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# McFalls Academy Handbook

*Changing the Face and Pace of Your  
Child's Education*

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## Introduction

Welcome to McFalls Academy!

Thank you so much for choosing McFalls Academy for your child's education. I hope this handbook will answer your questions about our school. Though the handbook outlines most of the schools' policies and procedures, it does not address every possible situation or question about the academy's operations. **The policies and procedures in this handbook are for general reference and may not be applicable in all cases. The school reserves the right to revise, modify, delete or add to any and all policies, procedures, or school rules stated in this handbook or in any document at any time.**

McFalls Academy is located inside of Sojourn Church Carlisle at 3548 Taylor Boulevard, Louisville, KY 40205 and will be in operation Monday-Friday from 9:00 a.m.- 3:30 p.m. with the exception of stated holidays and breaks. The cost of yearly tuition is \$7,500 per student. You are paying for your child to receive a quality education from a certified education professional which will include a significant amount of one-on-one time. As the school administrator and lead teacher, I have a dual-degree in Early Childhood and Elementary Education. I also have a Master's Degree in Teacher Leadership with a certificate in Diversity Literacy. Breakfast, lunch, and afternoon snack are included in the cost of tuition. Tuition also covers facility and cleaning costs.

## Vision Statement

*Our vision is to develop a Christ-centered learning community that promotes diversity and provides a well-rounded education that caters to the academic and social/emotional needs of each individual child.*

## Core Beliefs

- Provide a Christian-Based education that shares the love of Christ and promotes a lifetime compass in times of difficulty.
- Provide personalized instruction that simultaneously meets the needs of each individual learner.
- Provide a well-rounded education that meets the needs of the whole child (spiritual, social, emotional, physical, academic) so students develop a wide range of skills necessary to succeed in the real world.
- Provide a learning community that welcomes ethnic and cultural differences to promote collaboration and communication with different cultures and styles.
- Promote a love for lifelong learning to increase intrinsic motivation and self-directed goal-setting.
- Instill research-based instructional practices to ensure ongoing improvement in both teaching and learning.

## Admissions

McFalls Academy embraces diversity and is open to students and families from all walks of life regardless of race, religion, gender, or ethnicity. McFalls Academy is a Christian-based school. Thus, our instruction aligns with biblical principles. To be considered for the program, students must be between the ages of 5-10 years which is the equivalence of kindergarten-fifth grade. We do not implement the practice of grades at McFalls Academy due to the rigidness of grade-based standards.

Children with special needs are considered for the program on a case-by-case basis based on the availability of resources. A wait list will be available when the class has reached full capacity (15 students). Future openings will be filled as they occur, and the

director will work from the wait list for all openings. Families will be contacted and given 24 hours to respond to the announcement of an opening before the next family on the wait list is contacted. Upon applying for McFalls Academy, applications will be reviewed to determine the suitability of McFalls Academy for the prospective family. Upon deeming McFalls Academy a suitable option, the family will be notified to complete the enrollment process. Adjustments to class capacity will be determined by the Director.

## Arrival and Dismissal

School begins promptly at 9:00 a.m. Student supervision is available beginning at 8:30 a.m. with no additional charge. Students should NOT arrive at school before this time. The carpool line is located directly in front of the door at the back parking lot entrance. Parents will be provided with a keypad code to get into the building upon arrival.

**Dismissal will begin promptly at 3:30 and continue through 3:45. Students will be escorted out to the carpool line. We ask that you refrain from calling your child to you before a staff member has given the child permission to leave the line. This will help ensure the safety and well-being of all students during dismissal.**

## Attendance

School attendance is very important to ensure that your child receives the maximum benefit from the program and reaches their full potential. Thus, it is important they attend school every day and arrive on time. In the event that your child becomes ill, it is expected that they are kept home. It is the parent's responsibility to report each and every absence by calling the school. Please call the school by 8:30 to inform the school of your child's absence. You should also notify the school if your child will be late (i.e.,

due to a doctor's/dentist appointment). If possible, please schedule doctor and dental appointments for after school or during school breaks to avoid having your child miss instructional time.

