

Parent Handbook



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CURRICULUM

Faith Fellowship Academy strives to offer the highest standards in early childhood education within a Christian environment where a child can grow spiritually, physically, emotionally, intellectually, and socially. Our goal is to provide a Christian, child-centered, nurturing environment filled with love and family support where children will know they are loved by Jesus and by our teachers.

To help us fulfill our purpose, we have selected the "Wee Learn" curriculum published by Lifeway Christian Resources, as well as the "Get Set for School" readiness curriculum.

The "Wee Learn" curriculum is a comprehensive curriculum plan for preschoolers that contains ample teaching using age-appropriate learning activities that is designed to lay a foundation for understanding God, Jesus, Bible, Church, self, family, others and the natural world. This curriculum includes learning centers, group activities as well as activities for pre-reading, pre-writing, phonics and number skills.

The "Get Set for School" readiness curriculum uses a developmental approach based on the most relevant research about how young children learn best:

Believes that every child can achieve

Uses engaging materials that make learning fun

Breaks difficult concepts into simple tasks

LEARNING CENTERS

Language Arts

Block Construction/Problem Solving

Dramatic Play

Science Exploration

Book Center

Fine Motor Skills

Art

Computer

Pre-Math

Gross Motor Skills

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

CONFLICT RESOLUTION AND DISMISSAL POLICY

At Faith Fellowship Academy, we are committed to fostering a peaceful and nurturing environment for all students, families, and staff. We will make every effort to work collaboratively with students and parents to address and resolve any concerns or conflicts that may arise. However, if a student or parent consistently engages in behavior that disrupts the learning

environment—such as ongoing conflict, hostility, or divisive conduct—and all reasonable efforts by school leadership to resolve the matter have been exhausted, the Academy reserves the right to withdraw the student from enrollment in order to maintain the well-being of the school community.

VPK PROGRESS REPORTS

During the month of September, a pre-assessment for the Florida Department of Education's VPK Assessment will be administered. This is a pre-assessment designed to measure growth in academic skills and Kindergarten Readiness. A mid-year assessment is administered in January, and a post-assessment will take place in the spring.

CONFIDENTIALITY

Due to strict confidentiality laws, Faith Fellowship Academy cannot distribute or share any child and/or parent information.

NO SOLICITING

It is against school policy to allow parents to advertise/market, or solicit at any time during school hours.

SCHOOL-WIDE EMAIL POLICY

Faith Fellowship Academy maintains a school-wide email communication system to keep families informed about important updates and events.

To ensure consistency and relevance in our communications, this system is reserved exclusively for distributing information directly related to:

Faith Fellowship Academy programs, updates, and announcements

Faith Fellowship Church events and ministry opportunities

Please note:

The email system **may not** be used to:

- Promote or advertise personal businesses, services, or sales
- Share personal announcements, fundraisers, or non-school-related events
- Distribute content not affiliated with the Academy or Church

We appreciate your understanding and cooperation as we maintain a focused and purposeful communication environment for all families.

PUBLICATIONS

Monthly School Newsletter

Faith Fellowship Academy distributes a **monthly newsletter via email at the beginning of each month**. This publication includes important announcements, upcoming events, and a message from the School Director.

Parents and guardians are strongly encouraged to **read each newsletter carefully** to stay informed about school activities, important dates, and any schedule changes. If you do not receive a monthly newsletter by email, it is also available for viewing on our website at www.ffacademy.org.

WEEKLY SCHOOL NEWSLETTER

Each week, your child's teacher will distribute 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.

SCHOOL ADMISSION REQUIREMENTS

Faith Fellowship Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

The Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or any 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:

- Up-to-date Physical Form
- Up-to-date Immunization Record/Religious Exemption
- Faith Fellowship Academy Enrollment Form

CUSTODY AND PARENTAL ACCESS

Faith Fellowship Academy recognizes the rights and responsibilities of parents and legal guardians regarding their children. The Academy will not become involved in custody disputes or make determinations regarding a parent's legal right to access, visit, or pick up a child.

If a parent or legal guardian requests that another parent be denied access to or prohibited from picking up a child, **Faith Fellowship Academy must be provided with current legal documentation that specifically establishes or restricts that parent's rights.** This may include a court order, custody order, injunction, or other applicable legal documentation.

A verbal request, email, written note, or statement from one parent is not sufficient for the Academy to deny another parent access to his or her child when that parent otherwise has legal parental rights.

It is the responsibility of the parent or legal guardian to provide the Academy with a complete and current copy of any applicable legal documentation and to promptly provide updated documentation whenever an order is modified, replaced, or terminated. The Academy will follow the most current legal documentation on file.

