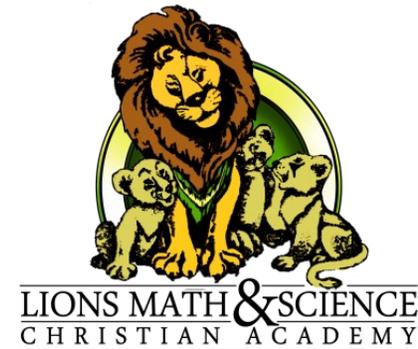


Lions Math and Science Christian Academy



Parent Handbook

1011 Porter Street
Waukegan, IL 60085

847-360-1054
www.lionsacademy.org

Our Foundational Scripture

Dear Parents,

Welcome to Lions' Mathematics and Science Christian Academy! You and your child have just embarked on an exciting new adventure in Education. Children are natural scientists, born with a sense of wonder and a passionate drive to find out about the world around them. The Lions' Academy program seeks to keep the scientist alive in young children. Through a program rich in science and mathematics instruction, children will learn how to use their critical thinking skills to find out and use information. In short, they will learn to do what scientists do. At every age, but especially with young children, science and math activities do more than just stimulate cognitive learning. All areas of a child's development (social, emotional, physical, cognitive, creative, affective, and spiritual) benefit from science and math explorations.

In the Lions' environment, we solemnly believe that every child is gifted and we shall strive to identify and nurture the giftedness of each child. You as parents must be an integral part of the process or we will not, and cannot, be successful.

This handbook has been prepared in order for you to have a written guide of the procedures and rules of the school. When parents choose to place their children in Lions' Academy, they agree to accept and abide by the policies and procedures of the school. Therefore, parents are responsible for the content of this book. It should be kept handy for reference during the year. You will receive written notice if any changes in policies or procedures occur during the school year.

Adherence to this handbook insures that the school will function in an orderly manner and will be able to provide a safe and peaceful learning environment. This will allow us to bring honor and glory to our Lord in all we do.

We look forward to sharing this most exciting adventure with you and your family. Thank you for selecting Lions' Academy.

Very truly yours,
Dr. Jean Swopes,
Executive Director

FACT FOR EDUCATIONAL SUCCESS

PARENT’S RESPONSIBILITY:

- I know my child can learn.
- As an involved parent, I will support my son/daughter by ensuring that they attend school daily and arrive to school on time.
- I will communicate positive information regarding teachers, directors, and other school personnel when discussing school with my son/daughter.
- I will encourage my son/daughter to follow the rules and regulations of the school.
- I will ensure that my son/daughter dresses according to the school dress code.
- I will attend open house, conferences, and parent meetings.
- I will help my son/daughter with his/her homework everyday.
- I will serve a minimum of 15 hours of Lions’ Academy community hours per school year.

STUDENT’S RESPONSIBILITY:

- I know I can learn.
- I will be quiet in the classroom.
- I will speak and act respectfully to others at school.
- I will complete my work neatly and on time.
- I will control my temper.
- I will talk through my problems.
- I will be tolerant of my classmates.
- I will observe school rules.
- I will work hard to achieve my best.

TEACHER’S RESPONSIBILITY:

- I know that each child can learn.
- I will respect and value the uniqueness of each child and his or her family.
- I will provide an environment that promotes active learning.
- I will enforce the rules in the classroom and throughout the school in a fair and consistent manner.
- I will assist each child in achieving the essential academy learning requirements.
- I will document ongoing assessment of each child’s academic progress.
- I will maintain open lines of communication with students and parents.
- I will seek ways to involve parents in the school program.
- I will demonstrate professional behavior and a positive attitude.

**PACT FOR EDUCATIONAL SUCCESS OF ALL STUDENTS
(Review & Obtain Signatures at Open House)**

Child’s Name (written by child): _____

Parent/Guardian Signature: _____

Teacher Signature: _____

Director Signature: _____ Date: _____

Original copy will be kept in student file. Copy for parents/guardians is in Parent/Student Handbook.

Foundation

The foundational scripture of the Lions’ Mathematics and Science Christian Academy is the verse 2 Peter 1:5-8.

For this very reason, make every effort to add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control, and perseverance; and to perseverance, godliness; and to godliness, brotherly kindness.

According to the Apostle Peter, we have been charged with increasing our understanding and knowledge for one primary purpose—to bring our faith to maturity. He shows us that knowledge is an indispensable element in the process that leads to self control, perseverance, godliness, brotherly kindness, and love.

Therefore, my brothers, be all the more eager to make your election and calling sure. For if you do these things, you will never fall.. (2 Peter 1:10a)

We have God’s promise that if we grow in each of these values, we will not be unfruitful, nor will we fail or stumble. It is an awesome promise! God does not ask us to increase our knowledge for the sake of self enhancement. His desire is to increase our understanding so that we can grow into God-centered, loving, productive people. We have been charged to prepare our children in their service to God and in becoming world-class Christians. We are to assist them in their quest for knowledge so that they may establish a friendship with our Heavenly Father and cultivate a community of fellowship. It is within this context that the intent of the partnering of Waukegan Community Church and Lions’ Mathematics & Science Junior Academy will insure that the children placed under our care will *grow in knowledge to fulfill their God given purpose and not fail.*

Statement of Faith

We believe the bible to be inspired, to be infallible, and to be the supreme and final authority for all faith and life.

We believe that there is one God, eternally existent in three person: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the father, and in His personal return in power and glory.

We believe that man was created in the image of God but fell into sin and is therefore lost, and only such as are born of the Holy Spirit are saved from their sins.

We believe that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.

We believe in the bodily resurrection of both the saved and the lost; of the saved to everlasting blessedness and joy with the Lord, of the lost to judgment and everlasting conscious punishment.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

Program Description

Lions' Mathematics and Science Christian Academy is a comprehensive Early Childhood Education and Primary program focusing on math, science and the character development of young children. The goal of the Lions' program is to promote higher order learning in young children as they transition from intuition and concrete operations to abstractions and symbol processing. This is accomplished through a math, science, and technology rich curriculum designed to address the different backgrounds, learning styles and developmental needs of students participating in the program. The Lions' Academy program is modeled after Brain Learning theory and incorporates the Illinois Learning Standards and National Benchmarks for math and science.