## Birthdays

If you would like your child's birthday to be celebrated at school, you are welcome to bring an afternoon snack to share. All snacks must be pre-packaged (no homemade items). Cupcakes and or cookies are fine for birthday snacks. Please keep in mind that school hours are not the time for "birthday parties". Please make arrangements with the teacher at least two days prior to the day you wish to bring/send in your child's birthday treat.

For celebrations that take place outside of school hours, we understand that not every child in the class can be included in every party. Invitations are NOT to be distributed at school unless all children are included. Please contact individual parents outside of school hours instead.

## Change of Contact Information

It is the responsibility of the parent/guardian to ensure updated contact and emergency contacts are on file at all times.

## Communication

Primary means of communication should occur through email. **Parents are to refrain from calling teachers at their homes and texting them on their cell phones.** Phone calls and texts should occur between the hours of 8:00 a.m. and 4:30 p.m. Parent/guardians should also keep in mind that teachers have limited access to their phones and emails during the school day as primary focus is on the students. If you do not receive an

immediate response, please be patient and a teacher/administrator will respond when possible.

## Conduct/School Expectations

We strongly encourage student ownership and responsibility. Students are regularly taught the importance of good character and we use the following character traits to instill intrinsic motivation and good choices: Responsibility, Respect, Fairness, Trustworthiness, Perseverance, Caring, and Citizenship. At the end of each day, we speak with students to reflect on their day and students use the following scale to rate themselves inside of their Take Home Binders based upon their diligence with fulfilling the character traits.

<b>3</b>	I had little to no reminders today and/or corrected my behavior.
<b>2</b>	I had multiple reminders today and attempted to correct my behavior.
<b>1</b>	I had multiple reminders today and did not correct my behavior.

### Disciplinary Process

McFalls Academy recognizes that we all make mistakes. However, it is important that we learn and grow from our mistakes. All disciplinary issues will be discussed with the parents/guardians. Conversations regarding behavior will demonstrate empathy, while holding the child responsible for the decision to behave in ways that are not aligned with the school guidelines. Behavior expectations are taught and reinforced every day so that students know what is expected of them in the school setting.

**Corrective measures include the following:**

1. **Verbal Correction/Counsel** – instructing a child as to what is expected, offering suggestions. If the student is responsive and has a teachable heart, no further actions may need to be taken.

2. **Consequences** – Warning and re-teaching, Time out in the classroom, loss of privileges (i.e., recess), Parent Contact, Conference.

**\*\*\* In the event that serious misbehavior persists despite measures taken to correct the behavior, the student may be dismissed from the program. \*\*\***

### **Restorative Justice**

Situations which involve all or the majority of the class may be addressed through restorative justice meetings. Examples of such situations include playground incidents or repeated mistreatment of other student(s). Restorative justice meetings allow students to participate in circles where they can freely express their feelings about an issue at school. Restorative justice also encourages accountability amongst students at school.

Restorative justice meetings follow the following sequence:

1. **What happened?** – Students share about an event that occurred using only what they saw with their eyes and/or heard with their ears (no assumptions or hearsay).
2. **What were you thinking?** – Students share about the thought processes they experienced during said event.
3. **Who was affected?** – Students reflect on who was harmed during the event and how? How did the event make them feel and why?
4. **Solutions** – The discussion is quickly moved from problem to solution where students brainstorm ways to prevent the issue from reoccurring. This part of the

process also includes brainstorming potential consequences for those who caused harm to others.

### **Peace Corner**

Effective conflict-resolution is regularly modeled with students. One way in which we encourage this is with the use of our peace corner. When students are experiencing emotional distress, they will be prompted to utilize our peace corner. If two or more students are involved in a dispute with each other, they will use the peace corner to work through their disagreements.

### **Confidentiality**

All the information regarding your child and family is treated with the utmost confidentiality. Family and children records are maintained within the classroom. When there is an incident involving two or more children, the teacher will contact both parents to inform them of the issue without disclosing the identity of the other child(ren) involved.

