



Academy

Parent Handbook

2010-2011
School Year

**He's got the rivers and the mountains in His hands,
He's got the oceans and the seas in His hands,
He's got you and he's got me in His hands,
He's got the whole world in His hands.**

2820 Business Center Boulevard
Melbourne, FL 32940

Tel. 321-259-7200 ext. 2
www.ffacademy.org

Our goal is to work with you to make your **child's school year pleasurable, rewarding,** interesting and successful.

Stay informed by reading the newsletters, and be aware of the activities happening in your **child's classroom. Make it a point to be involved** in the classroom and at special events. Please attend parent/guardian meetings and volunteer to be a homeroom coordinator.

Promote a positive attitude toward school. Keep the lines of communication open between **yourself, your child, your child's teacher, and the school.**

Remember to praise your child for his or her accomplishments. Be honest in your praise and constructive in your criticism.

Our goal is to help your child develop to his or her fullest potential and become a successful Christian adult. With a solid partnership between home and school, we can work in the Spirit of Jesus Christ for the growth and development of your child - beginning the very first day!

CURRICULUM

Faith Fellowship Academy's preschool curriculum is based on the Wee Learn Curriculum published by Lifeway Resources. It is a State approved curriculum that offers spiritual as well as educational guidance. In addition, we supplement various themes and letters of the alphabet. All children will be encouraged to explore hands-on learning centers.

LEARNING CENTERS

Language Arts/Writing

Block Construction/Problem Solving

Dramatic Play

Science Exploration

Book Center

Fine Motor Skills

Art

Computer

Pre-Math

Gross Motor Skills

WEEKLY ENRICHMENT ACTIVITIES

Chapel (Chapel on Monday, lead by Ms. Carissa)

Cooking Experience

Music and Creative Movement

KINDERGARTEN/FIRST GRADE CURRICULUM

The curriculum and course of study at Faith Fellowship Academy meets the requirements of the State of Florida.

The curriculum for Kindergarten/First grade is ABeka/ACSI Bible and includes the following:

- Language Arts
Reading, phonics, English (grammar), spelling, handwriting, creative writing and literature
- Mathematics
Basic instruction in arithmetic and related areas
- Science
Concepts in biological and physical sciences, health and safety
- U.S. History
Basic introduction of American history
- Art
Work in a variety of media, art appreciation and arts and crafts
- Computer
As part of Learning Centers
- Bible
Bible study, Bible teachings, memory work and worship (Chapel on Monday)

Textbooks are furnished by Faith Fellowship Academy and are included in the price of registration.

OBJECTIVES

Our goal is to help students develop the following:

- A spiritual awareness of their identity with Jesus Christ
- A healthy, positive self-esteem
- A positive attitude toward learning
- Positive social skills
- Understanding and respect for different races and cultures
- Respect for one's own rights, as well as the rights of others
- Effective language skills
- Critical thinking and problem solving

DISCIPLINE

Our goal is to provide positive reinforcement as well as redirection when appropriate. In accordance with our policy and Florida guidelines, the following will NOT be used:

- Severe, humiliating or frightening discipline
- Discipline associated with food
- Spanking or any other form of physical contact punishment

Instead, we follow a program of classroom courtesy with rewards for acceptable behavior (such as stickers, stamps, treasure box, etc.) and consequences for unacceptable behavior (such as warnings, redirection, parental notification, etc.), in each action teaching by example. We encourage students to:

- Show Christian love and respect for others
- Keep hands, feet and objects to self
- Follow directions
- Use materials and property appropriately
- Treat others as one would like to be treated

ASSESSMENT

For Kindergarten/First grade students, progress reports (report cards) are issued quarterly. Interim reports are issued between progress reports.

PRESCHOOL PROGRESS REPORTS

Preschool progress reports are issued in the month of January. Parent/teacher conferences are available upon request.

CHILD FIND SERVICES

Faith Fellowship Academy works alongside with Child Find. Child Find offers information and free screening for children (birth-5 years) who may have difficulty:

- Learning
- Seeing
- Speaking
- Walking
- Playing
- Hearing

For more information regarding Child Find and their services, call 631-1911 x. 552.

