

ADMISSIONS HANDBOOK

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OUR MISSION STATEMENT

God's heart and principles empower our relationships, study, and service.
We honor each child's future as our sacred trust.

AGES OF CHILDREN ACCEPTED FOR CARE

The Principled Academy accepts children from 2 years, 6 months old (who are already potty trained) through eighth grade. We accept children without regard to race, religion, or national origin.

PROGRAMS OFFERED

The Principled Academy offers several programs.

Preschool

Boys and girls who are 2 years 6 months old or over **and who are potty trained (no pull-ups)** can apply for admission into the preschool program on a space-available basis. This program emphasizes development of the whole child - emotionally, socially, cognitively, spiritually and physically - in the context of partnership between the home and school. (Please refer to the Preschool Parent Handbook for specifics on philosophy, theoretical framework for children's learning, schedule, curriculum, policies, etc.)

Preschool classes are conducted Monday through Friday twelve months a year.

A preschool age child can be signed up for one of four programs:

- **Morning Preschool:** 8:00 a.m. - 12:15 p.m.
- **School Day Preschool:** 8:00 a.m. - 3:15 p.m.
- **Full Day Preschool:** 8:00 a.m. - 5:15 p.m.
- **Extended Day Preschool:**... 8:00 a.m. - 6:15 p.m.

In addition, children may be dropped off as early as 7:30 a.m.

Kindergarten

Children who will be five years of age by November 1st of a school year are eligible to apply to Kindergarten. Our program emphasizes academic, socio-emotional, physical and spiritual development of the whole child in the context of partnership among home, school, and community. Curriculum includes courses in language arts, math, science, art, music, and physical education.

Parents of Kindergarten students may select one of four options:

- **Morning Kindergarten:** 8:00 a.m. - 12:15 p.m.
- **School Day Kindergarten:** 8:00 a.m. - 3:15 p.m.
- **Full Day Kindergarten:** 8:00 a.m. - 5:15 p.m.
- **Extended Day Kindergarten:** 8:00 a.m. - 6:15 p.m.

The Kindergarten program runs from September to June. However, a Summer Program is available for Kindergarteners in July and August.

Grades 1-8

The elementary school program is for children in grades 1 through 8. Our program emphasizes academic, socio-emotional, physical and spiritual development of the whole child in the context of partnership among home, school, and community. Curriculum includes courses in language arts, math, science, social studies, art, computer science and physical education. Classes are enriched by monthly field trips. Students are encouraged to participate in monthly community service projects with their teachers and classmates.

Classes for 1st through 8th grades are conducted Monday through Friday during the academic year. (September through June).

Hours for Grades 1-8 are from 8 a.m. - 3:15 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, hours are 8 a.m. - 1:45 p.m. Extended daycare is available until 6:15 p.m.

Extended Daycare

Extended daycare activities include quiet time, snack, stories, art/craft activities, music and movement activities, outdoor play, and a supervised homework period. Daycare is available from 7:30 a.m. to 8:00 a.m. each morning and until 6:15 p.m. each school day. If you have not signed up your child for extended daycare, drop-in daycare is available for \$4.50/hour.

ADMISSION/PLACEMENT PROCEDURES

Admissions

The Principled Academy has adopted an "open enrollment" policy. This means that applications are accepted year-round on a space-available basis.

Preschool

The Preschool is staffed by experienced teachers and aides, with a ratio of approximately 6 children to 1 adult. Maximum enrollment is 30-34, depending upon the needs of the children accepted.

Once a child is **at least 2 years, 6 months old and potty-trained**, the parent/guardian can apply for admission accordingly:

1. Submit a completed Preschool application form (white).
2. If space is available, the parent/guardian and prospective preschooler will be invited for a personal visit and interview.
3. If the school/student match seems appropriate to both the parents and Preschool staff, parents will be notified in person or by letter that the student is accepted.
4. Annual Fees are due in full immediately to hold the student's space.
5. The remaining enrollment forms, which were mailed with the letter of acceptance, must be completed and returned to the school within two weeks before the student is eligible to attend classes.

Kindergarten

The Kindergarten program is directed by an experienced teacher and a full-time aide. Maximum enrollment is 20, depending upon the needs of the students accepted.

Children who will be 5 years old by November 1st may apply to the Kindergarten program. The enrollment procedure is as follows.

1. Submit the following documents:
 - completed Elementary School application form (white); &
 - if the child attended Preschool, a completed Confidential Assessment form from Applicant's Preschool Teacher (pink).
2. If space is available and the student/school match seems appropriate, the student and parent/guardian are invited for a personal interview at which an informal assessment of the student may be conducted.
3. The Admissions Committee reviews the student's file. A written notice is sent of acceptance or rejection.
4. If the student is accepted, the Annual Fees are due in full immediately to hold the student's space.
5. The remaining enrollment forms that were sent with the letter of acceptance must be completed and returned to the school within two weeks of acceptance and before the child's first day of attendance.

