



McFALLS  
ACADEMY

# HandBook



Changing the Face and Pace  
of Your Child's Education

[www.mcfallsacademy.com](http://www.mcfallsacademy.com)

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# WELCOME TO OUR VILLAGE



Welcome to McFalls Academy!

Thank you for selecting McFalls Academy as your partner in offering your child the finest educational journey. Our primary objective is to support your family through this formative period of molding your child(ren)'s heart and mind. This handbook aims to address your questions about our academy. While the handbook covers the majority of school policies, it may not cover every scenario or question regarding the academy's procedures.





# VISION

*Our vision is to develop a Christ-centered learning community that promotes diversity and provides a well-rounded education that caters to the academic and social/emotional needs of each individual child.*



# CORE BELIEFS

- Provide a Christian-Based education that shares the love of Christ and promotes a lifetime compass in times of difficulty.
- Provide personalized instruction that simultaneously meets the needs of each individual learner.
- Provide a well-rounded education that meets the needs of the whole child (spiritual, social, emotional, physical, academic) so students develop a wide range of skills necessary to succeed in the real world.
- Provide a learning community that welcomes ethnic and cultural differences to promote collaboration and communication with different cultures and styles.
- Promote a love for lifelong learning to increase intrinsic motivation and self directed goal-setting.
- Instill research-based instructional practices to ensure ongoing improvement in both teaching and learning.

# ADMISSIONS

McFalls Academy is committed to fostering an inclusive environment that welcomes students and families from diverse backgrounds, regardless of race, religion, gender, or ethnicity. As a Christian-based program, McFalls Academy ensures that its curriculum is rooted in biblical principles. The academy caters to **children aged 5-10, corresponding to kindergarten through fifth grade**, and does not adhere to conventional grade-based standards to allow for more flexible and individualized learning experiences. Students with special needs are considered on a case-by-case basis, contingent on the availability of appropriate resources.

The academy maintains a maximum class size of 20 students, and once capacity is reached, a waitlist is available. Openings are filled from the waitlist as they arise, with families being given 24 hours to respond to an available spot before the next family is contacted. The application process involves an initial review to determine the compatibility of McFalls Academy with the prospective family's needs. If deemed suitable, the family is then invited to complete the enrollment process. The Director holds the discretion to make any necessary adjustments to class capacity to better serve the student body.



# ARRIVAL AND DISMISSAL

## Full-Time Students

School hours for full-time students are from **8:30 a.m. to 3:30 p.m.** Students should **not** arrive at school before 8:30 a.m. Parents will be provided with a keypad code to enter the building. Dismissal will begin **promptly at 3:30 p.m.** and continue through 3:45 p.m., with students being escorted to the carpool line. We ask that parents refrain from calling their children before a staff member has dismissed them to ensure the safety and well-being of all students during dismissal.

## Homeschool Co-Op Students

Co-op students may attend on a 1, 2, or 3-day-a-week schedule on Tuesdays, Wednesdays, and/or Thursdays, as agreed upon by the family and director at the time of enrollment. Co-op hours are from **12:30 p.m. to 3:30 p.m.** **Students must attend on their agreed-upon days each week unless a change is approved in advance by the Director.**

## Dismissal

Please allow for extra time when running errands during school hours considering traffic, road construction, or other issues which may make you late. We will always seek to offer grace as we know ***“life be lifeing”***. In the event that late pickup becomes a habit, late fees will be enforced.

## Late payments are as follows:

5-10 minutes late = \$10 charge

11-20 minutes late = \$20 charge

21-30 minutes late = \$30 charge

Each minute past 30 = additional \$1 per minute

# ATTENDANCE

Regular attendance and punctuality help ensure your child will fully benefit from the educational program. However, if your child falls ill, it is essential to keep them home to recover and to prevent the spread of illness.

Parents are encouraged to notify the school of any absences or lateness. We request that medical appointments be scheduled outside of school hours or during breaks if possible to minimize disruptions to the learning environment.