PUBLICATIONS

Monthly School Newsletter

FFA publishes a monthly newsletter, which is given to students to bring home. This publication contains important announcements, upcoming events and a statement from the School Director. It is important that parents/guardians read the newsletter so that they will be informed about events and schedule changes. If you do not receive a monthly newsletter, please get a copy from the school office or view it on our website.

www.ffacademy.org

Weekly School Newsletter

Each week, your child's teacher will send home a classroom newsletter. This newsletter will contain information regarding the past week's activities, upcoming events and any important information regarding your child's classroom. If you do not receive a classroom newsletter, please see your child's teacher.

School Admission Requirements

Faith Fellowship Academy admits students of any race, color, nationality or ethnicity to all the rights, privileges, programs and activities. We do not discriminate on the basis of race, color, nationality or ethnicity in administration or our educational policies, administration policies, scholarships, or other school administered programs.

Admission policies and enrollment information are as follows:

- Faith Fellowship Academy follows the age requirements of the State of Florida for the entrance into school. A child must have reached the proper age for enrollment into school before Sep. 1st.
- The Registration fee is required at the time of registration. The Registration fee is non-refundable.
- In order to be in compliance with the State of Florida and Faith Fellowship Academy requirements, the following information must be on file by the start of school with all forms completed and signed by a parent/guardian:

Physical Form Medical/Field Trip Release
Immunization Record Enrollment Form
Birth Certificate
Know Your Child Care Form (signed)
Consent to Photograph (signed)
Discipline Policy Form (signed)

SCHOOL WELLNESS POLICY

Faith Fellowship Academy strives for healthy minds as well as healthy bodies. In order to keep our classrooms and staff well, children with contagious illnesses are not permitted to attend school until they are no longer contagious. Children with any of the following signs of illness should not attend school.

Fever	Deep Cough
Rash	Impetigo
Vomiting	Head Lice
Diarrhea	Heavy green or yellow nasal discharge
Signs of Contagious Disease	

All children sent home from school because of illness must have a doctor's note when they return.

MEDICATIONS

There is a specific form that must be completed by the physician, parent and staff who administer medications. This form can be obtained from the Academy office. All medications must be in its original container, labeled with the child's full name, name of the drug, dosage, directions for administration, date and physician's name. No over-the-counter medication will be given without a doctor's note. (Example: Tylenol or cough syrup)

ABSENCES

There are times when students must be absent from school due to illness or emergency. It is the parent/guardian's responsibility to contact the school office to report the child's absence. If the child is absent due to illness, please provide a note from a physician to excuse the absences.

The school office should be notified of any extended absence known in advance by the parents/guardians. Parents/guardians are responsible to assure that their child complete all missed assignments.

If a student is absent for more than three consecutive days, the school office will call home to determine the reason for the absence if the parent/guardian has not contacted the school office.

TARDINESS

Students are expected to attend school in a regular and punctual manner. Classes begin promptly at 8:30 a.m. Students should be in their classrooms on time. This is to minimize disruption of the teaching/learning environment and to maximize the learning and development of each child.

CLOTHING AND DRESS

Children should wear comfortable play clothes that will not inhibit them during creative art processes and outdoor time.

For safety purposes, please have your child wear closed-toe shoes with socks for climbing and running.

An extra set of labeled clothes needs to be kept inside your child's labeled backpack for any **unexpected “accidents”**. **If your child needs to be bathed as a result of an “accident”, a parent/guardian will be called to the school.**

Students are required to have school t-shirts for special events and may be purchased in the school office for \$12.00.

SCHOOL PICTURES

Various types of pictures are taken at school during the year and are sometimes used for display on our bulletin boards. Individual student pictures are taken two times a year (fall/spring) and are made available for purchase at parent's/guardian's option.

FFA also takes individual student pictures that will appear in the yearbook, which is made available for purchase at the end of the school year.

SNACKS

Each child is requested to share a monthly snack and juice with their entire class. Snacks must be pre-packaged. Snacks and juice are due at the beginning of each month. Snacks will then be distributed throughout the entire month. For recommended snacks, please contact your child's teacher.