Grades 1-8

The enrollment procedure for Grades 1-8 is as follows.

1. Submit the following documents:
 - completed Elementary School application form (white);
 - latest report card or copy;
 - latest standardized test scores or copy;
 - completed Confidential Principal or Counselor Assessment form (green); and
 - completed Confidential Assessment from Applicant's Classroom Teacher (yellow).
2. If space is available and the student/school match seems appropriate from a preliminary screening of the documents listed above, the student and parent(s)/guardian(s) are invited for a personal interview at which an informal assessment of the student may be conducted. The informal assessment may include a writing sample.
3. The Admissions Committee reviews the student's file. A written notice is sent of acceptance or rejection.
4. If the student is accepted, the Annual Fees are due in full immediately to hold the student's place.
5. The remaining enrollment forms, which were sent with the letter of acceptance, must be completed and mailed to the school within two weeks of acceptance and before the student's first day of attendance.

Required Enrollment Forms for students Preschool through 8th grades

In order to insure that children's health and safety needs are cared for, you will be required to read through, complete, and return the following forms to the school office before the first day your child attends The Principled Academy:

1. The appropriate **Application Form**
2. **Admission Agreement** for the current school year
3. **Automatic Payment Plan (APP)**
4. **LIC 613: Personal Rights**
5. **LIC 627: Consent for Medical Treatment.** [*]
6. **LIC 700: Identification and Emergency Information**
7. **LIC 701: Physician's Report** (for Preschool) or **Report of Health Examination** (for K – 8) including a record of immunizations. [*]
8. **LIC 702: Child's Preadmission Health History--Parent's Report** (Preschool only)
9. **LIC 995: Notification of Parent's Rights**
10. **Receipt of Handbooks and Parent's Consent to Policies of The Principled Academy**
11. **Parent Service Contract**
12. **Walking Field Trip Permission Slip**
13. **Application for e-scrip**
14. **Partnership of Home and School Contract**
15. **School Emergency Phone List**
16. **Request for Driver's License Record** (if driving for field trips)
17. **Copy of Car Insurance** (if driving for field trips)
18. **Image Authorization**

[*] If the parents do not wish for the child to be immunized and/or treated medically, parents must submit a written statement exempting the child from medical assessment, immunizations and treatment because of parent's beliefs or a physician's statement that immunization is not indicated. In addition, the parent must come to the office and sign the back of the blue "California School Immunization Record" which states that immunizations are contrary to parental beliefs. However, the child may be temporarily excluded from attending the school during an outbreak of immunized diseases.

Re-enrollment for the next School Year

Re-enrollment packets are sent home in early spring for the following school year.

Determining the Appropriateness of Placement

The appropriateness of the child's placement will be informally evaluated on a daily basis by the teacher(s) and aide in the child's classroom. In addition, an administrator will review the child's work to date and observe the child in his/her placement during the period of probation. The school may administer placement tests for elementary and middle school students to aid in this decision. If at the conclusion of the probation period, the teacher(s) and administrator(s) concur that the placement is appropriate, permanent enrollment will automatically ensue.

If the placement does not seem appropriate, alternatives will be discussed at a separate conference with the family. Any prepaid fees will be refunded within 7 days.

AWARD FOR INTRODUCING NEW FAMILIES

As a small gesture of appreciation, The Principled Academy Board has determined that after a newly enrolled family has attended the school for six months, the family who introduced them to the school is awarded a \$100 credit toward tuition for one month.

YOUR FAMILY'S RIGHTS AT THE PRINCIPLED ACADEMY

Client's Rights/Personal Rights

After a child is accepted, parents are informed of their child's rights in writing (Form LIC 613) and assured that these rights will not be violated.

Your Rights as a Parent at The Principled Academy

The Principled Academy staff values parents as the child's first teachers. The goal of the staff is to be partners with you in your child's education. **Please do not hesitate to speak to your child's teacher, one of the administrators (Kristina Seher, Ann Steinbronn, Myrna Lapres, Brenna Iredale, or Poppy Richie) if you have suggestions or concerns.**

Parents are always welcome and have the right to enter and inspect The Principled Academy. Each parent receives form LIC 995: Notification of Parent's Rights when his child enrolls. He is required to fill out the bottom portion, the Acknowledgment of Parent's Rights Notification, and return it to the school to be kept in the child's file.

Your Rights as Mandated by Community Care Licensing

The Principled Academy is committed to providing a safe and nurturing physical and emotional environment in which children can grow and learn. The Department of Social Services Community Care Licensing Division monitors and licenses our facilities, our preschool, and our extended daycare program to ensure that children's physical and emotional needs are being met.