Hours of Operation

Monday through Friday:
6:30AM—6:00 PM

Business Office

8:30AM-5:00PM

Mission

With the love of God and the love for children, our **MISSION** is to propel each child to new levels of knowledge, excellence and success, particularly in the education of mathematics and the sciences.

Vision

Our **VISION** for the future is that all of our students will be prepared to succeed with integrity.

The **CORE VALUES** that guide our work and relationships:

Love of God
Love of Children
Love of Knowledge
Excellence in all that we do

It is our **GOAL** that every graduate of Lions' Academy will be a college graduate. We will help each student develop a strong character with deep Christian values and a positive sense of self. Our students will be able to think critically and will set for themselves high standards of excellence. Their experiences at Lions' Academy will promote a life-long thirst for knowledge and a diligent stewardship of their community and their environment.

- Parents will be asked for advance written permission should an outside photographer be utilized.
- Parents or guardians will be asked for written permission to display a picture, with the name of a child, in advance of a special event involving such a display.

Criteria for Social Media

1. Employees and volunteers should not initiate a connection with any child, youth, outside the school context.
 - A "connection" is defined as any form of communication that happens over a social network or through a social media application.
 - A "school context" is an assigned subset of the broader classroom event, usually in the form of a small group or mentoring relationship.
2. Employees and volunteers may at their discretion and caution accept and respond to such a connection that is initiated by the child, youth.
3. Employees and volunteers should normally communicate over social media in such a manner that at least one other Lions Academy approved leader can view the communication.

Criteria for On-Site Events

Times for Drop-Off and Pick-Up:

Children and youth may arrive no more than 15 minutes prior to the time scheduled for the event. Children and youth must be picked up no more than 15 minutes after the ending time of the scheduled event. Parents may not leave a child or youth at any event or on the school premises unless two approved volunteers and/or program staff are present. In the event of a parental emergency and the parent is unable to pick up a child, transportation may be provided with oral permission of the parent to the event leader.

Prior Approval: All activities involving children and youth volunteers on school property are required to receive prior director level approval as to location and supervision. Events will be held in open, well lit spaces which are easily accessible.

Doors and Windows in Offices and Classrooms: All offices, conference rooms, and classrooms shall have an unobstructed window in the door. Rooms used in conjunction with children or youth classes or activities shall have a window or be open when in use. One-on-one counseling with any child or youth volunteer shall be held in a room with an unobstructed window in the door or with the door open.

Dismissal Protocol:

- a. Children up through 6th grade will be released only to properly identified and pre-authorized adults or siblings.
- b. No child enrolled at Lions Academy or youth volunteer will be dismissed to someone who is visibly impaired. (The police will be notified if there is a forced attempt to take a child in this situation.)

4. Students should not be allowed to play or linger in the bathroom at any time. If a child(ren) remains in the bathroom for a time period that is longer than appropriate, the Bathroom Monitors are allowed to check the bathrooms to determine if the child(ren) is okay and that there is no inappropriate play. The Bathroom Monitor should knock first before entering the bathroom to perform the bathroom check.

5. If there is a need for a woman to enter the men's restroom or vice versa, the Bathroom Monitor should knock first and announce their need to escort the child.

6. A Bathroom Monitor may assist with clothing closures and adjustments if there is another witness available.

Lastly, we expect all staff to make a concerted effort to check frequently with children to determine and address their bathroom needs. For toilet-trained children, this means asking if they need to use the restroom and taking them if they need to use the restroom.

General Criteria

1. *Two Person Rule:*

All employees and volunteers who work directly with children at Lions Academy must work in teams of two. Normally at least two adults, or one adult and one student volunteer (hereafter "two persons") shall be present at all activities and/or events involving Lions students.

2. *Exceptions:*

Exceptions to this two-person rule would be:

- A situation in which the activity occurs in a place where other people continually flow in and out of the area where the adult is working with children.
- When a parent or legal guardian has signed permission for a one-on-one activity to occur.
- As soon as feasible, either during the activity or at its conclusion, an adult worker (program director or volunteer) who is the only adult present during an activity involving children should report that fact either to the immediate supervisor or Director.
- Employees and volunteers who by doing so assume full responsibility may supervise their own children without a second person. This exception permits the hiring of a child care provider to supervise the children within the confines of an employee's work space. Children of employees and volunteers may not be left unsupervised under any conditions while on school premises.

3. *Taking or Displaying Photographs:*

- No pictures of Lions Students, youth workers or staff may be taken or displayed with their name or other identifying characteristics on classroom or hallway walls, on the internet, social media, or publications of Lions Academy. Only parents, participants in an event, or photographers approved by the director may take photographs during Lions Academy approved events.

Impact

The Lions' Academy program is designed to deliver science and math instruction in the pre-school and elementary classrooms by offering more time on task in science and math through integration in all core areas of the curriculum. Student learning is expected to become more meaningful as teachers deliver expository reading and writing as a means to acquire knowledge in the content areas of math and science. Reading and writing, an integral part of the problem solving applications, represent a primary vehicle for abstracting ideas, patterns, and relationships and communicating newly acquired thoughts and learning in science and mathematics between peers and mentors.

Daily Format of the Early Childhood Program

Each day is divided into five major activities organized around themes. The daily routine includes the following:

Morning Pledge/Daily Word - At Lions' Academy, children will start each day with the United States Pledge and a time of devotion.

Circle Time - This is a time that involves all of the children in a planned lesson related to the weekly or monthly theme. This includes something new to learn about, movement activities, stories, songs, and finger plays. Teachers use the flannel board, video equipment, chalkboards, pictures, and objects to make these lessons more interesting and relevant. Listening and speaking skills are practiced during this time. These lessons range from 15 to 30 minutes, depending on the attention span of the group.

Center Time - This is a time when a child freely chooses from a variety of learning activities. Learning games, creative art experiences, and math and science activities are available during this time. Children learn computer skills, conduct simple experiments at the science center and engage in simple problem solving using a variety of math manipulative. Children will also share in the development and operations of a classroom weather station, and study and cultivate simple plant systems in the botanical gardens. Writing, reading and language arts are supported in the author's corner and the little theater. Sensory, creativity and large motor development are supported through activities found in the block corner and at the sensory table.

Fitness/Wellness - During this time children will engage in a variety of activities designed to enhance large motor development, listening and following instructions, and cooperative social skills.