Parents may bring in special birthday snacks. Please inform the teacher of your intentions in advance. Please limit the amount of sugar. Muffins are a good substitute for sugary cupcakes!

We will have weekly cooking experiences as a part of our snack time. Sign up sheets for parents to donate the cooking ingredients will be made available.

LUNCH PROCEDURES

Students may purchase a pizza lunch on Fridays; otherwise, students must bring a lunch each day. If parents/guardians choose to purchase lunch, they must fill out a monthly lunch order form and return it with payment. Forms must be received prior to the beginning of each month, we will not except any forms after the first of the month.

Parents/guardians need to pack all necessary eating utensils in their child's lunchbox. (Please note that we can not heat food in the microwave.) On the days that lunch is made available for purchase, if parents/guardians forget to pay and their child does not have a packed lunch, FFA will provide a lunch. A \$2.00 lunch charge will be billed to your account.

EMERGENCY PROCEDURES

If an emergency arises, parents are notified as quickly as possible based on the contact information provided. We will stay with the child until a parent or guardian arrives at the school.

EMERGENCY SCHOOL CLOSINGS

In case of severe weather, damage to the school facilities, or other unpredictable circumstances, Faith Fellowship Academy will follow any announced plans for Brevard County Schools.

PERSONAL TOYS

Personal toys are not allowed at school. Teachers will notify parents of special opportunities, such as "Show and Tell", as well as other appropriate times to share pets and toys with the class.

VOLUNTEERS

Volunteers are involved in many areas of our school programs. Parents can serve in such capacities as homeroom coordinators, special event assistants and classroom helpers. We encourage parent/guardian involvement with the school whenever possible.

ARRIVAL AND DISMISSAL

Each child must be signed in daily by the parent/guardian. All Preschool classes begin promptly at 8:30 a.m. Please do not drop your child off any earlier than 8:20 a.m. unless they are enrolled in the Before Care program. (see page 15)

Children will be escorted to the circle loop for pick-up. Please arrive on time. To facilitate a smooth dismissal and for the safety of your child, please remain in your vehicle at loop dismissal time.

Your child will only be released to the person(s) listed on the registration form. A picture ID may be requested by any staff member to validate permission to pick up during dismissal time.

School Arrival

All classes begin promptly at 8:30 a.m.

School Dismissal

Preschool Morning Program: 11:30 a.m.

Preschool All Day Program: 3:00 p.m.

VPK Morning Program 11:30 a.m.

VPK Wrap Around Program 3:00 p.m.

TUITION & REGISTRATION POLICY 2010 - 2011

Faith Fellowship Academy is non-profit and self-supporting; consequently there can be no tuition deductions due to illness or vacations. School holidays and in-service days are already factored into the tuition rate.

- All fees are non-refundable.
- Payments are due on the 1st of each month. A late fee of \$30.00 will be applied if not paid by the 15th of each month.
- 10% discount on tuition for additional children enrolled.
- A Class schedule Change Fee of \$25 will be charged to your account if you change your **child's schedule more than two times during** the school year. (Drop-in requests are not subject to this fee.)

DROP-IN REQUEST

Drop-in care is available upon request . All requests must be submitted no less than 24 hours prior to requested date to the Academy office. Request approval is based on space availability.

BEFORE AND AFTER CARE RATES

Before Care: 7:00 a.m.—8:20 a.m.
Monthly: \$40.00

After Care: 3:00 p.m.—6:00 p.m.
Monthly: \$70.00

Before & Aftercare
Monthly: \$105.00
Price reflects a \$5.00 discount

AFTER CARE LATE FEE

A late fee of \$3 per minute will be charged to your account if you do not pick up your child by 6:00 p.m.

Registration Fee

\$275.00 new students

\$225.00 current

Tuition Fees

Infant Program

5 Day Program

Mon.-Fri.

(Only Full-time spots available)

8:30 a.m.—3:00 p.m.

Monthly: \$360.00

Tuition Fees

Morning Program

2 Day Morning Program

Tues. & Thurs.

8:30 a.m.—11:30 a.m.

Monthly: \$200.00

3 Day Morning Program

Mon., Weds. & Fri.

