

# ROOTED IN FAITH ACADEMY

## HANDBOOK

### Absences:

Please text or call by 7:45 am if your child will not be in attendance for the day. Students will have one day per the day of absence to make up the work. (One day missed equals one day to complete any missed work, two days missed equals two days to complete work etc.)

### Arrival & Dismissal

Arrival is between 8:00 AM - 8:15 AM. You may walk your child into the house. Students must remove shoes at the door and leave in designated space.

Dismissal is between 11:55 AM and 12:05 PM for preschool and between 3 PM- 3:15 PM for Elementary. Please walk-in to pick up your child from school.

### Authorized Persons:

Occasionally your child may need to be picked up from school by someone other than a parent/guardian. Please communicate who that person is, and be sure they have identification or your child will not be released.

### Birthdays:

Birthdays can be celebrated while your child is at school. If you wish to send in a birthday treat, please send in something free of artificial dyes. Please make arrangements 24 hours prior to the celebrations to determine if other allergies need to be considered.

### Communication:

Questions or concerns can always be emailed to [rootedinfaithoffice@gmail.com](mailto:rootedinfaithoffice@gmail.com) or text Mrs. Lauryn.

### Discipline:

All children are learning and developing appropriate social skills. When a child displays an inappropriate behavior, a replacement behavior will be shown.

If unacceptable behavior is shown numerous times, a parent meeting will be arranged in order to come up with a solution. If the unacceptable behavior is not resolved, the student will not be able to return to school.

\*unacceptable behavior is determined by administration.

#### Dress Code:

Shirts must cover the entire shoulder and from neckline to waist. Students' midriff must not be seen at any time. Bottoms must be worn securely at the waist. Bottom attire must be no shorter than mid-thigh. No rips or tears in clothing above the mid-thigh.

Tops or bottoms must not contain insignias or logos related to drugs, alcohol, violence, gangs, weapons, sexually suggestive or offensive topics deemed inappropriate by administration.

Students must dress appropriately for the weather as recess will be held outside with temperatures above 32 degrees. Students will be removing outdoor shoes when entering the home. If they would like slippers or a house shoe, that would be permitted.

#### Fees:

Tuition may be paid monthly or in full prior to the start of the year. Checks or cash will be accepted.

#### Lunch and Snacks:

Students must bring a lunch to school. No microwaves or refrigeration will be available for student use. Please send a morning snack in the lunchbox each day.

#### Medications:

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician.

#### Potty Training:

Students must be able to independently use the restroom.

#### Sick Policy:

I will notify you immediately should your child develop any of the following symptoms:

Temperature of 100.4 degrees Fahrenheit or over

Vomiting

Diarrhea

Lice

Rash (other than heat-related rash)

Pink Eye (secretion present in eye will determine a call home)

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

Symptoms must be gone for 24 hours prior to re-admittance.

# PARENT AGREEMENT

I have read Rooted in Faith Academy's expectations. My signature below states I agree to follow the expectations and encourage my child to do the same.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