At McFalls Academy, we prioritize the well-being of the whole child, including their mental and emotional health, as well as the importance of family time. Therefore, **mental rest days and family days are supported to maintain a balanced and healthy lifestyle for students.**

# BIRTHDAYS

To celebrate your child's birthday at school, you are welcome to bring an afternoon snack to share with the class. Please ensure that all snacks are pre-packaged, as homemade items are not permitted. Cupcakes and cookies are acceptable choices for birthday treats. To coordinate this, **please make arrangements with the teacher at least two days in advance of the desired celebration date.**

For birthday celebrations held outside of school hours, we recognize that not every child in the class can be invited to every party. Invitations should not be distributed at school unless every child in the class is included. Instead, please contact individual parents outside of school to make arrangements.

# CHANGE OF CONTACT INFORMATION

It is the responsibility of the parent/guardian to ensure updated contact and emergency contacts are on file at all times.

## COMMUNICATION

To ensure respect for teachers' personal time and their ability to prioritize students during the school day, it is important to adhere to the following communication guidelines. **Phone calls and text messages to teachers should be made between 8:00 a.m. and 4:30 p.m. If you must contact a teacher outside of these hours, please use email.** Remember that teachers have limited availability to respond to phone calls and emails during school hours, as their primary focus is on teaching and supporting students. They will get back to you as promptly as possible.



# CONDUCT

At McFalls Academy, we prioritize a holistic approach to education, focusing on understanding the whole child. This means we consider each child's unique interests, root causes of behavior, and individual needs. Our approach to discipline is respectful and aims to foster personal growth and responsibility. We work collaboratively with parents to address and resolve undesired behaviors, ensuring that solutions are in the best interests of both the individual child and the group as a whole. By creating a nurturing and inclusive environment, we help every student reach their full potential while promoting a sense of community and mutual respect.

## Restorative Justice

Situations which involve all or the majority of the class may be addressed through restorative justice meetings. Examples of such situations include playground incidents or repeated mistreatment of other student(s). Restorative justice meetings allow students to participate in circles where they can freely express their feelings about an issue at school. Restorative justice also encourages accountability amongst students at school. Restorative justice meetings follow the following sequence:

1. **What happened?** – Students share about an event that occurred using only what they saw with their eyes and/or heard with their ears (no assumptions or hearsay).
2. **What were you thinking?** – Students share about the thought processes they experienced during said event.

**3. Who was affected?** – Students reflect on who was harmed during the event and how? How did the event make them feel and why?

**4. Solutions** – The discussion is quickly moved from problem to solution where students brainstorm ways to prevent the issue from reoccurring. This part of the process also includes brainstorming potential consequences for those who caused harm to others.

## **Peace Corner**

A peace corner in a classroom is a dedicated space where students can take a break to regulate their emotions and regain composure before rejoining the group. This area offers a safe and calming environment equipped with tools such as stress balls, calming visuals, or soothing music to help students manage their feelings. By providing a peace corner, educators can promote emotional well-being and self-regulation, allowing students to process their emotions in a constructive manner. This practice not only supports individual mental health but also contributes to a more harmonious and focused classroom atmosphere.

## **CONFIDENTIALITY**

All the information regarding your child and family is treated with the utmost confidentiality. Family and children records are maintained within the classroom. When there is an incident involving two or more children, the teacher will contact both parents to inform them of the issue without disclosing the identity of the other child(ren) involved.



# COVID-19

Please refer to our Covid Compliance Policy for information on how we are keeping our students, teachers and families safe during this time.

## CURRICULUM

Our educational philosophy is rooted in a competence-based approach, wherein students advance through the curriculum at their own pace, predicated on their demonstrated mastery of skills and concepts. This student-centric model leverages various instructional strategies to support individual growth, including Class Meetings/Circle Time, Free Choice Time, Whole Group Instruction, Small Group Learning, One-on-One Instruction, and Outside Play.

The curriculum is dynamically tailored to align with the interests, abilities, and assessment outcomes of each child, creating a harmonious blend of teacher-directed and child-initiated activities. Our core curriculum encompasses Christian Education, Literacy, Mathematics, Science, Social Studies, and Social/Emotional Learning (SEL), ensuring a comprehensive educational experience. Additionally, art, music, and physical activity are seamlessly integrated into daily lessons, fostering a well-rounded and enriching learning environment.