8:30 a.m.—11:30 a.m.

Monthly: \$225.00

5 Day Morning Program

Mon.-Fri.

8:30 a.m.—11:30 a.m.

Monthly: \$250.00

Tuition Fees All Day Program

All Day Preschool 2 Day Program
Tues. & Thurs.
8:30 a.m.—3:00 p.m.
Monthly: \$335.00

All Day Preschool 3 Day Program
Mon., Weds. & Fri.
8:30 a.m.—3:00 p.m.
Monthly: \$350.00

All Day Preschool 5 Day Program
Mon.-Fri.
8:30 a.m.—3:00 p.m.
Monthly: \$365.00

VOLUNTARY PRE-KINDERGARTEN (VPK) PROGRAM

Faith Fellowship Academy is a Voluntary Pre-Kindergarten provider. If your child turns 4 years of age by Sept. 1, 2010 he/she is eligible for the VPK program. The VPK voucher issued by the State of Florida pays for the following program hours only:

8:30 a.m. - 11:30 a.m.
Monday through Friday

For more information on how to obtain a VPK voucher, please contact:

Early Learning Coalition of Brevard
County
P.O. Box 560692, Rockledge, FL 32956
(321) 637-7241

Or visit their website
www.elcbrevard.org to download an
application.

REGISTRATION FEE

As stated on our school enrollment forms, pursuant to state law this fee is strictly voluntary for those students who only attend the scheduled VPK program hours (M-F 8:30 a.m.- 11:30 a.m.). For families who have their children in Before Care, After Care or VPK Wrap-around Care, this fee is mandatory.

VPK WRAP-AROUND CARE

If additional childcare is needed, Faith Fellowship Academy offers VPK Wrap-around Care. The hours and prices are as follows:

VPK Wrap-around Care Fee

11:30 a.m. - 3:00 p.m.

5 days

Monthly: \$200.00

KINDERGARTEN/FIRST GRADE ARRIVAL AND DISMISSAL

In order to instill a sense of independence in our students, all students will be dropped at classroom no earlier than 8:20 a.m. and no later than 8:30 a.m. Parents arriving with students after 8:30 a.m. will need to sign their student(s) in at the office. A tardy slip will be issued to permit the student to class. Please remember to enter and exit through the Academy office doors only. Students not picked up by 3:00 p.m. will be sent to Aftercare and charged the appropriate fees.

School Arrival

Class begins promptly at 8:30 a.m.

School Dismissal

Kindergarten/First grade: 2:45 p.m.

ATTENDANCE

Florida law requires all students age five through sixteen to attend school. Students are allowed nine absences in a semester and eighteen absences for the school year.

Attendance is vital not only for promotion to the next grade, but also to gain and contribute to the learning experience. This aspect of school experience cannot be "made up" later.

KINDERGARTEN/FIRST GRADE
TUITION & REGISTRATION FEES
2010 - 2011

Registration Fee
\$300

Tuition
Annual: \$3,500
Monthly: \$360

Faith Fellowship Academy
Weekly Curriculum Schedule 2010-2011

Aug. 7th - Orientation 10:00-11:00 am

Aug. 9-13
Welcome Friends

Aug. 16-20
Back to Basics

Aug. 23-27
Letter: Aa
Theme: School Safety
Bible Study: This is the Day the Lord has Made

Aug. 30-Sept. 3
Letter: Bb
Theme: All About Me
Bible Study: Jesus and the Children

Sep. 6-10
Sep. 6 Labor Day/No School
Letter: Cc
Theme: My 5 Senses
Bible Study: Jesus Loves Me

Sept. 13-17
Letter: Dd
Theme: My Feelings
Bible Study: God Made the World

Sept. 20-24
Letter: Ee
Theme: Me and My Body
Bible Study: A Loving God Made a World for Me

Weekly Curriculum Schedule 2010-2011 (continued)

