Airheads, Dum Dums, Sweet Tarts (regular)  
Doughnuts—Krispy Kreme "Original Glazed" with or without sprinkles (only from the KK store—NOT pre-packaged from a grocery store)  
Jet-puffed marshmallows  
Kellogg's Pop-tarts (Fruit flavors)

Please double check to make sure ingredients have not been modified or changed, or that cross-contamination is not a factor. Should you find an item listed above is currently not acceptable, please let the office know.

## Other Allergies and Sensitivities

Due to allergies and sensitivities by both students and teacher, scented lotions, hand sanitizers, essential oils, and perfumes are not permitted.

# Tuition & Fees

## Tuition

Three payment options are available:

- a. Full annual payment by June 10 (4% discount applies)
- b. Semi-annual payments by July 15 and January 15
- c. Eleven (11) month installment plan beginning July 5

The Academy partners with Ren/Web for the processing and collection of our families' tuition for the 2019-2020 school year. The partnership with Ren/Web allows for a confidential system where families can see for themselves a complete report of their tuition account. Details such as tuition assistance, hot lunch fees, and other fees will be posted to your account. A secure Log-in ID enables parents to view this information at any time of day, or to update personal information

Families are responsible for any FACTS account enrollment fees and service fees charged by FACTS. FACTS will charge an additional 3% to process card payments, so ACH is encouraged.

Additional programs, extra-curricular options, academic electives and enrichment activities may incur additional costs.

**If you are withdrawing from our school, we must have 30 days written notice in order for you to receive any sort of tuition refund. Any withdrawals which occur before the first school day after the first tuition payment is made, may receive a 50% refund at the discretion of the Head of School. All other withdrawals after school begins must have 30 days written notice so as not to incur additional tuition bills.**

***All tuitions and fees are subject to change with or without notice.***

## School Fees

***All tuitions and fees are subject to change with or without notice.***

- a. The Annual Re-Enrollment fee is due upon submission of the Re-Enrollment. If no payment is attached, the appropriate fee will be billed to the student's FACTS payment account.
- b. The New Student Enrollment Fee is due upon acceptance within ten (10) business days and prior to beginning classes. If unpaid after 10 days of acceptance, the space may be awarded to next student on the waitlist.
- c. If no cash/check payment for Re-Enrollment fee is submitted with a Re-Enrollment Form, the fee will be billed to the student's FACTS payment account.
- d. All fees are **non-refundable**. An exception will be made to refund **50% of an enrollment fee** if a student withdraws before June 1 due to a move of more than 30 miles from campus. An exception will also be made to refund **100% of an enrollment fee** if a family applies for financial aid, but declines the aid offer by May 1, 2019.
- e. An elementary school supply fee of \$75 covers the cost of all required student materials (folder, pencils, paper, glue, etc.) and is billed in the fall.

### ***Penalty for Late Pick-ups (after school or late stay)***

Unless parents notify the school that they will be late picking up a child due to an emergency, a late pick-up fee of \$1 per minute will be added to your monthly statement.

## Clear Account

An enrollment in the Academy will not be accepted unless all fees to be made on behalf of that child or a sibling in any other First Presbyterian Church program are current. This shall include, but not be limited to, Mother's Morning Out, Children's Ministries, Activities, and Day Camps.

## Late Payment Policy

- Failure to meet established payment deadlines will result in a late charge of \$35. Additionally, there will be a fee of \$35 for all returned checks and NSF drafts.
- Tuition and/or fees that are 30 days past due will necessitate a Letter of Notification and may require immediate withdrawal of the student(s) until the account is made current. All school records will be held until the account is current. Once an account is 60 days past due it will be turned over to collections.
- Continued failure to meet payment obligations in a timely manner will result in action by the Head of School which may result in the refusal of continued enrollment or re-enrollment for subsequent semesters, whether or not the obligation is paid.

