



Parent Handbook

2820 Business Center Boulevard
Melbourne, FL 32940
Tel. 321-294-6026
www.ffacademy.org

CURRICULUM

Faith Fellowship Academy's preschool curriculum is based on the Wee Learn Curriculum published by Lifeway Resources. It is a State approved curriculum that offers spiritual as well as educational guidance. In addition, we supplement various themes and letters of the alphabet. All children will be encouraged to explore hands-on learning centers.

LEARNING CENTERS

Language Arts

Block Construction/Problem Solving

Dramatic Play

Science Exploration

Book Center

Fine Motor Skills

Art

Computer

Pre-Math

Gross Motor Skills

OBJECTIVES

Our goal is to help students develop the following:

- A spiritual awareness of their identity with Jesus Christ
- A healthy, positive self-esteem
- A positive attitude toward learning
- Positive social skills
- Understanding and respect for different races and cultures
- Respect for one's own rights, as well as the rights of others
- Effective language skills
- Critical thinking and problem solving

DISCIPLINE

Our goal is to provide positive reinforcement as well as redirection when appropriate. In accordance with our policy and Florida guidelines, the following will NOT be used:

- Severe, humiliating or frightening discipline
- Discipline associated with food
- Spanking or any other form of physical contact punishment

Instead, we follow a program of classroom courtesy with rewards for acceptable behavior (such as stickers, stamps, treasure box, etc.) and consequences for unacceptable behavior (such as warnings, redirection, parental notification, etc.), in each action teaching by example. We encourage students to:

- Show Christian love and respect for others
- Keep hands, feet and objects to self
- Follow directions
- Use materials and property appropriately
- Treat others as one would like to be treated

CONTINUAL CONFLICT CLAUSE

Faith Fellowship Academy strives to establish a peaceful learning experience for all children and staff. Faith Fellowship Academy will make every attempt to work with student/parent to solve conflict. However, if a student, or parent of a student, continues to create conflict, tension, arguments, strife, or division, or creates a threatening or hostile environment, after attempts have been made by school leadership to arrive at a reasonable solution, the student will be withdrawn from school.

VPK PROGRESS REPORTS

During the month of September a pre-assessment for the Florida Department of Education's VPK Assessment will be administered. This is a pre-assessment and is intended to show growth in academic skills and Kindergarten Readiness. A post-assessment will take place in the spring.

CHILD FIND SERVICES

Faith Fellowship Academy works alongside with Child Find. Child Find offers information and free screening for children (birth-5 years) who may have difficulty:

- Learning -Seeing
- Speaking -Walking
- Playing -Hearing

For more information regarding Child Find and their services, call 631-1911 x. 552.

CONFIDENTIALITY

Due to strict confidentiality laws , Faith Fellowship Academy cannot distribute or share any child and/or parent information.

NO SOLICITING

It is against school policy to allow parents to advertise/market or solicit anytime during school hours.

PUBLICATIONS

Monthly School Newsletter

FFA emails a monthly newsletter at the beginning of each month. This publication contains important announcements, upcoming events and a statement from the School Director. It is important that parents/guardians read the newsletter so that they will be informed about events and schedule changes. If you do not

receive a monthly newsletter by email, it is also available for viewing on our website at www.ffacademy.org

WEEKLY SCHOOL NEWSLETTER

Each week, your child's teacher will distribute a classroom newsletter. This newsletter will contain information regarding the past week's activities, upcoming events and any important information regarding your child's classroom.

SCHOOL ADMISSION REQUIREMENTS

Faith Fellowship Academy admits students of any race, color, nationality or ethnicity to all the rights, privileges, programs and activities. We do not discriminate on the basis of race, color, nationality or ethnicity in administration or our educational policies, administration policies, scholarships, or other school administered programs.