Mealtime - Meals provide opportunity to eat and drink together, as well as to share conversation with other children and adults. Children wash their hands prior to eating, take turns setting the table, and clean up after themselves when they are finished.

Snacks

Two snacks are served daily at 9:00 a.m., and 2:45 p.m., for children participating in the academy's full and extended day programs. The children are allowed 30 minutes to consume their snacks.

Free play time - This time emphasizes activities involving the large muscles, both in- and out-doors. Social learning is important at this time. Weather permitting; children will

spend a portion of time, either morning or afternoon, in play out-of-doors in all seasons.

Nap Time - A rest period after lunch is provided for all children in the preschool/kindergarten program. We do not require children to sleep during this time, but to relax without disturbing others. Toys are not permitted in the rest area, but each child may select a favorite blanket, pillow, sheet, stuffed animal or doll. Laundry service for Academy-owned sheets and blankets is provided by the Academy.

Toileting - Every child must be toilet-trained before enrollment at Lions' Academy. Children are given many opportunities throughout the day to use the bathroom facilities and are supervised in this activity. Any time a child has to use the bathroom, permission is granted and assistance is given as required. Toileting accidents are not unusual, particularly when a child is new or not feeling well. Therefore, parents are asked to provide an entire set of clothing for accidents. We treat toileting accidents as casually as possible. Your reaction to them as unfortunate, but not bad, is also an important support to your child's growing self-confidence and independence.

Curriculum -The goal of the Lions' Academy program is to promote higher order learning in young children as they transition from intuition and concrete operations to abstractions and symbol processing. This is accomplished through a math, science and technology rich curriculum designed to address the different backgrounds, learning styles and developmental needs of the children participating in the program. The programs and curriculum are modeled after Brain Learning theory as interpreted and applied by Howard Gardner, and incorporates the Illinois Learning Standards and National Benchmarks for math and science.

The theory of Multiple Intelligences argues that there are several domains of intelligence in humans. To date, eight are identified - linguistic (language), logical-mathematical (reasoning), visual-spatial (images and pictures), musical (rhythms & melodies), bodily kinesthetic (somatic sensations), interpersonal (deep inside of self), interpersonal (bouncing ideas off others), and naturalistic (deep into the nature of natural things). The Lions' program assumes, and its curriculum addresses, students gifted in all areas of the identified domains.

The Lions' program incorporates a "hands-on/minds-on" curriculum organized around themes that follow the National Science Education Standards on science and math concepts and processes appropriate for children PreK3 through 5th grade. Additional underlying principles governing the program include constructivist thinking, authentic inquiry, life-based problem solving, and Christian-based ethics and values. The idea is that through rich science and mathematics instruction, all areas of the curriculum are supported.

In the Lions' environment, students are encouraged to see themselves as scientists, technologists and engineers. By experiencing these multiple roles, students practice, reinforce development of a number of life skills including written and oral communications. Computers are tools of the trade, and language development is supported through use of written and spoken native and foreign languages.

Supervision Policy

Lions Academy students are to be supervised at all times. At times the small numbers enrolled will sometimes necessitate only one staff being in the building. During these times there may be times of direct and indirect supervision.

Direct supervision means the caregiver is in the same room as the children and can see everyone.

Indirect supervision means the caregiver is not in the same room but is nearby. The caregiver is aware of where the children are and what they are doing and can hear the children and checks on them regularly.

Times when indirect supervision may occur could include when:

The caregiver is preparing food. The kitchen is open to play space.

Children are being dropped off or picked up. This could mean the caregiver is talking confidentially to one parent and the children are playing in the next room

The caregiver is attending a sick child or cleaning up a child in an adjacent bathroom

Bathroom Protocol

The following is the Lions Mathematics & Science Christian Academy's policy for taking a child to the restroom. While the idea of taking a child to the restroom may sound ridiculously simple, there are some safety issues that can be prevented by adhering to this protocol.

Frequent and regular bathroom breaks are to be a part of the routine classroom schedule. If there is a need for a child to make an unscheduled bathroom break, the child must be supervised. Only two students may enter the bathroom at any given time.

1. Children must be escorted to and from the restroom by either the classroom teacher, assistant teacher, or an approved classroom volunteer. Bathroom Monitors should remain inside the restroom if it is a multi-stall room. The main bathroom door must remain open.
2. A Bathroom Monitor may also stand or sit directly outside the restroom door only if there are no other adults in the restroom.
3. Bathroom Monitors should remain outside the restroom if there is only one stall or if there are no stalls. It is acceptable to leave the door open.

Academic Overview of Primary Program (Grades Kindergarten through Sixth)

Exciting New 21st Century Curriculum

Academic Overview

Instruction in the primary grades places a strong emphasis on math, science, reading, writing, and technology. To these basic skills are added Bible, geography, history, penmanship, art, and physical education. The following curriculums provide the framework for instruction

Bible - ACSI Elementary Bible Study Series: Solid Christian principles and Life Application are taught through engaging Bible stories, characters and thematic units.

Science – Macmillan/McGraw-Hill's dynamic science program, *Science: A Closer Look*, offers students exciting and accessible standards-based lessons. Engaging activities promote curiosity and foster the development of science inquiry skills. Through a consistent and structured learning cycle, students confidently build upon their experiences to develop a lifelong understanding of science concepts.

Mathematics - Singapore Math® programs offer a balance between drill and creative problem solving. Customers who have used other programs think that the Singapore approach moves along to more abstract math concepts in a more rational way and, depending on the student's pace, more quickly. Other positive feedback indicates that the Singapore approach encourages greater problem solving skills and creative thinking.

Language Arts, Spelling, Reading – The **A Beka** curriculum provides an in-depth study of phonics and written language, integrating grammar, creative writing, and reading comprehension. Students learn to write clearly and concisely and to build creative writing skill in a carefully planned sequence. This integrated curriculum and progressive reading series helps to develop strong language skills.

Social Studies, History, and Geography - **A Beka curriculum and Everyday Story Path** offer two interactive, hands-on curriculums that focus on all aspects of history, geography, and anthropology.

Technology - Utilizing our computer lab, students are taught the basics of computer applications for every day use as well as research methods for scientific and mathematical exploration.

Electives - Music and Suzuki violin.

The daily routine is designed to build character, ethics, and fosters development of strong Christian values. Each morning begins with devotion, praise and worship

conduct. Report cards become the permanent records of your Child's academic performance. Academic growth and social development are noted on the report card and used to set learning goals for each child.