## Financial Aid

- Because our preschool program maintains extremely low student-teacher ratios and because it is in such high demand, we can not offer our very limited scholarship funds to preschool students. Scholarships and financial aid will be reserved for families choosing a Christian education for their children in K5 and beyond.
- If you have a student enrolled in K5 or higher, you can apply through FACTS Financial Aid after enrolling, by visiting [www.factstuitionaid.com](http://www.factstuitionaid.com). Financial Aid Applications MUST be completed (including required documentation) by March 29, 2019, for consideration in the 2019-2020 school year. Late applications will not be considered.

## Refund & Withdrawal Policy

- Tuition is based on an annual calendar, so no discounts or refunds will be given for absences or holidays.
- If a student is withdrawn **prior to June 1**, no tuition liability will be assessed for that student. If a tuition payment has been made, the entire amount will be refunded.
- If a student is withdrawn **on or after June 1** and prior to the first day of school, tuition liability will be equivalent to **25%** of the annual tuition for that student.
- If a student is withdrawn on or after the first day of school and **prior to the first day of the second semester**, the tuition liability will be equivalent to **50%** of the annual tuition for that student.
- If a student is withdrawn at any time **during the second semester**, the tuition liability will be equivalent to **100%** of the annual tuition for that student.
- **Exceptions** to the Refund Policy may be granted by the Head of School in extenuating circumstances, such as:
  - > Death or disability of at least one custodial parent.
  - > Significant income change (50%+ reduction in the gross annual income of the primary income earner).
  - > Physical household move of a minimum of thirty (30) miles from the current campus.

## Field Trips

### Field Trips

Field trips, an integral part of the curriculum, are taken by the K4–K6 classes. You will be asked to sign a permission form to allow your child to attend these trips. Most trips will involve an additional cost.

To participate in field trips, payments must be made by the deadline and are then non-refundable as most costs are determined by the number of attendees.

Please see the “Student Dress Code” section for specifics pertaining to field trips.

**Chaperones:** K5–K6 parents who drive students on field trips must provide the office with a copy of their driver’s license and insurance card. K4 parents must drive their own children or the entire class must use the Academy bus. Should a student ride in a car with a driver who is not that student’s parent, a First Presbyterian Academy staff member must ride in the car also.

Chaperones should consider that they are also representatives of First Presbyterian Academy, and we ask that they dress as such.

***In the event you are a parent chaperone, please do not bring your child’s siblings along.*** As a parent chaperone, your responsibility is to assist in caring for specific children assigned to you. When a sibling is along, your attention is diverted from your responsibility as a chaperone. This is a safety issue.

# Other Information

## Academic Resources

**The Academic Center** will provide tutoring for students who need academic coaching or specialized services (for example, Orton-Gillingham). Parents pay for services directly to The Academic Center.

**Word Play** is a private company that comes to the Academy and, should the parents so choose, will screen your child for speech needs if permission is granted. They also offer private speech therapy while your child is at the Academy. Occupational and physical therapy can also be provided by Word Play. Word Play is paid directly for these services by the parent. Other therapy providers are welcome to provide services to students provided the appropriate DSS permission forms are submitted by the parent.

If your child has special needs, please contact an administrator for a confidential discussion to determine the best placement for your child. Children with special needs will be accommodated where possible based on the discretion of the administration.

## Chapel

All K3 through K6 grade students attend a weekly Chapel service. Chapel is a time of worship through music and Christian speakers. Parents, grandparents and special friends are always welcome to join us for Chapel, held each Wednesday at 9:15am unless noted differently on the calendar.