## **Christian Education**

We seek to provide students with a biblically sound lens for how to view the world and navigate the experiences encountered on a daily basis. Students are taught about what it means to love and be loved by God. Christian Education contains the following learning domains:

- Biblical Knowledge
- Relationship with God
- Relationship with Others

## **Math**

Math concepts will primarily be taught through one-on-one and/or small group, each day. Learning domains include:

- Operations and Algebraic Thinking
- Numbers & Operations in Base Ten
- Measurement and Data
- Geometry



## English & Language Arts (ELA)

ELA learning domains include:

- Reading: Literature
- Reading: Informational Text
- Reading: Foundational Skills
- Writing
- Speaking & Listening

## Project Based Learning

At McFalls Academy, Science and Social Studies topics are brought to life through immersive, real-world experiences that leverage the everyday mundanes as powerful learning tools. Whether it's through nature walks that spark curiosity about ecosystems and biodiversity, or community projects that delve into local history and social dynamics, students are encouraged to take ownership of their learning. This hands-on approach enables them to connect theoretical concepts to tangible experiences, fostering a deeper understanding and appreciation. By tackling real-world challenges and reflecting on their surroundings, students develop as critical thinkers, equipped to navigate and contribute to an ever-changing world.

# DRESS CODE

McFalls Academy, recognizing the desires of school parents, has implemented a school uniform policy to streamline the morning routine and ensure convenience in getting children dressed and ready for school each day. This decision not only simplifies daily preparations but also fosters a sense of unity and belonging among students. The uniform policy at McFalls Academy is designed to create a cohesive and inclusive atmosphere where every student feels a part of the community.

## **Tops**

- Collared Polo Shirts: Solid white, red, purple, or gold or authorized McFalls Academy logo top
- Cardigans, Sweaters and Sweatshirts: Solid red, purple, gold, white, or black or authorized McFalls Academy spirit wear. Cardigans and Sweatshirts need to have a solid red, purple, or mustard yellow polo worn underneath.

## **Pants or Jeans**

- Solid blue, black, or khaki
- Jeans are always welcome.

## **Shorts**

- Solid blue, black, or khaki

# DRESS CODE

## Skirts/skorts, dresses/jumpers

- Solid blue, black, or khaki. Jumpers need to have a solid white, red, purple, or gold polo or authorized McFalls Academy polo worn underneath.

## Shoes

- Shoes can be any color.
- Close-toed and close-heeled shoes must be worn.
- **Laceless shoes are recommended for students who are not yet efficient with shoe-tying.**

**\*\* A change of clothes must be kept in your child's cubby at all times. It is not necessary for change of clothes to be full uniform. Solid black, navy, gray, or tan bottoms (leggings, sweat pants, etc.) and a solid red, white, black, gray, yellow, purple t-shirt will suffice. Be sure to include a change of underwear and socks.**

# EPIPENS

If the child has a medically prescribed EpiPen, McFalls Academy will:

- 1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child.

2) Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack.

3) Protect the EpiPen from exposure to light and extreme heat.

4) The director will call 911 and the parents, or authorized representative immediately after administering an EpiPen.

***It is the parent's/guardian's responsibility to ensure an up-to-date EpiPen is at the school at all times.***

## FIELD TRIPS

McFalls Academy enriches its students' educational experiences by organizing several field trips each school year. These excursions are designed to complement classroom learning, offering students hands-on experiences in various subjects. These field trips not only enhance academic knowledge but also foster social skills, teamwork, and a sense of curiosity about the world. By stepping outside the classroom setting, McFalls Academy ensures that learning is both dynamic and enjoyable. For students to participate, parents must sign the Consent Form for School Field Trips and Other Off-Site Activities.

Co-op hours will change on field trip days, and parents will be notified of these changes in advance. Co-op hours/pick up & drop off times will vary based on the specific field trip. Homeschool co-op students are welcome to join us on field trip days even if the field trip falls outside of their scheduled co-op day.

The costs of field trips are included in the tuition **for full-time students**. However, **co-op parents must pay separately for field trips on a case-by-case basis.**





# HEALTH POLICY

If a child displays any of the following symptoms, they must be kept home, or they will be sent home. **Students must be picked up within an hour of the parent being notified.**

- Lice
- Temperature of 100 degrees or above
- Diarrhea of an unknown origin
- Vomiting
- Skin rash of unknown origin (until diagnosed by a doctor as not contagious)
- Continuous cough/pain to the degree that it prevents normal play
- Conjunctivitis (pink-eye)
- Runny nose or green mucus

When a child is obviously sick, there is a general agreement between parents and staff that the child should not be at school. With less clear symptoms, many factors are considered before making the decision. The Director will consider the needs of your child and their ability to participate comfortably in normal activities as well as taking symptoms into account. Before a child may return to the classroom, he/she must be free of fever, vomit or diarrhea **for at least 24 hrs without medication.** A doctor's note is required at the time of return.