### **COVID-19**

Please refer to our Covid Compliance Policy for information on how we are keeping our students, staff and families safe during this time.

### **Curriculum**

We use a competence-based approach toward education. This means that students progress through the curriculum at their own pace as they demonstrate mastery of skills and concepts. Instructional models used to foster growth include Class Meetings/Circle Time, Free Choice Time, Whole Group Instruction, Small Group Learning, One-on-One

Instruction, and Outside Play. Curriculum is based on child interest, ability, assessment information, and includes a balance of teacher and child directed activities. Core curriculum includes Christian Education, Literacy, Mathematics, Science, Social Studies, and Social/Emotional Learning (SEL). Art, music, and physical activity are embedded throughout core instruction to ensure a well-rounded education.

### **Christian Education**

We seek to provide students with a biblically sound lens for how to view the world and navigate the experiences encountered on a daily basis. Students are taught about what it means to love and be loved by God. Christian Education contains the following learning domains:

- Biblical Knowledge
- Relationship with God
- Relationship with Others

### **Math**

Math concepts will be taught through small group, large group, projects and stations each week. Learning domains include:

- Operations and Algebraic Thinking
- Numbers & Operations in Base Ten
- Measurement and Data
- Geometry

### **English and Language Arts (ELA)**

ELA learning domains include:

- Reading: Literature
- Reading: Informational Text

- Reading: Foundational Skills
- Writing
- Speaking & Listening

## **Science**

Science topics will vary based on student interest. Topics will generally fall into the following learning domains: Forces & Interactions, Animals, Plants, and Their Environment, Weather & Climate, and Engineering Design.

## **Social Studies**

At McFalls Academy, Social Studies is continuously embedded throughout instruction. Social/Emotional Learning is also a significant part of our Social Studies curriculum. We also provide opportunities for cooperative participation in groups and learning how to gather and present information. Examples of roles and responsibilities include:

- Learning about different cultures and heritages through celebrations such as Chinese New Year, Hanukkah, Christmas and Diwali.
- Openly discussing current events.
- Treating others fairly and respectfully.
- Following class rules and taking responsibility for cleaning up after themselves.
- Keeping the school building neat and tidy.
- Working cooperatively with children and adults.
- Identifying ways that they could help to improve their world.

## Dress Code

### Tops

- Collared Polo Shirts: Solid red, purple, or gold or authorized McFalls Academy logo top
- Cardigans, Sweaters and Sweatshirts: Solid red, purple, gold, white, or black or authorized McFalls Academy spirit wear. Cardigans and Sweatshirts need to have a solid red, purple, or mustard yellow polo worn underneath.

### Pants or Jeans

- Solid blue, black, or khaki

### Shorts

- Solid blue, black, or khaki

### Skirts/skorts, dresses/jumpers

- Solid blue, black, or khaki. Jumpers need to have a solid red, purple, or gold polo or authorized McFalls Academy polo worn underneath.

### Shoes

- Shoes can be any color.
- Close-toed and close-heeled shoes must be worn.
- **Laceless shoes are recommended for students who are not yet efficient with shoe-tying.**

**\*\* A change of clothes must be kept in your child's backpack at all times. It is not necessary for change of clothes to be full uniform. Solid black, navy, gray, or tan bottoms (leggings, sweat pants, etc.) and a solid red, white, black, gray, yellow, purple t-shirt will suffice. Be sure to include a change of underwear and socks.**

***Any educational distraction due to dress will be addressed on an individual basis. If a student is found in violation of the dress code policy, the change of clothes at school will be used first. Once this option has been exhausted, an effort to notify a parent/guardian to bring a change of attire will be made.***

## Emergency Drills

Student safety is a top priority at McFalls Academy. McFalls Academy will conduct regular safety drills including: fire, tornado, earthquake, and lock down.

## EpiPens

If the child has a medically prescribed EpiPen, McFalls Academy will:

- 1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child.
- 2) Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack.
- 3) Protect the EpiPen from exposure to light and extreme heat.
- 4) The director will call 911 and the parents, or authorized representative immediately after administering an EpiPen.