## Conflict Resolution

The Academy serves as a partner with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to keep the unity of the Spirit in the bond of peace by being completely humble, gentle, patient, and forbearing (Ephesians 4:2-3). All confrontations should have the purpose of resolution and restoration. When conflict arises:

1. Both parties should discuss the issue as soon as possible. When resolution cannot be reached through email or phone, the individuals involved should arrange for a conference in person to discuss the problem.
2. A third party is to become involved only if the conflict cannot be resolved among those in conflict.
3. If the conflict is never fully resolved, forgiveness must be applied in keeping with biblical instructions.
4. Please take the following steps when bringing an appeal:
  - a. Take your appeal to the Lord in prayer to receive His wisdom and gain proper perspective. Remember that the anger of man will never accomplish the righteousness of God (James 1:20).
  - b. Meet with the individual to discuss the issue, prayerfully seeking understanding and unity.
  - c. If no resolution is reached, schedule a meeting with the individual and his or her supervisor while continuing to pray that God's purposes will be revealed through the process.
5. Usual route of appeal:
  - a. Teacher
  - b. Principal/Director
  - c. Head of School
  - d. School Board Chair\*

\* The School Board has delegated to the Head of School the authority to operate the school and typically does not involve itself in operational issues or conflicts. If a parent, however, feels that a specific board policy has been violated to their detriment, they may contact the Board Chair in writing with a copy to the HOS. If a suitable resolution is not forthcoming, the matter may be considered by the Academy Ministry Oversight Team at its sole discretion.

**Matthew 18 Principle:** In the event a problem arises, principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve the problem. Parent(s) should bring any questions, concerns, and/or criticism directly to the person(s) involved. If not resolved, the parent(s) should then go to the head of school. If the issue is still not resolved, the parents(s) can follow the policy and procedures stated in the Student Handbook and take their concerns to the School Board.

## Birthdays

Birthdays are important to children. Parents may send a special treat (i.e. cookies, cupcakes, party napkins, etc.) **Please contact your child's teacher to schedule birthday parties so as to not disrupt the academic schedule.** We urge you to keep refreshments **very simple** and as healthy as possible.

**PLEASE DO NOT SEND HARD CANDIES, BALLOONS, AND ITEMS CONTAINING NUTS AND/OR PEANUT PRODUCTS. If you choose to purchase birthday cupcakes or other baked goods, remember to consult the peanut-free information provided by the bakery.**

**Bakery Items:** Please note that bakeries such as Publix and Bi-Lo state that their products are NOT nut-free. This is because of the risk of cross-contamination.

In regard to parties that are initiated at school but occur off campus, parents are responsible for making all arrangements, including providing the school with signed permission slips for dismissal with another adult and for transportation.

## Non-School Party Invitations

Party invitations for out-of-school parties may not be distributed or verbalized in school unless there is an invitation for each child in the class.

## End-of-Year Parties

**K2–K3:** End-of-year parties are special events. The Academy does not allow K2 and K3 parties to be held off campus.

**K4–K6:** Classes are permitted to have off-campus year-end parties. However, as with all field trips, off-campus events must be pre-approved by administration and coordinated in advance by/with the classroom teachers. All field trip policies apply.

## Pets

Children are welcome to share their pet dog, cat, gerbil, etc., with their classmates. One parent must accompany the pet and return it home after the visit. You must coordinate a planned visit by the pet with your child's teacher.

## Teacher Recommendations

Many physicians, counselors, testing centers, and private schools require that a student's teacher complete forms evaluating his/her academic development, conduct, and absentee rate. Our teachers are happy to complete any forms necessary. These forms should be submitted by the parent to the teacher for completion. *Once complete, the forms will be sent directly to the requesting party from the office.* The completed forms will not be returned to the parents.

## Age Requirements

Children enrolled in preschool, kindergarten, elementary school, and middle school must have a birth date prior to September 1 to determine the class level.

# Priority Enrollment

## Registration

All current students will be given Priority Enrollment for the following school year before administration opens enrollment to any other families. Siblings of current students will also be given priority. However, siblings enrolling for K5–K6 will be required to go through the admissions process as described on the school website.

A non-refundable enrollment fee will be billed through RenWeb/FACTS in the month following the close of Priority Enrollment. For families with more than one student attending the Academy, the enrollment fees will be billed over two months, half each month.