# HOLIDAY CELEBRATIONS

We will have three holiday celebrations (Halloween, Christmas, and Valentine's Day). You will be notified in advance and asked for donations of food or paper products. Parental involvement in these events is always encouraged. Assistance with planning, setup and cleanup are a few ways parents may assist with these events. **Co-op students are always welcome to attend celebrations even if they fall outside of their scheduled attendance days.**

## IMMUNIZATIONS

Immunization Records will be kept in our Student Information System through the Jupiter platform. Parents may also upload a vaccination exempt form in place of an immunization record if they wish.

## INCLEMENT WEATHER

Parents will be notified of school closings and delays via text message and/or email. **Full time students are expected to complete their assignments on the Mia Academy learning platform in place of in person instruction, *but don't forget to make all the snow angels and enjoy the hot cocoa!***

## INSURANCE

The school carries liability insurance. Parents are expected to carry sufficient medical and personal insurance to cover injuries or illness.

# MEALS

Students bring their lunch and afternoon snack from home each day. To promote healthy eating habits, **please avoid packing high-sugar foods and caffeinated beverages**. Additionally, we welcome donations from parents for the morning snack. Items such as fresh fruit and granola bars are greatly appreciated and help ensure that all students have access to a boost during work cycle.

# MEDICATION

Please inform your physician that your child is in school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. If medications need to be administered at school, the following conditions must be met:

- Authorization for dispensing medication must be filled out and turned in with all medication.
- Prescription medication will be accepted ONLY if it is in the original/labeled container and hasn't reached its expiration date.

# PARENT TEACHER CONFERENCES

The school calendar contains scheduled parent teacher conference days for full full time students. Sign up forms will be provided closer to these designated conference days. The teacher may call parents to request a conference. All parents may call to request a conference with a teacher outside of designated conference days at any time.

## PARENT INVOLVEMENT

At McFalls Academy, parent involvement is highly valued and parents are seen as equal partners in their child's educational journey. The academy recognizes that a child's success is greatly enhanced when parents actively participate in the learning process. This collaborative approach fosters a supportive and enriching environment, where parents are encouraged to engage in various school activities, provide feedback, and work closely with teachers. By empowering parents to take an active role, McFalls Academy ensures that each student receives a holistic and well-rounded education, ultimately leading to better academic outcomes and personal growth.

Opportunities to volunteer include supervising outdoor play, assisting with fundraising, and organizing Family Fun Events. **All volunteers must have a background check on file with the school before working with students**



# REPORTING CHILD ABUSE

Any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation will be reported to Child Protective Services (CPS). The teacher may not notify parents when CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call 877-597-2331 or visit [chfs.ky.gov](http://chfs.ky.gov).

## SELF HELP SKILLS

Children must handle toilet needs independently, including wiping and dressing skills like buttoning, snapping. Independently tying shoes is also encouraged. Parents are advised to assist in practicing these skills at home to promote independence.

## TECHNOLOGY

McFalls Academy integrates technology to enhance classroom learning goals. Technology will be used moderately to reinforce skills and concepts, with students having daily opportunities to use computers during reading and math activities. It will also support teaching through learning clips and brain breaks.

# TELEPHONE USE

Telephones are not typically available to students during the school day and are intended for business use only. Classes will not be interrupted to call a child to the phone, except in the case of an emergency. In case of illness, an adult will call the student's parents.

# TRANSPORTATION

McFalls Academy does not provide bus transportation to or from school. We will not release any child to a person not authorized by a parent. We must have written authorization for changes in this respect. Transportation will be provided to and from off site learning experiences. The ***Transportation Waiver*** form must be signed before students can be transported.

# TUITION & FEES

**McFalls Academy, L.L.C. will not issue refunds for absences or inclement weather days.** For extended absences (30 continuous days or more), the family will not be able to "hold" their place in the program unless they continue paying monthly tuition throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll and pay a new enrollment fee of \$100.00 upon return and there may not be a spot open for their child(ren) at that time.