Grading (Kindergarten and Primary students only)

The Lions' Academy grading system is as follows:

Kindergarten – 2nd Grades

E = Exceeds means that your child can reliably demonstrate the skills, knowledge, behaviors, or accomplishments represented by this performance indicator.

M = Meets implies that the skills, knowledge, behaviors, or accomplishments, represented by this indicator are intermittent or emergent, and are not demonstrated reliably or consistently.

N = Needs Improvement implies that this performance indicator represents a skill, an area of knowledge, or a specific set of behaviors or accomplishments that the child has not acquired.

Third – Sixth Grades

A = Outstanding **B = Above Average** **C = Average** **D = Below Average** **F = Failing**

ü = Progress meets or exceeds grade level expectations

+ = Progress being made

/ = Needs Improvement N/A = Not Covered this Grading Period

School Equipment/ Property

Each student is expected to assume responsibility for the care of all school property. Students who damage/lose property accidentally or intentionally are responsible for paying for the damages. Laws of the State of Illinois provide that parents are responsible for property damage caused by their children.

Student Records & Portfolios

Educational records are maintained for all children enrolled at the Academy. These records are confidential and will not be shared with anyone without the written consent of parents. Two categories of records are maintained at the Academy, permanent and temporary. Permanent records consist of basic identifying information, such as enrollment forms, attendance, accident and health records. This is the information that is shared as the child progresses through school. A child's temporary record contains family background information, report cards, test scores, anecdotal records, and disciplinary information. Parents may examine the contents of these records at any time by making an appointment with the Academy Director. Parents may also request copies of any of these records at their expense and may question information contained in these records. Upon departure from Lions' Academy, please note that all student records will be withheld from anyone with a tuition or fee balance owed to the school.

Academic Environment of Primary Program

- Student centered environment with highly qualified teaching staff.
- Student/teacher ratio of 16:1
- Multi-age cooperative group instruction
- Technology integrated into all curricular disciplines

Individualized educational plans are developed for each student with the individual needs and learning goals.

Daily Format of the Enrichment /Afterschool Program

Lions' Math and Science Christian Academy provides programming for families in need of a safe environment with structured activities for 1st – 6th graders. All students will be required to participate in Homework Hour. A light snack will be served at 4:00pm. Structured activities, games, and academic clubs will encompass the remaining time. Parents are encouraged to speak with the Administrative Director regarding special homework needs of their child.

Admissions and Enrollment

Admissions

Lions' Mathematics and Science Christian Academy admits children from ages three years through Kindergarten into our Early Childhood Education Program and children ages six years through twelve years into our Primary and Academic Enrichment program on a first come first-served basis. No child will, on the basis of sex, religion, race, color, national or ethnic origin, or handicap, be excluded from participation, be denied the benefits of, or be subject to discrimination under any Lions' Academy program or activity.

Lions' Academy seeks to admit students who will experience success in its program. The school does not have the required resources to serve children who need special education programming.

Enrollment Procedures and Forms

At Lions' Academy we invite any prospective family to come and tour our building and to learn more about our school first hand. The enrollment process is initiated once a registration form has been completed and returned with a non-refundable registration fee. Once a space is identified in a classroom, the parents will be contacted to enroll their child. At that point, the Academy Director will invite the family in to meet the staff, the classroom teachers and review the policies and procedures of the Academy. If registration occurs after a class has filled for the year, we will hold the completed registration form on file and add the prospective student's name to a waiting list.

Lions' Mathematics and Science Christian Academy and the Department of Children and Family Services require the following forms. **Enrollment is not complete until all of the following forms are returned:**

- Enrollment/Registration Form (to be submitted at the time of registration with non-refundable fee)

nutritional requirements. Menus are available for distribution. A morning snack will be served at 9:00 am and the afternoon snack is served at 2:45 pm. All students are expected to eat a nutritious breakfast prior to arrival at Lions' Academy. The lunch meal is served at 11:30 am. Meals are served in an unhurried, family style. Children are encouraged to relax, talk quietly, and enjoy the experience of eating.

Primary Program

The lunch meal is served at noon. Meals are served in an unhurried, cafeteria style. Children are encouraged to relax, talk quietly, and enjoy the experience of eating. Students have a thirty minute recess immediately following lunch.

Medication

Please complete our Authorization for distribution of medication form. If your child needs to receive any medication, including prescription and over-the-counter medicines Lions' distribution of medication form which requires a written note from the child's doctor. The form state the name of the medication, the date the medication was prescribed, the dosage, time of day to be administered, the number of days needed, and any other precautionary procedures that must be taken. In addition, the medication must be in the original container. The parent is also required to complete and sign this consent form. Unless otherwise noted, **all medications** will be administered once daily, immediately following the lunch meal.

Ride Sharing

Parents may submit an information card at registration time for ride sharing purposes. The ride-sharing information cards are indexed by city and then made available to parents to refer to in the Business Office. Parents will then make their own contacts and arrangements.

Personal Belongings

Every child has an assigned cubby/location to store personal possessions. Parents of all pre-school and kindergarten children must provide a full set of clothing for the child in case of a toileting accident. **We do not permit toys to be brought to school except on designated days. Toy guns and weapons are never permitted. Money, food, drinks, gum or candy are also not permitted** and, if brought into the Academy, will be kept in a special place until it is time for your child to go home. A special pillow or stuffed animal may be brought to school for naptime if either of these is important to your child. Lions' Academy cannot accept responsibility for breakage or loss of items brought from home.

Lost and Found Procedures

Lions' Academy is not responsible for lost or stolen articles. All misplaced or lost personal belongings that have been left will be placed in the Lost and Found box. Unclaimed items will be given to the church ministry for distribution to the poor.

Progress Reports & Report Cards

The progress reports and report cards chart the academic growth and development of each child. The report card contains an evaluation of the student's work, behavior, and

to a certified practitioner as requested by the parents. If unable to do so, we reserve the right to get the best medical attention possible for the child until parents are contacted.

Disaster Drills

Practice fire and tornado drills will be held throughout the school year. Students will be taught the appropriate procedures for each drill. Students must walk in line are expected to refrain from talking, pushing, or running. Teachers or appointed staff members will be with their class.

