

## **ADMISSIONS/WITHDRAWALS**

Middle Valley Academy (MVA) makes no distinction in the admission of students regardless of differences in race, sex, nationality, religion, or ethnic culture. As a private school, admission is a privilege and not a right. This privilege may be forfeited and enrollment terminated at the discretion of the school director. This would include, but is not limited to, a student, new or returning, not following the policies and procedures and expected conduct at MVA, a student harming a teacher or other students or putting them at risk, or if tuition is not paid.

### **2-DAY PDO**

Our 2-day pre-school program for ages 6 months through 3 years is an optional program that is made available to parents. Children in this program are not required to attend a certain number of days, but consistency makes the children feel more at ease and helps with their ability to learn. We realize that financial circumstances and jobs change as well as a person's needs, but our financial needs remain the same as we still have to pay our teachers to be present. Because of this, we ask 2 things...

1. If you need to pull your child from our program, please try to do so at the end of the month. If you leave in the middle of a month, you will still be responsible for that month's tuition. Please also give us 2 weeks notice if possible so that we can notify a family on the waiting list of the opening.
2. If your child comes irregularly or some months and not others, you must still pay the tuition each month to hold their spot if you desire for them to stay enrolled. We rely on tuition to be able to pay our teachers and if you cannot pay the tuition each month, we will need to enroll another student in your child's place.

### **PRE-K3 and PRE-K4 PROGRAM**

Our **PreK3** program is a 3-day preschool program registered with the Department of Education. We use the ABeka curriculum along with other educational materials. Children are learning shapes, colors, letters and their sounds, along with early learning writing and phonics skills. Although your children are not required to attend a certain number of days, consistency will help greatly with the learning process. Children must be potty trained to attend.

Our **PreK4** program is a 3, 4 or 5 day Pre-K program registered with the Department of Education. We use the ABeka curriculum along with other educational materials. Children are learning literacy skills, phonics, math and more. Although your children are not required to attend a certain number of days, consistency will help greatly with the learning process and help to prepare your child for the requirements of Kindergarten. Children must be potty trained to attend.

At registration, you will be asked to select the number of days a week you would like for your child to attend. At the beginning of a new month you may add days as the year progresses, but you must notify the office first and know that this will also change your tuition amount due for each month.

If it becomes necessary to withdraw your child from the school, we ask that you notify the office immediately so that we can make the necessary changes or enroll another student who might be on the waiting list. If a student is withdrawn from the school, parents are still responsible for the full tuition for the month in which the child attended, regardless of the number of days attended that month.

### **½ DAY KINDERGARTEN**

As an official Kindergarten participating with the Hamilton County Schools and a member of the TN Assoc. of Christian Schools, our students will have a 180 day school year as required by the state. Students must attend regularly to get credit for their Kindergarten year and graduate to first grade. If a student misses school, it must fit within the guidelines below:

- Students are required to attend Kindergarten 5 days a week. For every absence, a parent note or doctor's note is required the same week the child returns to school. Once 10 absences have been reached, a meeting will be called with the parents, to discuss options. If unexcused absences continue, credit will not be given for Kindergarten and the child will have to repeat Kindergarten somewhere else the following year.
- A child is considered "tardy" by 9:10. Every 3 tardies equal 1 absence.
- Upon completion of the Kindergarten school year, each student with enough days attended (and all fees paid) will be able to participate in our Kindergarten Graduation Ceremony.

### **DISMISSAL OF A CHILD**

If any child exhibits behavior which continuously interferes with the learning environment in the classroom, or exhibits behavior which could be harmful to the other children or a teacher, the director reserves the right to dismiss the child at any time from the program. No refunds will be given for the current month's tuition.

If a parent cannot pay the required tuition amount (averaged monthly) for their child to attend school, the child will have to leave the program to provide a space for a paying student.

We do not wish to have to dismiss any child, so we will use the following steps to help us keep the child in our program.

1. Child will be placed in time out for harmful/disruptive behavior. Typically time out will equal 1 minute per the age of the child (ex. 5 minutes for a 5-year-old).
2. If the behavior continues, the child will sit out ½ of recess or will sit in the director's office until she determines the child is ready to go back to class.
3. If this does not work, and/or if other children have been hurt, the parents will be notified about the child's behavior and asked to pick up their child from school.
4. If the child continues to disrupt the classroom or cause harm to other children, he/she will be asked to leave the program.
5. If we think a child needs to be evaluated for learning difficulties or behavior issues, we will discuss that option with the parents in a conference with the teacher and director and we would need the results of the testing before the child would be able to return to school.

### **SPECIAL EDUCATION NEEDS**

As a small private school, with years of experience, we have acquired the ability to make assessments and see needs in the classroom setting, but we are not degreed in special education and cannot diagnose. Because we want every child to have a successful educational experience, if during the evaluation process, or at any time during the first semester of school it is determined by the teacher that a child has a need to be evaluated or may have some unique learning needs that we are not able to meet, a meeting will be called with the parents to discuss options for that student. If it is determined that the child needs to be officially evaluated, parents will be referred to the PALS program of the Hamilton County Schools for further testing. A student can still be dismissed if the child's behavior is completely disruptive in the classroom and the parent/guardian refuses the evaluation process or if the evaluation determines that the child would benefit more from a specialized teaching program provided elsewhere.