## Non-Discrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, it is the Policy of the Academy to admit students of any race, color, national, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students in the Preschool and Elementary school program. The Academy does not discriminate on the basis of race, color, national, and ethnic origin in administration of its policies, admissions policies, class assignments, scholarship programs, and other school-administered programs. All persons or organizations having occasion either to refer children for admission or to recommend the Academy are advised to do so without regard to their race, color, national, and ethnic origin.

# Policies

## Academic Policies

### CURRICULUM

In the Preschool, our qualified and well-trained teachers use a variety of resources to guide instruction. Children learn through play and exploration with emphasis placed on hands-on direct interactive experiences. Our program introduces Bible, phonics, early literacy skills, math, handwriting, and science.

### PARENT & TEACHER COMMUNICATION & CONFERENCES

The school sends an e-blast each week. Teachers will also send weekly newsletters and will post important information on their websites. Since the welfare and growth of your child are mutual concerns, we welcome conferences with parents. Those may be made by appointment. Teachers plan at least two conferences a year: Fall via telephone for K2–K4 and Spring in person; K5–K6 will meet in person for Fall and Spring conferences. Both parents are encouraged to attend the winter conference.

Any questions you may have about your child must be directed to the Lead Teacher in the classroom. *Refrain from discussing issues in the carpool line or during class time. If you have questions or comments, make arrangements to meet or call the teacher at a mutually agreeable time.*

## Developmental Requirements

Children entering our three year old and older classes must be daytime potty trained prior to the beginning of school. Special circumstances must be discussed with an administrator.

## Best Fit Policy

Every effort is made to accommodate the needs of every child. Once your child has been in attendance for one month, he or she will be assessed to determine how best to meet his or her individual needs. At that time, we reserve the right to recommend other options or placements for your child.

## Miscellaneous Policies

### SNACKS

A brief snack time will be observed in each classroom. In an attempt to meet the dietary needs of the children, snacks will be discussed at Curriculum Night. Per DSS regulations, fruit and veggies must be cut into bite-sized pieces or they become a choking hazard. Also, two and three year olds may not be served popcorn.

### LUNCH

Children who stay to 2:15pm need to bring a nut-free lunch from home. Children enjoy finger foods such as sandwiches, cheese and crackers, fruit, etc.

Do not send food that has to be heated and label all cups, lunch boxes, and non-disposable items.

Please send ice packs in lunches, because we do not have the ability to refrigerate all the children's lunches.

## Miscellaneous Policies *(continued)*

### SCHOOL BAGS

Each child is provided with a black school bag with a front pocket with his/her name on it. This bag is to go with your child back and forth from school to carry all notes and class work. All notes to and from school should be placed in the front pocket of the school bag. *No additional bags or backpacks are needed in the Preschool.*

### SPECIAL SCHOOL SUPPLIES

Each child needs to furnish a large package of Clorox wipes for the classroom. K2 parents also need to furnish diapers and baby wipes for your child.

If special supplies are needed for the classroom, you will be notified by your child's teacher at the beginning of the school year and/or as necessary throughout the year.

### DIAPERING POLICY

Staff shall check diapers and clothing at a frequency that insures prompt changing when necessary.

### MONEY SENT TO SCHOOL

Any money sent to school for any reason should be placed in an envelope in the front pocket of your child's black school bag with a note of explanation.

### WHAT NOT TO BRING TO SCHOOL

In the Preschool, we understand that a child may need to bring an item to school which provides comfort and security for that child. These items are to be well-labeled. It will be recommended to the child that the security item remain in his/her cubby for safe keeping. We **strongly** discourage pacifiers. These items will be returned home every day unless a parent notifies us otherwise.

Because toys can be lost or misused by other children, they are not permitted unless specified by the teacher for Show and Tell. Certain items such as toy guns, knives, swords, and electronic play devices have no place on school grounds.