Field Trips & Special Events

Field trips play a significant part in the Lions' Academy program. Field trips help children learn about the world around them and allow reinforcement of a number of concepts and ideals discussed in the classroom. Teachers, in cooperation with the Academy Director, arrange class trips and field outings. Parents will be given information about the destination, costs, time of departure and return, method of transportation and chaperone assignments. Any time public transportation is taken, parents will be asked to sign a special permission sheet. Parents are generally invited to accompany their child on any trips taken. In some instances, a teacher may require that a parent accompany the group as a condition of the child attending.

In addition to bus trips, teachers also plan short walking trips around the neighborhood and to one of two nearby parks. Upon enrollment, parents will be asked to sign a permission form for these trips.

Health and Hygiene

Lions' Academy will maintain an ongoing awareness of good health practices as they relate to everyday living. Washing hands after bathroom visits and before snacks and meals, covering coughs and sneezes, dressing for the weather, eating nutritious foods, etc. are part of our daily routine. The Illinois Department of Children and Family Services require that each child submit a complete physical examination on forms prescribed by the department. The medical examination shall be valid for two years, except that subsequent examinations for school age children shall be in accordance with the requirements of the Illinois School Code and Child Health Examination Code. The medical report shall also indicate that the child has received the immunizations required by the Illinois Department of Public Health. These include poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, and haemophilus influenza B, hepatitis B, and chicken pox vaccinations. Additionally, the initial examination shall include a tuberculin skin test by the Mantoux method, and a one-time test for lead poisoning. Please inform the office and teachers if your child has allergies or any other condition requiring special knowledge and attention. If an allergy requires a change in diet this can be arranged with your doctor's consent.

Mealtime

All students should have a healthy breakfast at home prior to arrival at Lions' Academy.

- Early Childhood Program

Two snacks and a hot lunch will be offered to children participating in full day programs at Lions' Academy. All snacks and meals meet the U.S. Department of Agriculture

- Tuition Agreement Form with FACTS tuition management enrollment
- Guidance & Discipline Policy
- Medical Form (to be completed by the child's doctor)
- Emergency Consent Form
- Student Pick-Up List
- DHS Approval (if Applicable)
- Uniform Policy
- Policy Forms
 - Acknowledgement of the Lions Academy Pesticide Policy
 - Birth Certificate Requirement Policy
 - Late Pick-Up Policy and Fee Requirement
- Consent Forms
 - Field Trip Permission Form
 - Christian Instruction & Holiday Celebration
 - Publicity Release Form
- Parent Handbook Agreement Form
- Parent Participation/Mandatory Fundraising

Enrollment Requirements

1. All above listed forms must be completed.
 2. All children enrolling in our Early Childhood Program must be potty trained.
 3. Parent(s) or Guardian(s) of child must subscribe to Lions Academy Statement of Faith.
 4. Parent (s) or Guardian (s) must fulfill Lions' Academy Classroom Hours requirement.
 5. Child cannot have a diagnosed or probable learning disability outside of our expertise.
- Child cannot have a current record of emotional or disciplinary problems.

Guidance and Discipline Policy

A high standard of conduct and discipline are maintained at Lions' Academy. Respect of self and respect of others is the expected norm. At Lions' Academy, discipline is a legitimate and constructive goal of the learning process. This includes both the setting of consistent limits and, when necessary, the enforcement of those limits. Discipline is administered in a loving, positive manner and students are guided in changing behavior and attitudes in becoming self-disciplined individuals. Corporal punishment will not be used on any student in any way. Students shall learn to be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Preferred methods of child guidance include positive reinforcement through encouragement, hugs, nonfood rewards, and special recognition. When a child's behavior is inappropriate for the situation (behaviors which endanger the safety of others and themselves, damage property or interferes in an Academy program), the staff will use a variety of techniques to change the behavior. If it is possible to offer the child another choice of activity, we help the child decide which choice to make. This allows some control over the situation and requires the child to make a decision. However, if there is not a choice available (mealtime, clean-up time, etc.) we firmly but calmly insist that, at this time, there is no

other choice and it is time to follow directions.

The staff at Lions' Academy understands that children are learning cooperation and sharing. They are also learning that all people have rights and need protection from invasion of those rights. When an incident occurs between two children, we help both children talk about what happened. We ask them to explain what happened and their feelings about it, to each other and to the teacher. This helps each child practice using words rather than physical aggression. Teachers will guide the very young children in the beginning stages of language development in "talking through" the process.

Children who persist in inappropriate behaviors (these are specific behaviors contrary to the philosophy of Lions' Academy) will be encouraged to take "time out" from group activity to sit down for not more than five minutes (per occurrence) to reflect and calm down. This is not viewed as punishment but as an opportunity for the child to practice self-control.

We believe that these methods are most effective and respectful of children. We hope that these are among the methods parents use at home so that our work is supported. We never yell, curse, hit or humiliate a child, because we know that adults are behavior models for them. No matter what adults SAY, when we engage in these behaviors, we give a message that we approve of these extremes for gaining cooperation.

We also believe that it is important that children enrolling in Lions' Academy be able to function effectively in a group setting. If a child requires closer supervision than is possible in this setting, and/or has special needs that cannot be properly met in a group care environment; it is not fair to that child or others in the program to keep the child at Lions' Academy. If the Director determines that this is the case, we reserve the right to decline or terminate enrollment. We will attempt, in these cases, to make every effort to identify appropriate resources and alternative programs for the family.

Uniforms Policy

Lions' Academy has a uniform dress code requirement. The Academy colors are tan, white and hunter green. The Academy Uniform policy was enacted because of the following reported benefits: more focus on school and academics performance by students; increased feelings of safety by students and parents; more involvement/increased interaction with their children by parents; and, increased self discipline and sense of responsibility by students. This is a uniform, which, as such, automatically limits clothing options. Simply stated, students are encouraged to wear solid khaki (tan) bottom garments and solid white tops.

Girls wear solid khaki skirts, skorts, slacks, jumpers, culottes or walking shorts. Boys will wear solid khaki slacks, which must fit properly at the waist and reach at least to the top of the shoe. Shorts length must be to the top of the knee. Tops can be either short or long sleeved, but not sleeveless. **Solid white** collard blouses (for girls) or collard dress shirts (for boys), and polo-style shirts with a collar are permitted. Green plaid ties for boys and adjustable plaid cross ties for girls are a mandatory requirement of the Lions

closings, as well as special Academy events and celebrations.

