

McFalls' Academy Handbook

School Director: Jasmine McFalls

MCFALLS ACADEMY | 600 EAST OAK STREET, LOUISVILLE, KY 40203

Meet the Director



Hi! My name is Jasmine McFalls and I am absolutely honored to meet you during this milestone of your child's education. I am married to Xavier McFalls, and we have a 5-month-old daughter named Josilee [Jo-su-lee] Grace McFalls. I was born and raised in Louisville, KY and am a two-time graduate from the University of Louisville. I graduated in May 2016 with a Bachelor's of Science in Early Childhood and Elementary Education. I graduated in May 2020 with a Master's Degree in Teacher Leadership and a certificate in Diversity Literacy. I have experience with teaching students from diverse ethnic backgrounds both locally and internationally including Puerto Rico, Belize-Central America and Uganda-Africa. I am a former Jefferson County Public Schools (JCPS) teacher and have taught Kindergarten, third, fourth, and fifth grade. I always knew I wanted to open a school, but never dreamed it would come this soon. I am thrilled to embark on this new journey with you and your family, and am excited to learn more about each and every one of you.

-Mrs. McFalls

CONTACT INFORMATION

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FUN FACTS

BIRTHDAY: JUNE 23RD

FAVORITE COLORS: GREEN AND ROSE GOLD

FAVORITE SUBJECT: LIFE SCIENCE

HOBBIES: SPENDING TIME WITH FAMILY, BEING OUTDOORS

FAVORITE STORE: TARGET

FAVORITE CANDY: REECE'S

FAVORITE MOVIES: CROOKLYN, PARENT TRAP

FAVORITE FOODS: PIZZA, CHEESEBURGERS

FAVORITE DRINK: LEMONADE

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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 will be located at the Shelby Park Community Center of Louisville, KY 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 tuition is \$150/week per child. 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 Masters Degree in Teacher Leadership with a certificate in Diversity Literacy. All learning materials except for backpacks are included in the weekly fee (i.e., pencils, paper, crayons, etc.). Meals will not be provided so your child will need to have breakfast before they arrive every day, and bring a lunch every day except for Fridays which will be Pizza Day! Your child will be provided with morning and afternoon snack every day. Tuition will also cover the costs of instructional curriculum materials, facility costs and more.

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 differentiated 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. This is a Christian-based program, but all are welcome. To be considered for the program, students must be 5 years old by October 1, or otherwise offered admission under the director's discretion. Should you choose public education for your child after this school year, they would be placed in the first grade for the 2021-2022 school year. **The exception of this is students who do not turn 6 years old by August 1st (the JCPS deadline). Children who are younger than 6 years of age by August 1st will be expected by JCPS to repeat Kindergarten.**

Children with special needs are considered for the program on a case by case basis based on availability of resources. Enrollment is on a first come first served basis, but wait lists will be available when the class has reached full capacity (10 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. Adjustments to class capacity will be determined by the Director.

A medical release form and emergency contact form is included with the enrollment form and must be submitted for each child at the time of enrollment. Additional forms must be submitted by Friday, September 4th:

- Copy of Birth Certificate
- Field trip Release Form
- Photo/Video Release Form (i.e. Facebook, school website, etc.)
- Family Background
- School Handbook Form

- Goals Sheet
- Immunization Records
- Technology Use Agreement
- Authorization for Dispensing Medication (if necessary- see *Medication* section below)

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 school entrance is at the rear of the Shelby Park Community Center building. You must ring the green doorbell located to the right of the first door to be let in. **Parents/guardians must sign their child in at the door every morning.** Dismissal will begin promptly at 3:30 and continue through 3:45. **Parents/guardians must sign their child out at the door every afternoon.**

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 call if your child will be late (i.e., due to a doctor's/dentist appointment). If possible, please make doctor and dental appointments after school or during school breaks to avoid having your child miss instructional time.

Birthdays

Birthdays are exciting for young children. They will have their feelings hurt when they are not included in birthday parties for their peers. 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 mail them to homes instead.

If you would like your child's birthday to be celebrated, you are welcome to bring a snack to share. All snacks must be pre-packaged (no homemade items). Cupcakes and or cookies are fine for birthday snacks. This is a special day! Please make arrangements with the teacher at least two days prior to the birthday celebration.

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.

Conduct/School Expectations

Positive Reinforcement

Positive reinforcement is rewarding children for positive behaviors and McFalls Academy recognizes the importance of recognizing good deeds. We will be using a character education clip chart that's designed to recognize the ways our students show exceptional personal character, and to highlight the importance of having character as a member of our school community. The character traits we are focusing on are: caring, fairness, respect, responsibility, perseverance, trustworthiness, and citizenship.