## Dress Code

Because play is a major part of our day, clothing should be practical and comfortable. Clothing should not restrict participation in daily activities such as Gym and Playground times. Also, the temperature in the buildings can fluctuate according to the weather. We encourage a light sweater or sweatshirt (with child's name on the tag) to be kept in the bag or school locker.

Parents and students have the primary responsibility to understand and adhere to the dress code. Our Dress Code Policy serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community. Good guidelines for appearance should lie somewhere between the limits of personal freedom and Christian responsibility as Christ followers. Although styles change, some of today's styles are decidedly inappropriate and are unbecoming to a person who wishes to glorify God in all he/she does. A submissive and teachable attitude about appearance is of great importance (1 Peter 3:4). Moderation and modesty (1 Timothy 2:9) are stressed in our dress code as we submit ourselves (Ephesians 5:21) to one another as unto the Lord. The "heart" of the dress code is to teach submission to the Lord. Often it's not a matter of right vs. wrong but simply a matter of a standard that we have chosen.

**Parents, it is your responsibility to see that your student comes to school each day dressed appropriately according to this dress code.** If a dress code violation is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered as unexcused absences. Repeated violations will be considered "defiance" and will be handled as a disciplinary issue.

- Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized--not too baggy, and not skin tight. Clothing should be clean, with no holes, tears, or fraying and not look worn out. A student should not be dressed in such a way as to draw attention to his/her body, but to respect and honor God, themselves and others.
- No offensive images are allowed on any item brought to school (clothes, backpacks, shoes, school supply etc). Offensive images are defined as questionable pictures or images, any reference to explicit language, sexual innuendo, alcoholic, drug, or tobacco products, or satanic emblems.
- Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise students are expected to be in school dress code while on campus before and after school.
- In all circumstances the Academy retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles.
- We try to have break times consistently outside. Therefore, students should bring hats, gloves, and jackets on cold weather days.

### **K5–K6 STUDENTS**

- Hemmed khaki or navy pants/shorts/skirts/skorts (minimum fingertip length).
- Collared tops that are solid white, forest green, or navy. Tops can be short or long sleeved.
- Girls may also wear polo knit dresses (white, forest green, or navy), or navy or khaki jumpers. All tights and leggings worn under items need to be solid school colors.
- Students must wear closed-toed shoes or boots at all times.
- Coats and sweaters intended to be worn in the classroom should be in school colors.
- Jackets and coats for outside play do not need to be in school colors.
- Clothing that conforms to the school dress code can be found at Target, Old Navy, Walmart, Sears, J. C. Penney or Lands' End.
- No hats may be worn during the day, unless for special dress occasions.
- Fridays are “Spirit Wear” days (school T-shirts and sweatshirts are acceptable).
- Jeans may be worn on Fridays and should be free of rips, tears, and holes.

### **SHOES**

Children are not permitted to wear open-toed shoes, sandals, flip-flops, Crocs, or cowboy boots. Sneakers and supportive shoes make running on the playground and in the gym safer. Sneakers must be worn in the Gym.

### **OUTDOOR WEAR**

Dress your child appropriately for outdoor play every day. Recess is an extremely important aspect of their development, and we want to make sure that children get a healthy dose of fresh air each day that it is not raining and the temperature is above 32°F. Label jackets, coats, sweaters, and other items that might be removed during the day.

### **EXTRA CLOTHING**

Every child must have a zip-lock bag containing extra clothing, including socks. Playtime and occasional accidents can leave your child in need of a change of clothes. The clothes should be appropriate for the season. All clothing should be labeled with your child’s name.

## Early Stay and Late Stay

### EARLY STAY

Any child arriving at school between 7:45am and 8:40am will be charged a \$4 fee for Early Stay unless the child has a sibling in K5–K6 grade, which begins at 8:00am. Children arriving prior to 8:40am **must** be walked in by a parent to the Early Stay room, and the parent must sign him/her in. It is not necessary to make a reservation for Early Stay. Any use of the Early Stay program will be charged on your monthly bill in the arrears.

