

Providence Academy



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PROVIDENCE

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# Parent Handbook

## 2 Timothy 3:14-15

*But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus.*

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### ATTENDANCE POLICY

We will not adjust tuition for absences; the monthly payment of tuition is paid in order to reserve your child's space in the classroom.

### ARRIVAL AND DROP-OFF PROCEDURES

Classes will begin at 9:00, dismissal begins at 2:00. Please use the North doors when dropping off or picking up your child. In the event of rain, the South doors under the covered parking will be unlocked.

### SNACKS AND LUNCH

At three times during the school year, you will be asked to provide snacks for your child's class for the week. Your child's teacher can help you with choices to bring, but all snacks must be "nut-free" and be a healthy choice. Please pack a healthy lunch with your child each day.

### TEACHER COMMUNICATION

We encourage open and honest conversations between parents and teachers. Please respect the teacher's time and focus by being brief during busier times of the day. If you have questions or concerns about your child, and wish to schedule a conference with them during the day, please contact the director.

### BIRTHDAY POLICY

If you would like to provide a special snack for your child's birthday, we encourage individual serving snacks and easy to eat snacks. Cookies and cupcakes are examples. Please be considerate of allergy needs and talk with your child's teacher about best practices.

### SCHOOL SECURITY

For security purposes, parents are not allowed in the hallways from 9:20-1:40. Children in our care will only be dismissed to people who are listed on that child's approved list of caregivers. Identification is required each day.

## DISCIPLINE POLICY

Discipline is not the same as punishment. Discipline is the correction of behavior. Discipline is always approached in a positive way, with clarity on positive behavior, not the denouncing of negative behavior. When appropriate, our staff will approach negative behavior with the following four questions:

- What are you doing? (*name the sin*)
- What should you be doing? (*name the expectation*)
- What is going to happen next time you do this? (*think in the future*)
- What are you going to do right now? (*repentance and change*)

Behavior charts may be unique to each room, and are created by the teacher with the guidance of the director. Your child's daily folder will come home with notes about the behavior observed for the day.

Sometimes, negative behavior will persist. If the behavior of your child is preventing the teaching and learning of the classroom, the teacher will use the following procedure:

- Four questions
- Removal from the situation to cool down and discuss
- Removal to director's office and optional phone call to parent

In the event that your child is escorted from the classroom and taken to the director, it will be the director's discretion to contact the parent. In the event that the behavior persists over time, the teacher, director and parents will conference about the next possible steps for a solution. Withdrawal from the program is the last step, but all efforts to avoid withdrawal will be taken. In the even that the child's behavior is a severe threat to the safety of those around him/her, the student will be withdrawn from the program immediately. No tuition balance will be refunded.

## MEDICAL POLICY

If your child must take medication, it must be prescribed in their name and you must fill out a medication authorization form. Only the director, or acting director in the event of absence, will give medication, and only in the manner in which it is filled out on the form.

In the event of an emergency, a staff member will contact the parents/guardians first, then the emergency contacts. In a severe emergency, 911 will be called first and then the parents.

## MISSION STATEMENT

Providence Academy exists to bring glory to God by proclaiming the Gospel to families and children.

## PURPOSE AND VISION

Our passion is to see children's lives changed in their knowledge and pursuit of Jesus Christ. Our purpose is to extend the ministry of Providence Church by combining safe, responsible care with biblically based education for preschoolers. Providence Academy is designed to encourage the mental, physical, spiritual, social, and emotional development of your child.

## IMPORTANT CONTACT INFORMATION

Jeremy Herron  
Director of Providence Academy  
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Matt Boswell  
Pastor of Corporate Worship and Ministries  
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## SCHOOL SCHEDULE

Providence Academy is open from 9:00am - 2:00pm on Tuesdays and Thursdays, September through May.

Providence Academy will follow the FISD calendar for holidays and school closings in the event of inclement weather. In the event of school being delayed, Providence Academy will remain closed. A calendar for the school is available on our website.

### **TUITION**

Tuition is due on the first day of the month. The rate is \$200 per month for one child, and \$190 per additional child. Tuition is based on a yearly price of \$1800 and is divided up into 9 monthly payments. There is a 10% discount on a full year payment at the beginning of the school year.

Tuition for September will be due on August 1<sup>st</sup>, with this pattern continuing and leading to the final tuition payment for May being due on April 1<sup>st</sup>.

### **ENROLLMENT AND REGISTRATION**

Enrollment and room placement are based on the age of your child as of September 1, 2015. Your child is not enrolled until the registration fee of \$75 is paid.

Registration will be open to the public on in February. Registration will be on a first-come, first-served basis.

### **LATE FEES**

A late fee of \$10 will be assessed if the monthly payment is made after the 10<sup>th</sup> of the month. A late fee of \$20 will be assessed if the monthly payment is made after the 20<sup>th</sup> of the month. If the monthly tuition is not paid by the last day of the month, you will have one week to pay both the past month and current month's tuition before your student is removed from the program.

### **SUPPLY FEE**

A supply fee of \$40 will be paid on the first day of the Fall semester and again on the first day of the Spring semester. This supply fee will cover most needed supplies for your child during the school year, however, a teacher may ask for donations for odd items not covered with this supply fee periodically throughout the year.

### **HEALTH POLICY**

Please be sure that your child is in good health before bringing them to school. Common illnesses to stay home include (but are not limited to) fever, pink eye, vomiting, diarrhea, lice, common cold symptoms and rashes. Your child **MUST** be fever free without medication for 24 hours to return to school. Providence Academy follows the FISD policy regarding health.

### **POTTY TRAINING**

Our main focus throughout the day is to teach your child. We can help facilitate the potty training of your child, but it is crucial that you are consistently reinforcing independent bathroom skills at home.

If your two year old is currently being potty trained, they must be in pull-ups or a diaper. Please make sure there are an adequate number of diapers or pull-ups, each labeled with your child's name, and wipes in their backpack.

We require that all three, four, and five year olds be toilet trained and in underwear. We have multiple planned bathroom breaks throughout the day, but we know that occasional accidents do happen. A child is considered potty trained when they can: recognize their need to use the bathroom, verbally express that need, and independently use the restroom with no assistance, including cleaning themselves.

### **DAILY ITEMS TO BRING**

In your child's backpack, please include a lunch, a drink, an extra change of clothes and underwear, a "squirt-top style" water bottle or sip cup, and a small blanket for rest time. Please make sure anything in the backpack is labeled with your child's name. Please keep in mind that we do not have the ability to warm your child's food.

### **WHAT TO WEAR**

Your child will be active during school and should wear comfortable clothing. Please dress according to the weather and make sure to include a jacket during the Fall and Winter seasons.

### **REST TIME**

Students are expected to rest for at least 30 minutes a day. Students are not required to sleep, but are expected to rest quietly during this time.