The clip chart works by having students clip onto a particular trait after being recognized by the teacher or their peers. Students will not necessarily clip onto the chart each day - this does not mean their behavior failed to meet expectations, it just means that they were not recognized for exceptional character that particular day. If a student clips onto the chart it will be communicated on their character calendar which will be located inside of their Take Home Binder. Please check their calendar or tracker daily so that you can celebrate with them!

Disciplinary Process

McFalls Academy recognizes that children will display challenging behaviors from time to time. It is important that children grow through their mistakes and live with the consequences of their choices. All disciplinary issues will be discussed with the parent. 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.

Instruction

Behavior expectations are taught and reinforced every day so that students know what is expected of them in the school setting.

Warning

Students will be given warnings when they do not comply with behavior expectations. If the inappropriate behavior persists after the warning, the parents will be notified to come in for a meeting. If the behavior continues, the student will be disciplined appropriately according to the agreed upon conversation with the family and parents will be notified when deemed necessary by the teacher.

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, discipline may end at this point.
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 will be dismissed from the program. *****

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 of course contact both parents to inform them of the issue without disclosing the identity of the other child(ren) involved.

COVID-19

The Coronavirus pandemic brought about unprecedented changes to every part of society including the education system. It is imperative that your child be provided a quality education during such a time as this with as minimal risk as possible. It is desired that we maintain as much normalcy as possible. However, proactive measures must be put in place to prevent exposure to the virus. Steps to support prevention include daily sanitizing of surfaces and objects that are touched often, such as bathrooms, tables, doorknobs, and learning materials, use of face masks, and social distancing. Listed below are examples of precautions that will be taken to reduce the chances of contracting COVID in the learning environment:

Promote Behaviors that Reduce the Spread

- Educate students and families about when they should stay home and when they can return to school (as stated by CDC guidelines)
- Teach and reinforce use of cloth face coverings in times when physical distancing is difficult.
- Provide adequate supplies, including soap and hand sanitizer with at least 60 percent alcohol for students and families.
- Use no-touch/foot-pedal trash cans.
- Post signs in highly visible locations (e.g., school entrance, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

Maintain a Healthy Learning Environment

- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school at least daily or between use as much as possible.
- Limit use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.

Shared Objects

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment).
- Ensure each student has their own water bottle clearly labeled with their name. Water fountains are not to be used.

Modified Layouts

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- Provide physical guides, such as tape on floors and signs on walls, to ensure that children remain at least 6 feet apart in lines and at other times.

Food Service

- Have children bring their own meals.
- Use disposable food service items (e.g., utensils, dishes).
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.

Gatherings/Visitors

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Health Checks

- Conduct daily health checks (e.g., temperature screening and/or symptom checking).

Prepare for When Someone Gets Sick

- Immediately separate individuals with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are.
- Identify an isolated room or area to separate any student who exhibits COVID-19 symptoms while waiting to be picked up.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Notify families immediately of any case of COVID-19.

We must also be prepared to continue educating students if and when circumstances change, as predicted, throughout the year related to the health and safety of students as well as the teacher. In the event that the school is permitted to temporarily shut down, school will be conducted virtually. Packets will also be sent home in addition to the online learning provided. You would still be expected to pay tuition during this period of time.

Curriculum

Our curriculum is research-based and developed with attention to developmentally appropriate practice (DAP). “DAP” honors each child’s timetable for growth, whether it is social, academic, physical or emotional. Activities used to foster growth include Class Meetings/Circle Time, Free Choice Time, Whole Group Instruction, Small Group Learning, 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 Literacy, Mathematics, Science, Social Studies, Religion, and Social/Emotional Learning (SEL). Art, music, and physical activity are embedded throughout core instruction to ensure a well-rounded education. Instruction will be theme-based with a new theme each week.

Math

Our math curriculum is aligned with Kentucky Common Core Learning Standards. Math concepts will be taught through small group, large group, projects and stations each week. The following skills will be taught through the Kindergarten math curriculum this year.

- Count to 100 by Ones and Tens
- Count on from a Given Number

- Write Numbers 1-20
- Shapes (Geometry)
- Prepositions
- Sorting and Classifying
- Number Words
- Basic Fractions
- Addition
- Subtraction
- Graphing
- Problem Solving
- Ordering
- One-to-One Correspondence
- Compare Numbers using Greater than/Less than

English and Language Arts (ELA)

Like math, ELA curriculum at McFalls Academy aligns with Kentucky Common Core standards.