Classroom Observations

Parents/Guardians are always welcome to observe in a classroom by appointment. Appointments can be made by contacting the Business Office. Observations are generally scheduled for 30-45 minutes. Appointments to talk to the teacher or administrative staff should be scheduled with the appropriate individual.

Parent/Teacher Conferences

The teachers of Lions' Academy will communicate with parents about a child's progress in several ways. Some of these ways may include sending home samples of class work, letters, or audio and video presentations. In addition, each quarter, teachers will arrange for a private meeting with parents regarding the progress their child has made to date. Meetings can also be arranged at any time during the year if a parent or teacher has a concern or feels it necessary.

Communication between home and school is important. Let us know when your child needs extra attention – illness in the family, new baby, financial crisis, moving, etc. We will make every effort to ease his/her anxieties.

If a teacher has a particular concern about a child, the teacher will discuss it with the Director. If necessary, a meeting with the parents will be scheduled to discuss the issue. During that meeting, in addition to making mutually agreeable suggestions for home and classroom changes, we may recommend that the family seek special help from an outside counseling agency. This is not meant to imply that parents are not doing a good job of parenting but only that some extra attention is needed. Full cooperation will help ensure a successful experience at Lions' Academy.

Emergency Procedures and Accidents

An emergency form is maintained for each child so that you can be reached in the event of an emergency. It is your responsibility to keep this information up to date. Please let us know when there are changes in e-mail addresses and telephone numbers (home, work, or car) or in the names of persons authorized to pick up your child.

Lions' Academy provides instruction in first aid and CPR to all staff. The Academy staff will administer first aid to a child, on a limited basis, for minor accidents, such as superficial cuts and scrapes, bloody noses, bumps, etc. You will be asked to sign a consent form giving permission for Lions' Academy staff to apply ice, treat a minor wound, and apply a Band-Aid. If more attention is required, you will be called to discuss what steps to take. The staff will complete an Incident report for all accidents.

In the event of serious injury or a medical emergency, names will be called in the order found on the child's medical emergency card. At the same time, staff will notify emergency services that will transport the child to Victory Memorial Hospital. Arrangements will be made to meet parents at the hospital.

At Lions' Academy first priority is always given to the well being of the child. If a child is exempt from medical care on religious grounds, we will make every effort to get the child

child. To keep you informed about Lions' Academy activities, we prepare newsletters, special letters and memos, and classroom parent boards. Each child has a Home-work/Message Folder located in the classroom into which we place daily messages. In addition, we have a bulletin board in the reception area with information of potential interest to all parents. Classroom bulletin board highlights classroom activities and events.

For communication specific to your child, parents are required to make an appointment for a meeting with the teacher. Teachers are not available during classroom hours to talk to parents. Parents can also contact teachers with voice mail and email. All teachers are required to set aside time daily to answer and respond to these messages.

If you and your child are having difficulty at home, chances are your child will be having difficulty at Lions' Academy as well. Please inform us of any changes in the circumstances of your child. We are here to assist you and your child, and knowing that something significant has happened will alert us to extra ways in which we can help.

Emergency School Closings

The Academy Director is authorized to close the academy on an emergency basis. In event of severe winter weather or school emergency closings, the following steps can be taken to get information.

- Calling Post information was requested on your enrollment form. Please make sure that phone numbers are current to receive emergency updates. You will receive a phone message via the number provided.

Lions' Academy is registered with the school closing information system used by local news stations. Parents are advised to watch for school closings as they scroll on the bottom of the screen.

Information can also be heard on WKRS (AM-1220) and/or WGN (AM-720). Lions' Academy is registered with the Emergency Closing Center. Parents can check their website at www.emergencyclosing.com for status of Lions' Academy or www.lionsacademy.org

If the academy is closed more than one day, announcements will be made each day. If emergency failures (failed furnace, water shutoff, power outage, etc.) occur, the Academy staff will make every effort to contact parents regarding hours of operation and/or closure.

THERE IS NO REDUCTION IN TUITION FOR DAYS THE ACADEMY IS CLOSED.

Holidays observed by Lions' Academy

The Academy is closed on eleven national holidays: News Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Saturday, the Friday immediately preceding shall be observed. If a holiday falls on a Sunday, the Monday immediately following shall be observed. An annual calendar will be issued at the beginning of each school year that lists holiday and other

school uniform. Tops must be properly tucked in. A solid hunter green sweater or sweatshirt may be worn over the tops.

All clothing should be comfortable, washable, easy to manage, suitable for tumbling, climbing, crawling on the floor, as well as for messy play with paint, play-dough, markers, paste, glue, etc. Shoes must have rubber soles and may be solid brown, white or black with matching solid colored laces. Gym shoes may also be worn if they follow the color rules and do not have conspicuous logos or labels. All socks, tights or other leg coverings must be tan, white or skin-toned.

Students should wear a tie and belt at all times to prevent pants from sagging. Boys are not allowed to wear earrings, and earrings for girls should not be any larger than the size of a dime.

Children in every class must have an extra set of clothing (underwear, shirt, pants, and socks) in a marked bag to leave in his or her classroom for accidents. If the child uses these emergency clothes, they will be sent home with the child and we expect them to be replaced the next day. Parents are responsible for ensuring the spare clothes are the right size.

These requirements apply to all students while they are at the Academy or in attendance at Academy-related functions. **If during the school year, a student is non-compliant (not in uniform), parents will be notified in person or by telephone, as a First Warning. On the Second Warning, if still non-compliant, the parent can be fined up to \$10.00 per day to be applied to their next tuition statement.**

Pesticide Policy

It is the policy of Lions Math and Science Christian Academy to control pests in the Lions facility. Pest can pose hazards to human health, damage property, and disrupt learning. It is also the policy of Lions Academy to implement and practice Integrated Pest Management (IPM) to provide necessary pest control while minimizing pesticide use. In accordance with the Federal and State laws, chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children must be removed from the area before pesticides are applied. Children will not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater.

Regularly scheduled applications of pesticides are not permitted under the Lions IPM policy. However, the IPM at Lions Academy will include the following:

1. Regular monitoring to identify pest problems;
 2. Preventive actions to reduce future pest problems;
 3. Preference for the use of non-chemical controls after non-chemical control methods have been applied;
- Training for staff when needed.