**It is important that all payments be made on time.** A fee of \$20.00 will be charged for late tuition payments. If your payment is two or more weeks late, you may be asked to withdraw your child from the program. You are responsible for any accruing costs including late fees. Should you wish to re-enroll, there must be a spot available for us to receive your child back and you must pay an enrollment fee of \$100 to re-enroll.

## **Full Time Students**

A **non-refundable** Fee of \$300 per child is due at the time of enrollment for the 2024-2025 school year. This fee will go toward building maintenance, curriculum, books, and other instructional materials.

### ***Full Time Tuition Sliding Scale***

The cost of tuition for the 2024-2025 school year for each family will be determined by the Estimated Financial Contribution (EFC) calculated by School and Student Services (our online financial aid platform) based on the family financial profile completed by each parent at the time of enrollment. There is a \$60 fee to submit the SSS application. The \$60 fee is waived for families who fall below a certain income threshold as determined by SSS. Parents who opt out of applying for a sliding scale tuition rate, will automatically be defaulted to the maximum tuition amount of \$10,180 for the school year.

## ***Full Time Payment Plans***

There are a variety of payment options available including monthly and biweekly. Parents may also choose between a 12-month installment plan with payments to begin in June 2024 or a 10-month installment plan with payments to begin in August 2024. All payments are to be submitted online via the Jupiter Ed platform. Monthly installments are to be paid by the 1st of each month and biweekly installments are to be paid by the 1st and 15th of each month.

Full time families who pay the fees and tuition in full by August 1, 2024 will receive a 5% discount off of their year's tuition per child.

## **Homeschool Co-op Students**

A non-refundable Fee of \$125 per child is due at the time of enrollment for the 2024-2025 school year and will go toward the cost of instructional materials and general overhead costs.

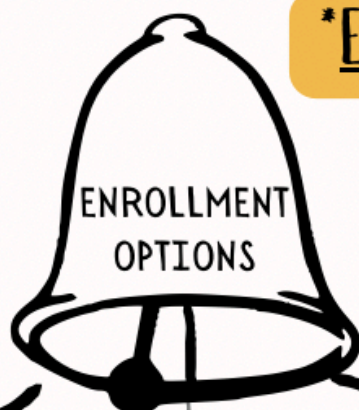
## ***Homeschool Co-op Payment Plans***

Homeschool co-op families may choose to pay in one lump sum or arrange for monthly payments on the 1st of each month.

## Homeschool Co-op Tuition



**\*ENROLLMENT FEE: \$125**



### 3 DAY CO-OP

YEARLY

\$2,000

MONTHLY

\$200

WEEKLY

\$50

### 2 DAY CO-OP

YEARLY

\$1,400

MONTHLY

\$140

WEEKLY

\$35

### 1 DAY CO-OP

YEARLY

\$750

MONTHLY

\$75

WEEKLY

\$18.75

## VALUABLES

Loss or theft of items brought from home including toys and electronic devices will not be investigated by the school and the school will not be held liable for any damage. It is recommended that such items be kept at home.

# WITHDRAWAL

At McFalls Academy, we understand the importance of financial stability while also showing compassion for unforeseen circumstances. Our school budget is based on anticipated student enrollment, and we strive to accommodate changes gracefully. For new families, there is a designated withdrawal period from December 2, 2024, to December 20, 2024, allowing them to assess the suitability of our environment.

Returning families, however, are committed to paying tuition for the entire 2024-2025 school year, regardless of their child's continued enrollment. In exceptional situations, families may request a waiver for the remaining tuition. Non-compliance with this policy could lead to legal proceedings, with parents or guardians bearing any court-related costs. Our aim is to maintain a balance between financial security and empathetic support for our families.

## **MCFALLS ACADEMY, L.L.C RESERVES THE RIGHT TO:**

- Dismiss a child from the program with educational, behavioral or medical needs for which the school is not equipped to meet;
- Discontinue services to a family not meeting financial obligations on a timely basis;
- Discontinue service to a family if we believe we are unable to satisfy their expectations.





# OUR TEACHERS



**Jasmine McFalls**

**School Founder & Lead Teacher**

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**Marissa Teague**

**Co-Teacher**

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## OUR CONTACT



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