***It is the parent's/guardian's responsibility to ensure an up-to-date EpiPen is at the school at all times.***

## Field Trips

Each year we plan to take several field trips. These field trips and excursions will be conducted under the supervision of the teacher and teacher's assistant to museums, art galleries, places of historical, industrial or civic interest, field and woods for nature study and institutions or places of similar interest to children this age. These trips will promote the education of students.

All field trips will require the prior written consent of the parents of each student attending. Parents are given the opportunity to accompany their child on field trips

during the year. Every parent/guardian who wishes to chaperone on a field trip must have a background check on file with the school.

Field trip costs are not included in the cost of tuition. Parents will be provided with information on the costs prior to the field trip. Field trip payments are non-refundable.

## Health Policy

When determining if a child should be present in the classroom with a health issue, we must keep in mind the effect on the other children and the teacher in the classroom.

Therefore, if a child displays any of the following symptoms, they must be kept home, or they will be sent home.

- Lice
- Temperature of 100 degrees or above
- Diarrhea of an unknown origin
- Vomiting
- Skin rash of unknown origin (until diagnosed by a doctor as not contagious)
- Continuous cough/pain to the degree that it prevents normal play
- Conjunctivitis (pink-eye)
- Runny nose or green mucus

When a child is obviously sick, there is a general agreement between parents and staff that the child should not be at school. With less clear symptoms, many factors are considered before making the decision. The Director will consider the needs of your child and their ability to participate comfortably in normal activities as well as taking symptoms into account. Before a child may return to the classroom, he/she must be free of fever, vomit or diarrhea for a period of 48 hrs. **A doctor's note is required at the time of return.**

## Holiday Celebrations

We will have three holiday celebrations (Halloween, Christmas, and Valentine's Day). You will be notified in advance and asked for donations of food or paper products.

## Hours of Operation

McFalls Academy operates Monday-Friday from 9:00 a.m. - 3:30 p.m. Please ensure that your child arrives for class on time and should it become necessary to keep your child out of school, we ask that you notify the teacher or Director no later than 8:30 am, or as soon as possible, that your child will miss school that day.

It is very important to pick up your child on time as the teacher has other obligations outside of scheduled school times. Please allow for extra time when running errands during school hours for amount of traffic, road construction, or other traffic issues which may make you late. Late payments are as follow:

**5-10 minutes late = \$10 charge**

**21-30 minutes late = \$30 charge**

**11-20 minutes late = \$20 charge**

**Each minute past 30 = additional \$1 per minute**

In the event of extreme weather conditions, McFalls Academy operates on the same schedule as Jefferson County Public Schools. Notifications of delays and closings will be sent via email and/or text message. You may also monitor local news channels and the JCPS web page for information. If you have questions, please call us before starting out to drop your child off to make sure we are open. There are designated make-up days on the school calendar which are implemented throughout the school year. If these days are used, additional days will be added to the end of the school year. These are a total of 170 instructional days and 1,118 instructional hours in the school year.

## Immunizations

Any child enrolled at McFalls Academy must have a current immunization certificate on file within two weeks of the child's attendance. Information including school immunization legislation and regulations, school immunization schedules, school immunization reporting forms and requirements can be found at the [Kentucky Immunization Program](#) Web site.

## Insurance

The school carries liability insurance. Parents are expected to carry sufficient medical and personal insurance to cover injuries or illness.

## Meals

Breakfast, lunch, and afternoon snack are automatically included in the cost of tuition. Menus will be provided via School Cues. For parents who choose to pack lunch for their child, please DO NOT allow your child to bring a soda, sugary, or highly caffeinated energy drink or an excessive amount of highly sugared foods.

## Medication Policy

Please inform your physician that your child is in school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors.

If medications need to be administered at school, the following conditions must be met:

- Authorization for dispensing medication must be filled out and turned in with all medication.