If a pesticide application is deemed necessary, **all** Lions Academy parents and staff will be notified in writing at least two business days and no more than thirty days prior to the pesticide application (antimicrobial agents and insecticides and rodenticide baits are exempt from notification). Notification of a pesticide application will appear in classroom newsletters and/or through a special flier published by the Academy. The notification will include the date of pesticide application, name of the pesticide and target pest, and the name and contact information of the Academy personnel responsible for facility management of the IPM. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any and all pesticides used are documented and maintained in the Lions Administrative offices. Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. If such a situation arises, either the Director of Lions Academy or her designate will publish and provide to parents or guardians as soon as is practicable a signed statement describing the circumstances that gave rise to the health threat. *Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits (Section 10.3 of the Structural Pest Control Act).*

Birth Certificate Policy - Parents enrolling a child at *Lions Academy for the first time must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within 30 days* of enrollment. The Academy shall make a duplicate and return the original certificate. Lions Academy is required by law to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within the 30 day time frame;

If proof of the child's identity has not been submitted within the thirty day time frame the Academy will served notice to the Illinois State Police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. In addition, the Academy shall also *notify the parent or guardian in writing that the Illinois State Police or local law enforcement has been notified as required by law, advising the parent or guardian that he or she has 10 additional days to comply* by submitting the required documentation; The Academy is also required by law to *report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content*; The Academy shall *flag the record of any child enrolled at the Academy who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.*

Late Pick-Up and Late Pick-Up Charges: \$5.00 per 5 minutes beginning at 6:05 PM – *For primary students that are not enrolled in the Afterschool care late pick-up begins at 4:05 PM.* The Academy closes promptly at 6:00 pm and children must be signed out by this time. It is our hope that parents will be sensitive to the hours of Lions' Academy Staff. Whereas occasional late pick-ups due to weather and/or traffic are understandable, continual late pick-up can result in termination of services. As a

parents are asked to list those authorized to pick up the child. Unless we receive **written notification** from the parent of an addition or change to that list, the child will not be released until the parent has been contacted.

Child Custody

If legal stipulations apply to your child, it is required that this information be communicated in writing (along with any legal documentation) to the Business Office.

Building Security

During the regular school day, there is restricted access into the Academy. The main entry doors remain locked at all times. Entry is granted only to those individuals deemed to have legitimate relations with Lions' Academy. Prospective parents and visitors are required to go to the main office and sign-in at the receptionist desk. Families are encouraged to obtain and use a key entry pass. This will allow entry into the building during normal business hours. All others must wait to be granted entry into the building.

Child Abuse and Neglect

Illinois State law requires that suspected cases of child abuse and/or neglect be reported to the Illinois Department of Children and Family Services (DCFS). All School personnel are obligated to make such reports directly to the DCFS Child Abuse Hotline. The Lions' Academy administration and staff fully support the state requirements. The Lions' Academy policy states that: "any employee of the academy who suspects (based on observation) that a student might be the victim of child abuse and/or neglect shall immediately report such suspicion to the Academy director." Abuse means, "The inflicting by any other than accidental means, physical harm upon the body of a child." Neglect means "the failure to provide necessary food, care, clothing, shelter or medical attention for a child."

Child Abuse Hotline: 1-800-252-2873

Child Illness - Communicable Diseases

If your child is sick and cannot attend the academy, please call the academy by 10:00 a.m. When you call, please state the nature of the illness and how long you expect your child to be away. If your child develops an infectious illness, please report this to the academy as well. We notify all parents if any child has developed an infectious illness (strep, chicken pox, mumps, etc.) and tell them what symptoms to watch for. For the safety and well being of all children, the academy reserves the right to refuse admittance of any child who is suspected of having an infectious illness.

When a child becomes ill at the Academy, the child will be removed from the classroom and the parents will be notified immediately to make arrangements to have the child picked up. *No child with a fever of 101 degrees or more, rash, severe diarrhea, vomiting, actively running nose, hacking cough, or red, draining eyes will be allowed to attend the academy. Please keep your child at home until these symptoms are gone for 24 hours.*

Communicating Daily Information

Frequent communication is a primary ingredient in working effectively with you and your

When at the Academy, please use extreme caution and always be prepared to avoid an accident with a child that may dart into your path. Park only in designated spaces; do not block driveways of local residents. For the safety and well being of the students, parents are expected to park in the parking lot and accompany their child in through the double doors into the building. Sign-in sheets are located in the pre-school corridor. Parents are required to sign their child(ren) in and out each day they are in attendance at the Academy. Parents are strongly encouraged to accompany their child directly into his/her assigned classroom.

Afternoon pickups can begin at 3:30 pm. If you arrive at the Academy and find your child is involved in an activity, please wait until he/she is finished and has cleaned up. Parents are required to sign their child (ren) out of the Academy each day. Failure to sign your child out each day can result in you being charged a late fee. In the event you need to arrange an alternate pick-up for your child, please call the business office in advance. Your child will not be released to anyone not on your signed pickup list. All staff is instructed to request identification of the person picking up your child. This is for the safety and well being of your child and in conformance with Department of Children and Family Services regulations.

Security Access Keys are used to permit parent entry into the building during normal operating hours and is provided as part of the registration fee. There is a \$20 fee for each additional access key. Parents are strongly encouraged to obtain an access key for quick entry into the building.

Withdrawal Procedure

A family who has chosen to withdraw their child from Lions' Academy must inform the Business Office with a Withdrawal Form at least two weeks prior to withdrawal. Each withdrawal request must have a parent's signature. In the great majority of cases, termination of care by the parent is due to reasons such as relocation, child entering public school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found not meeting the needs of the student and/or family, a withdrawal can be initiated. Tuition will be prorated on a monthly basis.

Termination of Enrollment by the Academy

When a student is expelled or withdrawn at the recommendation of the Academy, tuition will be pro-rated for actual days attended during the week of expulsion.

Change of Address or Telephone Number

Parents are urged to report as soon as possible, any change of address or phone number to the school office. It is very important for the school to have current parental and/or guardian information at all times.