Examples of concepts your child will be expected to master in Kindergarten include:

- Identify all letters and letter sounds.
- Predict what a story is about using titles and pictures.
- Ask and answer questions about texts including story elements (i.e. characters, setting, etc.).
- Read silently or view a book for a short but sustained period of time.
- Demonstrate understanding of spoken words, syllables, and sounds (phonemes).
- Read emergent level texts with purpose and understanding.
- Engage in discussions about a story, describe something learned from the story and draw a picture about the story.

- Identify and write sight words (high frequency words such as “and”).
- Write for various purposes and audiences.

Science

Your child will explore, experiment, and observe the world around him/her. Science units include Weather, Matter and its Interactions: Solids and Liquids, Forces and Interactions: Pushes and Pulls, Animals, Plants and their Environment: Survival and Life Cycles Examples of

Social Studies

In Kindergarten, students focus on “Self, Family, and School” by being encouraged and enabled to understand and prepare to exercise their roles, rights, and responsibilities within their family and school community. Students begin to learn about the concept of change, places and groups that are part of their lives, human needs, similarities and differences among families, and ways to care for their environment. Kindergarten also provides opportunity 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.
- Treating others fairly and respectfully.
- Following class rules and taking responsibility for cleaning up after themselves.
- Keeping the classroom neat and tidy.
- Playing alone and with peers.
- Working cooperatively with children and adults.
- Identifying simple ways that they could help to improve their world.
- Valuing their own safety and the safety of others.
- Following class and school rules, such as lining up and walking in the hallways quietly, taking turns and listening while others are speaking.

Dental Screening/Exam

Proof of a dental screening and medical examination by a dentist, dental hygienist, physician, registered nurse, nurse practitioner, or physician assistant must be presented to the school no later than January 1 of the first year that a child is enrolled at McFalls Academy. If a child has transferred from a different school, these same forms can be presented upon enrollment into McFalls Academy.

Dress Code

**** A change of clothes must be kept at school at all times. Make sure your child's extra change of clothes is labeled with their first and last name. When dressing young children for school, clothing must be easy for them to remove when using the toilet (elastic waist for example). Tights and jumpsuits are sometimes frustrating for young and anxious fingers to manipulate quickly. Children should be brought to school with clothing appropriate for playing in outside weather. During colder and wetter months please provide a pair of boots, or warm shoes, and a hat and mittens. Students will always be kept inside when the outdoor temperature is 32 degrees or below. It is important to a child's health to spend a good amount of time outdoors to receive fresh air and a varied environment for large muscle activity. Proper clothing is essential for the enjoyment of these activities. Our goal is for your child to be free to enjoy! Please bring your child in clothes you don't mind them painting in, or playing and exploring outside. All of the paint we purchase and use says it is "washable," however, certain fabrics are easier to get paint out than others. It is much easier to just bring your child in "play clothes" that can get a little dirty or messy.**

- Footwear should ensure the safety of students during regular school activities. Closed toe shoes are to be worn to school at all times.
- Being shoeless or wearing flip-flops or croc like shoes (by students) is prohibited.

- Platform shoes should not increase a student's height by more than one inch.
- Heelies, rollerblades, bicycles or skateboards are prohibited.
- Student clothing should be appropriate for an educational environment and should not distract from learning.
- Pants will not be worn in a fashion that prevents students from full and active participation in physical education and other regular school activities.
- Length and size of pants cannot compromise safety. No oversized baggy or saggy pants are allowed.
- Extremely "Short shorts" or miniskirts are prohibited.
- Clothing that displays obscene language or symbols are prohibited.
- Tobacco, alcohol, and/or drugs will not be displayed on clothing. Messages or pictures depicting vulgar or discriminatory inferences or messages (implied or stated) unacceptable to the general school population will not be tolerated.
- Tube tops and bathing suits are prohibited.
- Any attire related to negative group behavior (gangs, etc.) will not be permitted.
- Earrings and other jewelry are permitted unless deemed unsafe.
- Spikes, chains and wallet chains are prohibited.
- Hats are considered outdoor gear.
- Hats are not to be exchanged with other students for health safety.
- No makeup/cosmetics may be worn or brought to school.
- Students' hair should be well groomed.
- No telephones, laser pens, or electronic devices of any kind such as iPads/iPods/Kindles or Nooks are allowed.
- Other fashion items or trends, which might create disruptions, may also be limited at the school's discretion.

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.