Admission policies and enrollment information are as follows:

- Faith Fellowship Academy follows the age requirements of the State of Florida for the entrance into school. A child must have reached the proper age for enrollment into school before Sep. 1st.
- The Registration fee is required at the time of registration. The Registration fee is non-refundable.
- In order to be in compliance with the State of Florida and Faith Fellowship Academy requirements, the following information must be on file by the start of school with all forms completed and signed by a parent/guardian:
 - Physical Form
 - Immunization Record
 - Faith Fellowship Academy Enrollment Form

SCHOOL WELLNESS POLICY

Faith Fellowship Academy strives for healthy minds as well as healthy bodies. In order to keep our classrooms and staff well, children with contagious illnesses are not permitted to attend school until they are no longer contagious. Children with any of the following signs of illness should not attend school:

Fever Deep Cough
Rash Impetigo
Vomiting Head Lice
Diarrhea
Heavy green or yellow nasal/eye discharge
COVID-19 Symptoms

All children sent home from school because of illness must be symptom-free for 24 hrs. and provide a signed doctor's note when they return.

MEDICATIONS

No medications will be administered by Faith Fellowship Academy staff and will not be permitted at school.

Exception — Epi-pens are permitted.

ABSENCES

There are times when students must be absent from school due to illness or emergency. It is the parent/guardian's responsibility to contact the school office to report the child's absence.

The school office should be notified of any extended absence known in advance by the parents/guardians.

If a student is absent for more than three consecutive days, the school office will call home to determine the reason for the

absence if the parent/guardian has not contacted the school office.

TARDINESS

Students are expected to attend school in a regular and punctual manner. This is to minimize disruption of the teaching/ learning environment and to maximize the learning and development of each child.

Classes begin promptly at 8:30 a.m. VPK students are required to be in their classrooms on time.

CLOTHING AND DRESS

Children should wear comfortable play clothes that will not inhibit them during creative art processes and outdoor time. For safety purposes, please have your child wear closed-toe shoes with socks for climbing and running.

An extra set of labeled clothes needs to be kept inside your child's labeled backpack for any unexpected "accidents". If your child needs to be bathed as a result of an "accident", a parent/guardian will be called to the school.

SCHOOL PICTURES

Various types of pictures are taken at school during the year and are sometimes used for display on our bulletin boards. Individual student pictures are taken two times a year (fall/ spring) and are made available for purchase at parent's/ guardian's option.

Individual student pictures also appear in the yearbook, which is made available for purchase at the end of the school year.

SNACKS*

***Please note that Faith Fellowship Academy is a Peanut Free**

school.

Each child is requested to share a monthly snack and small water bottles with their entire class. **Snacks must be pre-packaged.**

Snacks and water are due at the beginning of each month.

Snacks will then be distributed throughout the entire month. For recommended snacks, please contact your child's teacher.

Parents may provide a special birthday snack. Please inform the teacher of your intentions in advance. Please limit the amount of sugar. Muffins are a good substitute for sugary cupcakes!

We will have weekly cooking experiences as a part of our snack time. Sign up sheets for parents to donate the cooking ingredients will be made available.

LUNCH PROCEDURES*

***Please note that Faith Fellowship Academy is a Peanut Free school.**

Parents/guardians need to pack all necessary food and eating utensils in their child's lunchbox including ice packs. (Please note that we can not heat food in the microwave.)

EMERGENCY PROCEDURES

If an emergency arises, parents are notified as quickly as possible based on the contact information provided. We will stay with the child until a parent or guardian arrives at the school.

EMERGENCY SCHOOL CLOSINGS

In case of severe weather, damage to the school facilities, or other unpredictable circumstances, Faith Fellowship Academy will contact parents by email as soon as possible with any announced school closures.

PERSONAL TOYS

Personal toys are not allowed at school. Teachers will notify parents of special opportunities, such as "Show and Tell", as well

as other appropriate times to share pets and toys with the class.

ARRIVAL AND DISMISSAL

Each child must be signed in by their teacher upon arrival. Please do not drop your child off any earlier than 8:20 a.m. unless they are enrolled in the Before Care program. Please do not park in the Handicap spaces unless you have a permit.

Your child will only be released to the person(s) listed on the registration form. A picture ID may be requested by any staff member to validate permission to pick up during dismissal time.

DISMISSAL PROCEDURE

Outside pickup line begins at 2:30pm for any students not enrolled in Aftercare. Please park and walk over to pick up your child from the sidewalk located outside the Exit doors. Students not picked up by 3:00pm will be sent to Aftercare and charged \$3.00 per minute.