Release Authorization

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized by the parent or legal guardian. At the time of enrollment,

courtesy, please call the Academy if you are running late for pick up. There is a late fee of one dollar per minute that goes to the staff member closing the Academy. Payment is required immediately, the same day you are late. Failure to make payment will result in immediate tuition suspension. If we have not heard from you by 6:00 p.m., we will call every emergency numbers provided by you. If by 7:00 pm we cannot get a hold of any of your emergency contacts and/or haven't heard from you, the police and Children's Aid will be contacted. The staff of Lions Academy will discuss the issue of late pick-up only with the parent or guardian and never with your child. In addition, the staff of Lions academy will make every effort to insure that your child is safe and properly cared for until picked-up.

OTHER POLICIES CONSENTS AND PROCEDURES

Parent Participation

Important in the Lions' Academy philosophy is a concern for the role of the parent as the major influence in a child's life. Parents are free to visit at any time! As often as possible, we involve parents in the programs of the Academy through family activities. On occasion, parents are asked to assist in special art projects, to read to the children and to share their hobbies and professional interests with the children. Parents are also invited to participate in field trips and class activities and classroom celebrations. Check with your child's teacher for details. In fact parents are required to serve a minimum of **15 hours of Lion's Academy community hours** per school year (to be completed by May 1st or within 9 months of registration). These hours will be tracked through our business office. When community hours are performed please have your Lion's Academy community hours form signed by the staff or administrator who is directly in charge of the activity in which you participate, and return your completed form to the business office. Lions' Academy welcomes any parent to share any slides, photographs, collections, etc. on a subject that will be interest to the children. Failure to complete hours will result in a Parent Participation Fee of \$150 on May 1st or nine months from enrollment date.

We are very busy on school days. On "at home" days there are many things that you can do to help your child succeed this year:

- Read to your child on a regular basis.
- Ask question about what your child is learning.
- Count with your child regularly. Show him or her how often you use counting everyday.
- Point out colors and shapes in the world around them.
- Say the assigned Bible verse together daily.
- Make flashcards of the letters and practice the sounds and letter names with your child.

Make sure that your child is at school on time each day so that he/she will not miss out on any of this important educational foundation. Classroom instruction is invaluable and make-up work does not have this same benefit.

Religious Instruction and Celebrations

In the Lions' Academy environment, character development and ethics are stressed. Children participate in a daily morning devotion time and religious books and songs are sometimes used to support a lesson theme. The Academy also encourages acceptance of a variety of cultural traditions into the social life of the classroom. All major Christian holidays and holiday traditions are observed at the Academy. We depend upon parents to tell us what is important and unique in their individual family celebrations and we celebrate the diversity of each child enrolled in a particular classroom. We also encourage each child to talk about special family celebrations and invite parents to share these special traditions with the class.

Fees & Payment of Fees

The operating income of Lions' Academy is received through tuition, annual fees, donations and direct support. The Academy's tuition finances the operating expenses of our quality educational programs. Timely tuition payments are necessary for the daily operation of our school. Strict adherence to the payment policy will be implemented at all times.

Tuition will be assessed on Annual basis. All tuition payments should be managed through FACTS; Facts in our tuition management program. Prorated tuition will only occur for students that start throughout the school year.

Refer to Tuition and Fee Chart for current rates.

Full payment for the school year in advance will receive a 10% tuition discount.

**The family discount is 15 % on second child. (Effective until 12/31/2010)*

- Tuition payments can be made online through FACTS- *preferred*
 - Through PayPal link on our website
 - placed in the payment box or
- In-person when the finance director is available.**

Receipts must be given for all cash payments.

DHS Subsidy Program Participants

If you qualify for subsidized assistance such as the YWCA (DHS State funding), your tuition will be calculated based on your payment obligation. Statements will be issued monthly during the first week of the month. Statements may also be issued per your request.

For anyone receiving monies from outside sources please be aware that Lions' Mathematics and Science Christian Academy is not in partnership with any other funding source. We accept such payments but they will be applied and deducted from our actual tuition amounts and the difference or remaining balance is the responsibility of enrolled family. Families must meet with the Finance Director or Director to review their status and payment obligations.

Parents should not enroll their child in Lions Academy unless they intend to pay school

tuition and fees in full. Children of parents owing two weeks of tuition may not be readmitted to Lions' Academy without payment in full. Families experiencing financial hardship must contact the Finance Director.

Late Tuition Payment: Will be assessed when tuition is more than 10 days delinquent. When payment is more than 10 days delinquent, we may require that you keep your child at home on tuition suspension until payment is received or other arrangements are made through the Business Office. The last recourse is dismissal, in which case the child's placement may be filled.

Book / Graduation Fees:

Book and lab fees are non-refundable. Book fees are due prior to the first day of school. Contact Business Office for current tuition and fee chart.

*Discounts do not apply to book fees.

Non Sufficient Funds Fee: \$40.00 there will be a fee for any check returned because of "NSF" or "Closed Account." Lions' Academy will not accept payment by check from anyone who has a check returned by their bank unpaid. An automatic debit, credit card, money order, cashier's check or cash will be the only payment method accepted for the remainder of the school year.

Holidays and Vacations Pre-K Program

Because our program and licensing regulations require us to employ staff based on the number of children enrolled, we cannot give tuition refunds for holidays or for days a child is absent, regardless of the reason. Exceptions to this policy will be made for absences of a complete week (5 days) due to illness, for a family emergency, or for vacations (up to two weeks). A form (Vacation Request Form) for this purpose is available in the business office and must be completed in order to receive tuition adjustments. **The Vacation Request Form must be submitted two (2) weeks in advance.**

There will be a one-week Christmas vacation. Tuition will not be assessed for this week.

Holidays and Vacations Kindergarten and Primary Program

Tuition is based on the academic school year of 38 weeks. Tuition adjustments are not made for the required 38 weeks of attendance. There is a two week break for Christmas and the New Year and a Spring Break for which parents are not charged for tuition (unless enrollment in special programming). **Consequently, vacation time, sick time, and other reasons for absences will NOT result in a reduction of tuition.** See the Finance Director for additional information.

Arrival and Pick-up Procedures

Morning arrival time begins at 6:30 am. The official school day begins at 8:30 am. Developing a habit of punctuality is important for all children. At Lions' Academy, being on time ensures that the student does not miss devotion time. It also avoids unnecessary distractions to the class. Excessive unexcused tardiness will be reported to the Academy Director and can result in dismissal from our program. If your child(ren) will be arriving late to school, please contact the business office during the first half-hour of the school day.