Any concerns that you have over these issues may be reported to:

Community Care Licensing
1515 Clay Street, Oakland, CA 94612
Phone: (510) 622-2602

TUITION AND FEES

The Principled Academy Board has set tuition and fees at the lowest possible rate to be able to offer quality education and childcare and to enable the widest possible array of families to attend the school.

Tuition for elementary and middle school programs is based on a fee for the entire school year (September through June for K – 8 and July through June for Preschool). This annual tuition is payable in either one lump sum before September 1 or, for the convenience of parents/guardians, you can arrange to pay it in ten equal monthly installments via automatic withdrawal from your checking account on the first of each month. Arrangements to split your payment in two, for automatic withdrawal on the first and the fifteenth day of each month, can be made for monthly tuition above \$800 (siblings prepaid aftercare charges, etc.). Please see office for details. **It is important for you to realize that you are not paying for one month's tuition when you opt for the ten equal installments. You are simply paying one-tenth of the annual tuition due.**

This fee cannot be reduced in the case of illness, holidays, absence, or school vacation periods.

The Principled Academy hires its staff based on anticipated enrollment for the entire school year. Once your child is enrolled, the school is paying for staff to care for him/her. Therefore, we regret that we are not able to reduce your tuition in the case that your child is unable to attend for any reason whatsoever.

If your automatic payment voucher is returned for insufficient funds more than twice in a 6 month period, the school may terminate its admissions agreement for your child. A delinquent account may be turned over to a collection agency with possible ramifications for your permanent credit rating.

Annual Tuition and Fees

See a current rate sheet available in the Information Packet or from the office.

Sibling Discounts

In an effort to make attendance at The Principled Academy more affordable, the Board is proud to make substantial sibling discounts available as follows:

- The first child: pays 100% tuition
- The second child: pays 75% tuition
- The third child: pays 75% tuition
- The fourth child and above: pays 50% tuition

Extended Daycare for Grades 1 - 8

a. **PREPAID CARE.** Prepaid care is extremely reasonable and **can be arranged only on an annual basis by prepaid blocks of time** as follows:

- 1) **Block A: from 7:30 a.m. – 8 a.m.** can be arranged on an annual basis for all students for all school days in the year. Currently (2008-09), Block A daycare costs \$42 per month for 5 days per week.
- 2) **Block B: from 1:45 p.m. – 3:15 p.m. (Wednesdays).** **If your child is signed up for Block C daycare for the entire year, there is no charge for Block B daycare.** If your child goes home at 3:15 p.m. every day, then **Block B daycare, from 12:15 – 3:15 p.m.,** can be arranged for all Wednesdays.
- 3) **Block C: from 3:15 – 6:15 p.m. (Monday – Friday).** If your child stays every day up to 6:15 p.m.

For pick-up, you have a 10-minute grace period after your child's program ends with no additional charges. After 10 minutes, s/he will be signed into Drop-in Daycare at a cost to you of \$4.50/hour or fraction thereof. **There is NO grace period if your child's program ends at 6:15 p.m. After 6:15 p.m. you will be charged at a rate of \$10 per 15 minutes or portion thereof.**

In some months there will be five weeks of school and daycare; in other months there may be fewer than four weeks. **Prepaid daycare is based on an average.** It will be billed at the same average amount each month. Therefore, **there is no refund for prepaid daycare due to absence, school vacation, or illness.**

b. **DROP-IN CARE.** Drop-in care costs **\$4.50 per child per hour or portion thereof.** Please notify the school if your child will need drop-in care. You will be billed at the end of each month for drop-in care used.

Parents have a 10-minute grace period at the close of the child's formal school program or prepaid daycare block during which the child can be picked up from school with no additional daycare charges. After the 10 minutes elapse, parents are charged for an hour's worth of Drop-in Daycare at \$4.50/hour. Daycare charges are tallied from the 1st to the end of each month. You will be notified by mail (or in your child's Behavior Report) of the drop-in daycare charges that are due. Payment is due upon receipt of the drop-in daycare invoice. If not paid within 10 days of receipt of the invoice, it will be automatically deducted from the bank account on record.

You can arrange for your child to have regularly scheduled prepaid daycare by signing up on the blue Admissions Agreement or notifying the office.

POLICY ON REFUNDS

Tuition is based on a fee for the entire school year. Tuition cannot be reduced in the case of illness, absence, holidays, or school vacation periods. Since the budget is prepared, staff are hired, and all school materials ordered prior to the beginning of the school year based on the number of children who enroll, and since the tuition is assessed a lump sum for the school year (and as a courtesy to parents they have the option to pay it in 10 equal installments rather than one lump sum), **it is not possible for The Principled Academy to reduce tuition, Annual Fees, or prepaid daycare which has been contracted for in the case of a family vacation.**

The Annual Fees are nonrefundable after July 31 for the school year starting in September. If a student withdraws before July 31, the Annual Fees will be refunded less a processing fee of \$50. In the case in which the student is asked to leave during his/her probation period, the Annual Fees will be refunded less a processing fee of \$150.