### LATE STAY AND CHANGES IN LATE STAY

Arrangements must be made through the Office to allow your child to stay until 4:00 or 5:30pm. Reservations are made on a permanent basis. **No credit will be given if Late Stay is not used.** Your child should bring a lunch. **Do not include items that contain nuts and/or nut products.** A list of acceptable items is included in this manual.

**Cost of Late Stay service:** \$10 per day per child until 4:00pm or \$15 per day per child until 5:30pm

Please be prompt in picking up your child from late stay. Late pick-ups will incur fees as outlined previously in this manual. **Any changes made to enrollment in the Preschool or any other program must be requested in writing to the Office Manager, and the changes will only be made if spaces are available.**

- Withdrawals from the program require a 30-day written notice. The parents will also be responsible for the tuition for the remainder of the month. (No refunds are given.) Records will be released only for accounts in good standing.
- Permanent changes require a two-week written notice. Parents will be responsible for the amount due for the services registered for leading up to the change.
- Temporary changes can be made on a daily basis, if space is available. If additional services are requested for the day, the parent will also be responsible for the cost of the services.



**THE ACADEMY**  
DOWNTOWN • SHANNON FOREST

# THE ACADEMY • DOWNTOWN 2019-2020 Academic Calendar

(subject to change)

<span style="color: green;">■</span>	First Day of School
<span style="color: red;">■</span>	No School
<span style="color: yellow;">■</span>	Early Dismissal
<span style="color: blue;">■</span>	Special Events

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## August

- 22 Meet the Teacher  
*(Parents only in the evening; time will be assigned by class between 5-7p)*
- 23 Sip & Sob  
*(Parents & students attend in the morning; time will be assigned between 9-11am)*
- 26-27 First Day of Class

## September

- 2 Labor Day—No School

## October

- 16 End of 1<sup>st</sup> Quarter
- 16 Noon Dismissal *(Professional Development)*
- 17-18 Fall Break—No School
- 21-25 Parent-Teacher Conferences

## November

**Thanksgiving Break: Nov. 25-29**

## December

- 20 Noon Dismissal—End of 2<sup>nd</sup> Quarter
- 20 Christmas Program  
*(9:30 am in Sanctuary; students dismiss for Christmas Break immediately after program)*
- Christmas Break: Dec. 21–Jan. 6**

## January

- 6 Classes Resume
- 17 Noon Dismissal *(Professional Development)*
- 20 MLK Day—No School
- February**
- 17 President's Day—No School

## March

- 12 End of 3<sup>rd</sup> Quarter
- 13 Snow Day—No School

## April

- 9 Easter Program & Art Show  
*(9:30 am in Sanctuary; students dismiss for Easter Break immediately after program)*

**Easter Break: April 10-17**

- 20 Classes Resume

## May

- 21 Noon Dismissal
- 22 Noon Dismissal—Last Day of School
- 22 End of 4<sup>th</sup> Quarter
- 25 Happy Memorial Day!

# *Ministries and Activities*

at

## **First Presbyterian Church**

### **Sunday Worship**

8:30am, 10:45am (Contemporary), and 11:00am

### **Sunday School for all ages**

9:30am (Children and Youth) and 9:45am (Adults)

### **Wednesday Evenings**

Supper, Classes, and Choirs for all ages

### **Mother's Morning Out**

School Year Ministry and Summer@1st Camp

### **Summer Vacation Bible School**

for children

### **Day Missions Week and Mission Trips**

for youth

### **Activities Ministry**

Summer Sports Camps  
Youth Basketball League

### **Women's Ministry**

Weekly and Monthly Bible Studies  
Special Events

### **Men's Ministry**

Small Group Bible Studies  
Special Events

### **and many more!**

Visit [FirstPresGreenville.org](http://FirstPresGreenville.org)  
for more details and opportunities.