TUITION POLICY

Faith Fellowship Academy is non-profit and self-supporting; consequently we do not offer any scholarships and there can be no tuition deductions due to illness or vacations. School holidays and in-service days are already factored into the tuition rate.

- All fees are non-refundable.
- Payments are due on the 1st of each month. A late fee of \$30.00 will **automatically** be generated by our billing system if tuition is not paid by the 10th of each month. The child(ren) will be disenrolled if tuition is not paid in full by the 15th of each month.
- Please note that we do not accept post-dated checks.
- There is a 10% Sibling discount on tuition for additional

child enrolled.

AFTER CARE LATE FEE

A late fee of \$3.00 per minute will be charged to your account if you do not pick up your child by 5:15 p.m.

BEFORECARE EARLY FEE

Beforecare charges of \$3 per minute will be billed for any child that is **not** enrolled in Beforecare and is logged in prior to 8:20

**VOLUNTARY PRE-KINDERGARTEN
(VPK) PROGRAM**

Faith Fellowship Academy is a Voluntary Pre-Kindergarten provider. If your child turns 4 years of age by Sept. 1, 2024 he/she is eligible for the VPK program. The VPK Certificate issued by the State of Florida pays for the following program hours only:

8:30 a.m. - 11:30 a.m.

Monday through Friday

For more information on how to obtain a VPK Certificate, please contact:

Early Learning Coalition of Brevard County
(321) 637-1800 or website at www.elcbrevard.org

REGISTRATION FEE

Pursuant to state law this fee is **not** required for those students who **only** attend the scheduled VPK program hours (M-F 8:30 a.m.-11:30 a.m.). For families who have their children in Before Care, After Care or VPK Wrap-around Care, this fee is mandatory.

VPK ATTENDANCE POLICY

Parents are responsible for the regular, punctual attendance of their children who are in the Voluntary Prekindergarten Program, as provided in Florida State Legislation. As part of the state-funded VPK Program, strict guidelines will apply. If your child is absent, you must notify the school. Parents are required to sign a VPK Attendance form monthly verifying their child's attendance.

THE MATTHEW 18 PRINCIPLE

We, at Faith Fellowship Academy, strive and encourage others to obey the teachings of Christ. Those teachings include the 2nd greatest commandment, "Love thy neighbor as yourself" (Matthew 22:37-39). In spite of our efforts, there are times when people have different views or perceive situations differently. Jesus, in His perfect wisdom, knew we would need instruction for these situations and provided this wisdom in the verse Matthew 18: 15-17. When differences of opinion cause conflict, it is Faith Fellowship's policy to practice "The Matthew 18 Principle." Using this scripture passage as our guide, we have listed the appropriate steps that are to be taken by students, parents, teachers and staff in the event of a misunderstanding or disagreement:

1. **Keep the matter confidential.** "With his mouth the godless destroy his neighbor..."(Proverbs 11:9a) Only share the problem with those directly involved in an effort to ensure confidentiality.
2. **Keep the circle small.** "If your brother sins against you, go and show him his fault, just between the two of you." (Matthew 18:15) The first step and most often the only step needed in

solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved at the two-people level.

3. **State your concern clearly and concisely.** "...tell him his fault..." (Matthew 18:15) Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. Going to the person is not an option; it is a command.
4. **Be forgiving.** "If he listens to you, you have won your brother over" (Matthew 18:15b) This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

As mentioned earlier, most problems are resolved at the two-person level. Forgiveness and restoration are the normal and happy conclusions. However, there are unfortunate times when an individual will not "hear" you or will openly disagree with you. The next step is:

You and the other individual should go together to share the matter with the school director. "...take one or two others along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:16) Each person should come to the meeting with a humble and prayerful attitude, willing to submit to the Lord's will and also be willing to submit to discipline or correction if needed.

In summary, "The Matthew 18 Principle" requires that parents talk to teachers about student problems before talking to anyone else including the administrator, other students, or parents. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the

school organizational structure.