- Prescription medication will be accepted ONLY if it is in the original container and hasn't reached its expiration date.
- Medication must be in an unopened container and accompanied.
- The parent/guardian must hand the medicine to the teacher in person. Under NO circumstances should a child carry medicine on them to school.

## Musical Strings Program

McFalls Academy has partnered with *A New Muse* to bring a musical strings program to our school for the 2022-2023 school year. This is not a requirement but is a wonderful opportunity for students, as research proves the positive impact that musical instruction has on children. Music classes will be provided within school hours twice a week. This program is an additional charge and rates can be referenced below. A registration form will go home to families within the first few weeks of school.

- **Monthly Rate for Classes:** \$30
- **Instrument Rental Options:**
  - The Doo Wop Shop: violin/violas \$13-25 per month or cellos \$35 per month.
  - Mel Owen Music Shop: violin/violas \$14-26 per month or cellos starting at \$20 per month
- As a service to families of students participating in string music programs at McFalls Academy, *A New Muse* music studio will offer private lessons for %50 off of our original price for the duration of each student's time attending McFalls Academy. Our 30 min lessons are priced at \$37 per lesson their discount would allow them to receive 30 min lessons for \$18.50. Our 60 min lessons are priced at \$57 per lesson their discount would allow them to receive 60 min lessons for \$28.50.

## Parent Teacher Conferences

The school calendar contains scheduled parent teacher conference days. Sign up forms will be provided closer to these designated conference days. The teacher may call parents to request a conference or parents may call to request a conference with a teacher outside of designated conference days. The teacher may be contacted through email.

## Parent Volunteering & Involvement

Volunteers are among our most treasured assets. When you decide to volunteer, please see the school Director to complete the necessary forms. All arrangements to visit must be made at least 48 hours in advance. Additionally, you must pass a criminal background check prior to being scheduled to work in a classroom.

Opportunities to volunteer include supervising on the playground, assisting with fundraising, cooking for Bake Sales, and organizing Family Fun nights. Perhaps you have a family tradition that includes music, foods, or a cultural celebration you would like to share. We invite you to enrich our program by sharing them with our students. Other ways to help include serving as a teacher's assistant or tutor and helping with school parties and special activities. Parent involvement is always appreciated, so if you have a special talent or skill such as speaking a different language, playing an instrument or doing a unique craft, let us know. These skills enhance the school experience for all of the children and are sure to make your child proud of you and your family.

Snow/inclement weather days which fall on your child's designated attendance days may be made up on our scheduled school make up days.

## Preventative Health Care Examination

New students entering McFalls Academy must present a Preventative Health Care Examination Form along with proof of vision and dental screening. These exams may be completed up to six months prior to initial entry. Students who are older than five years old may present proof of a previous Preventative Health Care Examination Form.

## School Communication

- 1. Take Home Binder** - This is the primary means of communication between the teacher and parent. Parents are expected to examine the contents carefully each day, sign the binder every night, and return it to school every morning.
- 2. Newsletter**- The school newsletter is emailed home weekly and contains information about upcoming school events as well as information on current learning topics.
- 3. Parent Email Update** - The school will routinely send informational email updates to parents.
- 4. The schools Web site** - [www.mcfallsacademy.com](http://www.mcfallsacademy.com)
- 5. Email**- [mcfallsacademy@outlook.com](mailto:mcfallsacademy@outlook.com)
- 6. Report Cards** - Report cards are sent home to parents twice during the school year. Parents will be notified of report card dates for each school year.

## Reporting Child Abuse

Any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation will be reported to Child Protective Services (CPS). The teacher may not notify parents when CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, unexplained marks or bruises on opposite sides of the body, and child

hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call 877-597-2331 or visit [chfs.ky.gov](http://chfs.ky.gov).

## Self Help Skills

Your child should be able to take care of toilet needs by themselves. This includes wiping themselves and buttoning or snapping their pants. The children will be tying their own shoes (or attempting their best). Please help them at home as they develop this important skill. As cool weather sets in, children need to independently put on and zip or snap their jackets. Please make sure they practice this skill at home as well.