Sep. 27– Oct. 1

Firemen Visit

Letter: Ff

Theme: Fire Prevention - Stop, Drop and Roll

Bible Study: Adam and Eve

Oct. 4-8

Letter: Letter review Aa - Ff

Theme: Families are Special

Bible Study: The First Family

Oct. 11-15

Oct. 15 No School/Teacher In-service

Letter: Gg

Theme: Down on the Farm

Bible Study: Noah Listened and Obeyed God

Oct. 18-22

Letter: Hh

Theme: Harvest Fun

Bible Study: Isaac was a Gift from God

Oct. 25-29

Oct. 29 Harvest Festival-Noon Dismissal*

Letter: Ii

Theme: Fun Fall Activities

Bible Study: Jacob and Esau

***FFA celebrates God's good harvest, please use good judgment, no Halloween costumes.**

Nov. 1-5

Letter: Jj

Theme: Pumpkins, Apples, and Seeds

Bible Study: God Took Care of Joseph

Weekly Curriculum Schedule 2010-2011 (continued)

Nov. 8-12

Nov. 12 Turkey Trot

Letter: Kk

Theme: Indians

Bible Study: Joseph was Kind to His Brothers

Nov. 15-19

Nov. 19 Thanksgiving Feast and Program

Letter: Letter review Aa-Kk

Theme: Pilgrims

Bible Study: Give Thanks

Nov. 22-26

Thanksgiving Break/No School

Nov. 29-Dec. 3

Nov. 29 Return to School

Letter: Letter review Aa - Kk

Theme: Sharing Christmas Joy

Bible Study: Mary and Joseph

Dec. 6-10

Letter: Letter review Aa - Kk

Theme: Christmas is Special

Bible Study: No Room at the Inn

Dec. 13-17

Dec. 17 Baby Jesus' Birthday Party/Noon Dismissal

Letter: Letter review Aa - Kk

Theme: Happy Birthday Jesus!

Bible Study: The Birth of a King

Dec. 20-Jan. 3, 2011

Christmas Break/No School

Weekly Curriculum Schedule 2010-2011 (continued)

Jan. 4-7

Jan. 4 Return to School

Letter: Review

Theme: Ring in the New Year

Bible Study: We Three Kings

Jan. 10-14

Letter: Ll

Theme: Exploring the World of Science

Bible Study: The Boy Jesus Obeyed His Parents

Jan. 17-21

Jan. 17 Martin Luther King Jr. Day– No School

Letter: Mm

Theme: Winter

Bible Study: The Disciples Followed Jesus

Jan. 24-28

Letter: Nn

Theme: Hibernation

Bible Study: A Little Boy Shared His Lunch

Jan. 30-Feb. 4

Letter: Oo

Theme: Dental Health

Bible Study: Jesus Healed Jairus' Daughter

Feb. 7-11

Letter: Pp

Theme: Friendship

Bible Study: Jesus Calmed a Storm

Weekly Curriculum Schedule 2010-2011 (continued)

Feb. 14-18

Letter: Qq

Theme: Valentine Fun

Bible Study: Jesus Healed a Paralyzed Man

Feb. 21-25

Letter: Rr

Theme: Celebrating Presidents

Bible Study: Zacchaeus Come to Jesus

Feb. 28-Mar. 4

March 4 Trike-a-thon

Letter: Ss

Theme: Be kind to pets

Bible Study: Nicodemus Met Jesus

March 7-11

Letter: Tt

Theme: Favorite Books

Bible Study: Jesus Raised Lazarus from the Dead

March 14-18

Letter: Uu

Theme: Kites, Wind, Weather

Bible Study: Joshua and Caleb

March 21-25

Letter: Vv

Theme: Spring is in the Air

Bible Study: Paul and Silas in Prison

March 28-April 1

Spring Break/No School

Weekly Curriculum Schedule 2010-2011 (continued)