If a parent or guardian wishes to discontinue his/her child's education at The Principled Academy during the school year, at least two weeks written notice to the Head of School must be given. If no notice is given or less than two weeks' notice is given, the parent is subject to paying the agreed upon fee for the two week notice period.

Children enrolled in Preschool, Elementary or Middle School whose annual tuition was prepaid in a lump sum by September 1, and who give two weeks written notice to the school of plans to withdraw, are eligible for a refund within seven days of the unused portion of the tuition funds. Money will be refunded at a rate of 1/10 of the annual tuition for any full months during which the child does not attend The Principled Academy. In the event that tuition is being paid in ten equal installments, no refunds will be made for portions of months during which the student attended The Principled Academy.

PROBATIONARY ACCEPTANCE

All new students from Preschool - Grade 8 are accepted on a probationary basis for the first three months of attendance. This is so both the family and the school can evaluate whether the placement is a good match. During this time, the child can be dismissed with two weeks' written notice and any unused prepaid fees will be refunded within 7 days of the date of the student's last day of school. After the probation period expires, The Principled Academy will give 30 days' written notice of dismissal and will refund any unused prepaid fees within 7 days of the student's last day of school. The Principled Academy will give two weeks' notice in writing to the student's family for the following reasons:

1. The student and/or his parent/guardian have not cooperated with The Principled Academy staff regarding the child's discipline needs.
2. The responsible parent/guardian has been late paying the agreed upon tuition/fees.
3. The student and/or his parent/guardian have not supported the policies stated in the Parent Handbooks.

WITHDRAWAL FROM THE SCHOOL/SHORT VACATIONS

Parents must submit written notice to the Head of School at least two weeks in advance of a student's withdrawal. If no notice is given or less than two weeks notice, parents are responsible for paying the previously agreed-upon fees.

Since the budget is prepared, staff are hired, and all school materials ordered prior to the beginning of the school year based on the number of children who enroll, and since the tuition is assessed a lump sum for the school year (and as a courtesy to parents they have the option to pay it in 10 equal installments rather than one lump sum), **it is not possible for The Principled Academy to reduce tuition, Annual Fees, or prepaid daycare which has been contracted for in the case of a family vacation.**

If a child's enrollment is withdrawn before July 31, Annual Fees already paid will be refunded within 7 days minus a \$50 processing fee.

SUPPLEMENTAL SERVICES

7th/8th Grade Trip to Washington, D.C.

Every other year the 7th/8th graders spend five - six days in our nation's capital near the end of the school year, visiting the White House, the Capitol, the Supreme Court, Mount Vernon, and various museums and memorials. **Parents are warmly invited to attend as chaperones.**

Students work for two years as a team to earn the money for the trip, which costs approximately \$600 per student. In the case that a student transfers into the school during the second year of the earning cycle, the average amount of money earned by each class member will be requested from the new student's family at the beginning of the school year, so that the new student will be "even" with the continuing students in money contributed toward the trip. In the event that a student works for one year of the earning cycle and then transfers out of The Principled Academy without taking the trip to Washington, D.C., no refund of his/her portion of the money will be made.

Field Trips

The Principled Academy supplements its instructional program by making use of the Bay Area's plentiful resources through field trips planned throughout the school year. A notice giving specific times, dates and locations is sent home prior to each trip. Parents are asked to sign a permission slip each time a class leaves the school grounds in vehicles. The Walking Field Trip Permission Slip which you sign at the beginning of the school year covers occasional walks around the block.

Parents are warmly invited and, in fact, strongly urged to accompany their child's class on at least one field trip during the school year. Your presence strengthens your child's commitment to the school and to learning, and helps create a bond between parent and teacher. Each child is expected to pay a minimal cost (\$5 - \$10) for most trips.

In order to qualify as a field trip driver, parents must have a current DMV check and a copy of their current auto insurance card for the vehicle used on field trips, on file in the school office.

Transportation Arrangements

The Principled Academy does not offer formal transportation service at this time. Parents are encouraged to carpool as it is environmentally beneficial, as well as saving time and money.

Field trips utilize teacher and parent vehicles. Your child is never transported in a vehicle without your specific written permission. The school's insurance liability policy covers non-owned automobiles. Parents who wish to drive on field trips must have no accidents or moving violations incurred within the last three years and must demonstrate that they have automobile insurance.

In order to qualify as a field trip driver, parents must have a current DMV check and a copy of their current auto insurance card for the vehicle used on field trips, on file in the school office.