## Technology

McFalls Academy believes in technology integration as a meaningful way to achieve learning goals in the classroom. It is also important to note that technology must be used in moderation with actual teaching to have a positive effect on a child's education. Technology will be used in the classroom to reinforce skills and concepts being taught. Students will be provided with opportunities to utilize computers each day during reading and math stations/centers. Technology will also be used to aide in teaching through learning clips, brain breaks, and more.

## Telephone Use

Telephones are not typically available to students during the school day. Telephones are intended for business use only. In an emergency only, permission may be obtained from the teacher to use the phone. Classes will not be interrupted to call a child to the telephone, except in the case of an emergency. In case of illness, an adult will call the student's parents.

Approved visitors are welcome in our school building during the school day. All visitors must sign in upon entering the classroom.

A background check is required of any parent helper who works regularly in the school. Parents who would like to eat lunch with their child during their child's lunchtime, but please inform the teacher at least 24 hours in advance. Parents may also bring lunch for their child, but please do not bring soft drinks for students to drink.

## Transportation

McFalls Academy does NOT provide bus transportation to or from school. We will NOT release any child to a person not authorized by a parent. We must have written authorization for changes in this respect. If there is to be a change in the child's transportation that day, we MUST have written notification before we can allow this change.

## Tuition & Fees

A non-refundable Supply Fee of \$740 per child is required for the 2022-2023 school year. This fee will go toward curriculum, books, and other instructional materials. One-hundred-forty dollars is due at the time of enrollment and will go toward the \$740 supply fee. The Supply Fee must be paid in full by Wednesday, July 20, 2022.

The cost of tuition is \$7,500 for the 2022-2023 school year. There are a variety of payment options available including monthly and bimonthly. Parents may also choose between a 12-month installment plan with payments to begin in June 2022 or a 10-month installment plan with payments to begin in August 2022. Monthly installments are to be paid by the 1<sup>st</sup> of each month and bimonthly installments are to be paid by the 1<sup>st</sup> and 15<sup>th</sup> of each month. All payments are to be submitted online. It is important that all

payments be made on time. A fee of \$20.00 will be charged for late tuition payments. If your payment is two or more weeks late, you may be asked to disenroll your child from the program. You are responsible for any accruing costs including late fees. Should you wish to re-enroll, there must be a spot available for us to receive your child back and you must pay an enrollment fee of \$100 to re-enroll.

Should you wish to pay for the entire school year we offer a 6% discount which is due by Friday, August 28th of the current school year. Tuition paid in full is non-refundable. The school provides a 20% reduction of monthly tuition for enrollment of additional children in the same household after the first child.

Children entering the program after the opening of the school year will be charged a pro-rated amount for the month in which the child enters, for example, if the child enters the 2nd week of the month, you will pay for 3 weeks of that month and if your child enters on the last week of the month, you will pay for that week only. Regular tuition begins on the first full month following enrollment.

Because the school budget is determined in advance by expected enrollment and student tuition, special adjustments will not be made on the basis of illness, vacation, or any other absence. McFalls Academy, L.L.C. will not issue refunds for absences or inclement weather days..

## Valuables

Students are NOT allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. This includes trading cards, marbles, stuffed animals and dolls. The school provides sufficient items for children to play with for both outdoor and indoor recess. iPads, phones, Game Boys, or any other type of electronic entertainment devices are not permitted on school grounds. Theft or loss of such items

will not be investigated by the school. The school will not be held liable for any damage or loss incurred.

## Withdrawal

School budgets are made based on anticipated student enrollment. **Thus, families who withdraw are still required to pay tuition for the period of time outlined in their enrollment contract. Tuition for August-December is due if a student withdraws after June 20, 2022.**

**Tuition for January-May is due if a student withdraws after December 16, 2022.**

Exceptions may only be made in extreme circumstances and will be considered on a case-by-case basis. Failure to abide by this policy could result in legal action. **Should such issues need to occur in court, the parents/guardians are responsible for paying any court costs.**