In situations involving an immediate safety concern or potential threat to a child, staff may contact law enforcement or other appropriate authorities.

This policy is intended to protect the safety of our students, respect the legal rights of parents and guardians, and ensure that Faith Fellowship Academy staff are not placed in the position of interpreting or mediating private custody disputes.

OUTSIDE THERAPY SERVICES POLICY

Faith Fellowship Academy supports collaboration with families and recognizes the value of therapeutic and behavioral services provided outside of the school setting. However, the Academy's program and staffing model are not designed to support ongoing, in-class services delivered by outside providers.

- Our school is not set up for daily or ongoing RBT/ABA support in the classroom
- Outside providers may be approved for occasional observation or consultation only
- Visits need to be pre-approved, time-limited, and non-disruptive
- Therapy services should be scheduled outside of school hours
- Approval of one visit does not guarantee future access

ENROLLMENT CONSIDERATIONS

Faith Fellowship Academy reserves the right to determine whether a child's needs can be

reasonably met within the scope of our program. Families requiring continuous one-on-one support during the school day may wish to consider programs specifically licensed to integrate such services.

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/eye discharge
COVID-19 Symptoms

All children sent home from school because of illness must be symptom-free for 24 hrs. and provide a signed doctor's note when they return.

MEDICATIONS

No medications will be administered by Faith Fellowship Academy staff and will not be permitted at school.

Exception — Epi-pens are permitted.

EPI-PEN & ANAPHYLAXIS MANAGEMENT POLICY

For any child requiring an epinephrine auto-injector (Epi-Pen), a **Food Allergy & Anaphylaxis Emergency Care Plan** must be completed and submitted prior to attendance or immediately upon diagnosis.

Epi-Pens must be provided by the custodial parent or legal guardian and must be in the **original pharmacy-labeled container**. Labels must include the child's name, medication name, dosage and directions, and the prescribing physician's name and contact information. Medication must be current and unexpired.

Epi-Pens will be stored and administered by staff strictly in accordance with the child's

Emergency Care Plan and physician instructions.

Parents/guardians are responsible for keeping all documentation current, providing replacement medication before expiration, notifying the school of any medical changes, **and retrieving their child's Epi-Pen on the child's final day of attendance at the school.**

ABSENCES

There are times when students must be absent from school due to illness or an emergency. It is the parent/guardian's responsibility to contact the school office to report the child's absence. The school office should be notified of any extended absence known in advance by the parents/guardians.

If a student is absent for more than three consecutive days, the child's teacher will contact the parent or guardian to determine the reason for the absence if the parent or guardian has not already done so.

TARDINESS

Consistent and timely attendance is essential to each child's learning and development, and helps maintain a focused classroom environment. To minimize disruptions and ensure that all students benefit fully from instructional time, students are expected to attend school **regularly and arrive on time.**

Classes begin promptly at **8:30 a.m.** All **VPK students are required to be in their classrooms by this time** to meet program guidelines and participate in the full instructional day.

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.

SCHOOL PICTURES

Throughout the school year, various photographs are taken during classroom activities and school events. These images may be displayed on campus bulletin boards or used to highlight student involvement.

Individual student portraits will be taken during the school year and are available for purchase at the parent or guardian's discretion.

Student portraits are also included in the annual yearbook, which is available for purchase at the end of the school year.

SNACKS*

*Please note that Faith Fellowship Academy is a Peanut Free school.

Each child is requested to share a monthly snack and small water bottles with their entire class.

Snacks must be pre-packaged. Snacks and water 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 provide a special birthday snack. 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*

*Please note that Faith Fellowship Academy is a peanut-free school.

Parents/guardians need to pack all necessary food and eating utensils in their child's lunchbox including ice packs. (Please note that we cannot heat food in the microwave.)

EMERGENCY PROCEDURES

In the event of an emergency, parents or guardians will be contacted as promptly as possible using the emergency contact information on file. A staff member will remain with the child and provide care and reassurance until a parent or authorized guardian arrives at the school.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather, facility damage, or other unforeseen circumstances, **Faith Fellowship Academy** will notify parents of any school closures or schedule changes as promptly as possible via email. Please ensure that your contact information is kept up to date to receive timely notifications.

RESTROOM ACCESS POLICY

To uphold a secure, developmentally appropriate environment, restroom facilities designated for students are **strictly reserved for children and authorized staff members during operating school hours**. For the safety and privacy of all students, **adults—including parents, guardians, and visitors—are not permitted to use the children's restrooms at any time**. We appreciate your partnership in maintaining a safe, well-regulated campus environment for all students.

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.