April 4-8

Apr. 4 Return to School

Letter: Ww

Theme: A Well Watered Garden

Bible Study: Pete's Escape from Prison

April 11-15

Letter: Xx

Theme: Life Cycles of Insects

Bible Study: Hosanna, Hosanna, Hosanna to the King

April 18-22

Apr. 21 Resurrection Rabbit Visits

Apr. 22 Good Friday/No School

Letter: Yy

Theme: All Creatures Great and Small

Bible Study: Easter

April 25-29

Teacher Appreciation Week

Letter: Review

Theme: Farm Animals

Bible Study: He Lives

May 2-6

Letter: Zz

Theme: All about Mom

Bible Study: Jonah and The Big Fish

May 9-13

Letter: Review

Theme: Summer Sunsation

Bible Study: Favorite Stories of the Bible

May 16-20

May 20 Last Day of School

Theme: **Summer "SON" sation**

Bible Study: This Little Gospel Light of Mine

THE MATTHEW 18 PRINCIPLE

We, at Faith Fellowship Academy, strive and encourage others to obey the teachings of Christ. Those teachings include the 2nd greatest commandment, "Love thy neighbor as yourself" (Matthew 22:37-39). In spite of our efforts, there are times when people have different views or perceive situations differently. Jesus, in His perfect wisdom, knew we would need instruction for these situations and provided this wisdom in the verse Matthew 18: 15-17. When differences of opinion cause conflict, it is Faith Fellowship's policy to practice "The Matthew 18 Principle." Using this scripture passage as our guide, we have listed the appropriate steps that are to be taken by students, parents, teachers and staff in the event of a misunderstanding or disagreement:

1. Keep the matter confidential. "With his mouth the godless destroy his neighbor..." (Proverbs 11:9a) Only share the problem with those directly involved in an effort to ensure confidentiality.
2. Keep the circle small. "If your brother sins against you, go and show him his fault, just between the two of you." (Matthew 18:15) The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved at the two-person level.
3. State your concern clearly and concisely. "...tell him his fault..." (Matthew 18:15) Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell

someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. Going to the person is not an option; it is a command.

4. Be forgiving. "If he listens to you, you have won your brother over" (Matthew 18:15b) This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

As mentioned earlier, most problems are resolved at the two-person level. Forgiveness and restoration are the normal and happy conclusions. However, there are unfortunate times when an individual will not "hear" you or will openly disagree with you. The next step is:

5. You and the other individual should go together to share the matter with the school director. "...take one or two others along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:16) Each person should come to the meeting with a humble and prayerful attitude, willing to submit to the Lord's will and also be willing to submit to discipline or correction if needed.

In summary, "The Matthew 18 Principle" requires that parents talk to teachers about student problems before talking to anyone else including the administrator, other students, or parents. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

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He's Got the Whole World in His Hands

He's got the whole world in His hands,
He's got the whole world in His hands,
He's got the whole world in His hands,
He's got the whole world in His hands.

He's got my brothers and my sisters in His hands,
He's got my brothers and my sisters in His hands,
He's got my brothers and my sisters in His hands,
He's got the whole world in His hands.

He's got the sun and the rain in His hands,
He's got the moon and the stars in His hands,
He's got the wind and the clouds in His hands,
He's got the whole world in His hands.

He's got the rivers and the mountains in His
hands,
He's got the oceans and the seas in His hands,
He's got you and he's got me in His hands,
He's got the whole world in His hands.

He's got everybody here in His hands,
He's got everybody there in His hands,
He's got everybody everywhere in His hands,
He's got the whole world in His hands.

Faith Fellowship Academy School Calendar 2010-2011

August 7	Saturday	Orientation
August 9	Monday	First Day of School
September 6	Monday	Labor Day/No School
October 15	Friday	No School/Teacher In-service
October 29	Friday	Harvest Festival – NOON DISMISSAL
November 12	Friday	Turkey Trot
November 19	Friday	Thanksgiving Feast & Program
November 22-26	Mon.-Fri.	Thanksgiving Break/No School
November 29	Monday	Return to School
December 17	Friday	Baby Jesus Birthday Party- NOON DISMISSAL
Dec. 20-Jan. 3		Christmas Break/No School
January 4	Tuesday	Return to School
January 17	Monday	Martin Luther King Jr./No School
February 1	Tuesday	Penny Drive
March 4	Friday	Trike-a-thon
March 28-April 1		Spring Break/No School
April 4	Monday	Return to School
April 21	Thursday	Resurrection Rabbit
April 22	Friday	Good Friday/No School
April 25-29		Teacher Appreciation Week
May 20	Friday	Last Day of School

*School calendar dates may be subject to change.