Grading Scales

Subjects are graded on the following scale:

O - Outstanding

S - Satisfactory

N - Needs Improvement

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.

Homework

As children enter Kindergarten, they are eager and ready to learn. Kindergarten homework lays the foundation for good work habits in later years. Furthermore, positive homework helps establish the home-school connection and involves parents as partners in their child's daily learning experiences. Kindergarten homework directly relates to experiences and activities going on in the classroom. I will be sending homework with the children periodically. This will relate to and build upon what we are learning at school.

Hours of Operation

The Kindergarten term starts in the fourth full week of August and ends in the first week of June. The McFalls Academy calendar closely resembles that of Jefferson County Public Schools (JCPS), but exact start and end dates are determined annually by the Director. The 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. You will be charged a \$1.00 fee for every 5 minutes you are late picking your child up. You will have a 5-minute grace period after 3:45 then a \$1.00/minute late pick up fee will be added to your next tuition bill beginning at 3:45 p.m.

In the event of extreme weather conditions, McFalls Academy operates on the same schedule as Jefferson County Public Schools. Delays and closings will be posted on the school web site and an email will be sent out. 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 172 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

Students are required to eat breakfast before they arrive at school and should NOT bring their breakfast into the school building. They must bring their lunch for Monday-Thursday. Please DO NOT allow your child to bring a soda, sugary, or highly caffeinated energy drink or excessive amount of highly sugared foods. Pizza will be provided on Fridays. Snack will be provided every morning and afternoon.

Medication Policy

Please inform your physician that your child is in full-day 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.

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 preschool 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.

Preventative Health Care Examination

Children entering McFalls Academy must present a Preventative Health Care Examination Form. This exam may be completed up to six months prior to initial entry.

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 our weekly theme and what we are learning.
- 3. Parent Email Update** - The school may routinely send informational email updates to parents.
- 4. The schools Web site** - www.mcfallsacademy.com
- 5. Email**- admin@mcfallsacademy.com
- 6. Report Cards** - Report cards are sent home to parents four times during the school year. Report Card dates are noted on the Report Card schedule at the end of the handbook.

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.

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

The school require a \$75.00 non-refundable registration fee per family at the time of enrollment which is due by August 5th. After August 5th the non-refundable registration fee increases to \$100.00. The tuition rate is \$150/week. You may choose to pay monthly or semi-monthly. Semi-monthly payments must be paid electronically on the 15th and 30th of each month. If you opt to pay tuition once a month, you may choose to pay on the 15th OR 30th of each month, but you must decide on ONE of these days and stick to it. A \$30.00 late fee will be charged for payments made after the 15th and 30th of the month. If your payment is a week

or more late, you will be asked to disenroll your child from the program. You are responsible for any accruing costs including late tuition and the \$30 late fee.

Should you wish to pay for the entire school year we offer a 6% discount which is due by September 26th of the current school year. The school provides a 20% reduction of monthly tuition for enrollment of additional children in the same household after the first child.

Tuition for the year must be paid in full by September 26th in order to qualify for this discount.

Short weeks and months will be pro-rated. For example, you will be only pay for 3 weeks in December because students are on Christmas break for 2 weeks.

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 (credits) will not be made on the basis of illness, vacation, or any other absence.

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.

Visual Exams

McFalls Academy requires proof of a vision examination by an optometrist, ophthalmologist, or pediatrician. This evidence shall be submitted to the school no later than January 1 of the first year that a child is enrolled in the Academy. If a child has transferred from a different school, these same forms from the previous institution can be presented upon enrollment into McFalls Academy.

Withdrawal

Withdrawal from the program will require a 2-week written notice by the primary parents/guardians. This gives ample time to fill the opening. Tuition payments are expected to be paid in full until the 2-week period is up even if you do not send your child during the 2-week period. Failure to abide by this policy could result in legal action.

Calendars and Schedules

Daily Schedule

8:30-9:00 Arrival & Attendance

9:00-9:30 Morning Meeting/Social-Emotional Learning (SEL)

9:30-9:50 Morning Recess

9:50-10:05 Morning Snack

10:05-11:20 Math Workshop

11:20-12:20 Science/Social Studies

12:20-12:45 Lunch

12:45-1:15 Rest Time (Reset)

1:15-2:45 Reading & Writing Workshop

2:45-3:05 Afternoon Recess

3:05-3:30 Afternoon Snack & Closing Meeting

3:30 Farewell

McFalls Academy (20-21 School Calendar)

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						





February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First and Last Days of School		Parent Teacher Conferences (No School)
	No School		No School (Built in Make-up Days)