ARRIVAL AND DISMISSAL

Each child must be signed in by their parent/guardian using the Procare app upon arrival. Please do not drop your child off any earlier than 8:20 a.m. unless they are enrolled in the Before Care program. Please do not park in the Handicap spaces unless you have a permit. Your child will only be released to the person(s) listed in Procare. A picture ID may be requested by any staff member to validate permission to pick up during dismissal time.

PARENT RESPONSIBILITY FOR PROCARE INFORMATION

Parents and legal guardians are responsible for ensuring that all information in their child's profile within the **Procare app** is accurate and kept up to date at all times. This includes, but is not limited to, current home address, parent/guardian contact information, emergency contacts, and authorized pick-up persons.

Maintaining accurate information is essential for student safety, effective communication, and

compliance with school procedures. Failure to keep information current may result in delays in communication or the release of a child only to individuals properly listed and verified in the Procure system.

DISMISSAL PROCEDURE

Dismissal for students **not enrolled in Aftercare** begins at **2:30 p.m.** Parents should park and walk to the designated sidewalk area outside the Exit doors to pick up their child.

Any student **not picked up by 3:00 p.m.** will be escorted to Aftercare, and a fee of **\$3.00 per minute** will be applied.

TUITION POLICY

Faith Fellowship Academy operates as a non-profit, self-supporting institution. As such, we do not offer tuition discounts or school-sponsored scholarships. Additionally, tuition adjustments, credits, or refunds cannot be provided for absences due to illness, vacations, or other personal circumstances.

Please note that school holidays and scheduled in-service days are already accounted for in the annual tuition rate.

All fees are non-refundable.

TUITION DUE DATE & LATE FEES

Tuition payments are due on the 1st of each month. Any account not paid by the 10th of the month will be assessed a late fee of \$30 in accordance with Academy policy.

Suspension of Attendance for Non-Payment

To protect the financial stability of the Academy and ensure fairness to all families, accounts may not remain delinquent while a student continues to attend.

If an account remains unpaid after the 15th of the month, and an approved written payment arrangement has not been established with Academy administration, the student's attendance will be suspended beginning the next school day.

During a financial suspension, the student may not attend Faith Fellowship Academy, including regular school-day programming, Before Care, Aftercare, or other Academy programs.

The student may return once the account has been brought current or an approved written payment arrangement has been established with Academy administration.

Suspension of attendance due to non-payment does not waive, reduce, or eliminate any

tuition, fees, or other financial obligations already owed to the Academy.

Withdrawal for Continued Non-Payment

If the account remains unresolved after the 20th of the month, Faith Fellowship Academy reserves the right to automatically withdraw the student for non-payment and offer the student's enrollment space to another family.

Withdrawal due to non-payment does not relieve the responsible party of any financial obligation owed to the Academy. All outstanding tuition, fees, late charges, and other applicable balances remain due and payable.

Accounts that remain unpaid after withdrawal may be referred to a third-party collection agency. The responsible party may also be responsible for collection costs, attorney's fees, court costs, and other expenses incurred in the collection of the debt, where permitted by law and the family's enrollment agreement.

Re-Enrollment Following Withdrawal for Non-Payment

Students withdrawn due to non-payment are not guaranteed re-enrollment.

Before a student may be considered for re-enrollment, all outstanding balances owed to Faith Fellowship Academy must be paid in full. Re-enrollment will be subject to classroom availability, current admission requirements, and payment of all applicable registration and enrollment fees.

AFTER CARE LATE FEE

A late fee of \$3.00 per minute will be charged to your account if you do not pick up your child by 5:15pm.

BEFORECARE EARLY FEE

Beforecare charges of \$3 per minute will be billed for any child that is **not** enrolled in Beforecare and is logged in prior to 8:20am.

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 of the current school year, he/she is eligible for the VPK program. The VPK Certificate 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 Certificate, please contact:

REGISTRATION FEE

Pursuant to state law, this fee is **not** required for students who **only** attend the scheduled VPK program hours (Monday through Friday, 8:30 a.m. to 11:30 a.m.). For families who have their children in Beforecare, Aftercare or VPK Wrap-around Care, this fee is mandatory.

VPK ATTENDANCE POLICY

In accordance with Florida State Legislation, **parents are responsible for ensuring the regular and punctual attendance** of children enrolled in the **Voluntary Prekindergarten (VPK) Program**. As a state-funded program, VPK is subject to strict attendance requirements.

- Parents must **notify the school** if their child will be absent.
- Parents are **required to sign a monthly VPK Attendance Verification Form** to confirm their child's attendance.

Consistent attendance is essential to your child's progress and to maintaining compliance with state VPK guidelines.

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:

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.

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-people level.

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.

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:

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.