



Welcome to Living Word Academy

(*updated 6/20/18)

Our Philosophy

Proverbs 22:6 says, "Train up a child in the way that is right and he shall not depart from it." Our educational philosophy begins with the belief that the Bible is the origin of truth and wisdom. It is vital to instill these truths in children throughout all stages of development.

It is God's will to maintain high standards academically and morally, and teach these standards to our children (Psalm 78:3-4).

God's Word teaches that children are a heritage from the Lord (Psalm 127:3). With that blessing comes a tremendous responsibility to parents for the care, education, and spiritual guidance of each child. Living Word Academy recognizes its responsibility to support parents in our community in fulfilling this task.

We exist to effectively educate and prepare our students to become Godly members of our society (Proverbs 22:6).

Our Mission Statement

We will lead children to know and love God and desire to serve Him by guiding them academically, spiritually, physically, and emotionally.

2018-19 Grades Offered and Finances

Registration

Registration Fee is \$175 for all students. The registration fee is a one time, non-refundable fee due at the time the application is accepted. **You will receive a 50% discount if registration is paid before May 1st and a 25% discount if paid by June 1st.**



Book Fees – one time, non-refundable due by July 1

3 Year Old Preschool	\$135
4 Year Old Preschool	\$158
Kindergarten	\$195
First through Fifth Grades	\$350

Tuition (Yearly total reflects \$200.00 discount if paid in full when school starts)

<i>Half-day Preschool Program</i>	8:30 – 12:00	Yearly	10 Months
3 Year Olds			
3-Day Three Year Old Preschool	Monday, Wednesday, and Friday	\$2350	\$255
5-Day Three Year Old Preschool	Monday – Friday	\$3100	\$330
4 Year Olds			
5-Day Four Year Old Preschool	Monday – Friday	\$3100	\$330

<i>Primary and Elementary Grades</i>	8:30 – 3:00	Yearly	10 Months
Kindergarten through Sixth Grade	Monday – Friday	\$3900	\$410

Extended Care

Early Morning Care (all students)	7:30 – 8:00	\$5/day	\$90/month
Afterschool Care (Kindergarten – Sixth Grades only)	3:00 – 4:30	\$10/day	\$180/month

Tuition is **due by the first of the month** and is late if received after the fifth of the month. **You will be charged a \$10 late fee after the 5th and \$5 each day afterward until paid.** Your schedule will be August 1st to May 1st. Book Fees are due July 1st.

There is a **\$25 charge** for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. We are unable to accept postdated checks. Please discuss any tuition payment problems with the director/principal. If you have an emergency and cannot pay on time, please notify the academy as soon as possible.

Children picked up after the scheduled pick-up time will result in a fee of \$1.00 for each 1 minutes late. Half-day students should be picked up no later than 12:05. Full-day and elementary students should be picked up by 3:15.

Multi-Student Discount

Multiple student discounts are given for families with more than one student enrolled at LWA. Monthly tuition is 100% for the oldest child, discounted 10% for the second child, 25% for the third child, 50% for each child thereafter.

Church Member Discounts

Active members (participating and tithing) of Living Word Baptist Church will receive a 10% discount for their first child. The Multi-student discount will apply after the first child.

Graduation Fee

A Kindergarten Graduation fee of \$50.00 will be due on March 1 for all kindergarten students. This will be used for fees associated with the graduation program, cap, and gown.

Age Requirements

Children entering the 3 Year Old Program must be 3 no later than August 1.
Children entering the 4 Year Old Program must be 4 no later than August 1.
Children entering the Kindergarten Program must be 5 no later than August 1.
Children entering the first grade must have completed kindergarten.



Attendance

The school day will begin at 8:30 and end at 12:00 noon for Preschool classes. Full-day students will begin at 8:30 and end at 3:00. Students are tardy at 8:31.

Arrival and Departure

Children may begin entering the school at 8:00 unless participating in the Early Morning Program. Half-day preschoolers should be picked up no later than 12:05. Full-day and elementary students should be picked up by 3:15. There will be a late fee for late pickup. If you need to bring your children early and/or pick up your child before the school day ends, please plan to come inside and sign him/her out. We will strive to make pick-up time a pleasant and safe experience. Cars should enter the entrance of Living Word off of Ruth Jackson Road and exit onto Hwy. 78 to the right or exit onto Ruth Jackson Road to go South on Hwy. 78.

Children may only be picked up from school by their parents and “designated” persons. Designated persons picking up the child **MUST** be on the **student’s pick up card** signed by the parent and show **proper photo identification** before the child will be allowed to leave with the person. If parents are divorced or separated and one parent is ***not allowed*** to see or pick up the child, we ***must*** have on file at the office a certified copy of the court order of Final Judgment.

Birthdays

Birthday cupcakes or cookies may be served with the class during snack time. This is always a pleasant experience for the children. Please let your teacher know ahead of time that you are bringing them. Please do not send presents, balloons, or plan to have a party at school.

Care of Property

Living Word Academy is considered to be God's property; therefore, we will teach students to take proper care of the grounds and building.

Child Abuse Policy

The State of Georgia requires Living Word Academy to report allegations of suspected child abuse to the Department of Family and Children Services (DFCS) when there is cause to suspect that physical abuse, emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While LWA is expected to communicate with parents about the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is LWA's policy not to contact parents in advance of making a report to DFCS. Appropriate LWA staff will make such reports in the best interest of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to DFCS for their investigation and review. LWA may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Curriculum

All classes will use A Beka Curriculum, a leader in Christian Education resources. A Beka has been a leader in Bible-based academic curriculum for over thirty years. The curriculum is strong in phonics, math, writing, reading readiness, and Bible lessons. Please go to their website for more information. Teachers will supplement with additional resources as needed to enhance lessons and activities.

Dress Code and Uniforms

Students of Living Word Academy will wear uniforms beginning with kindergarteners. Preschoolers and Pre-K may wear uniforms, but it is not mandatory. Land's End is our preferred uniform supplier. Please see their website for details. Our Land's End preferred number is 900156035. Other vendors include, but are not limited to Wal-Mart, Target, and *Academy Sport. (*update 6/20/18- BCG style shirts for boys are acceptable.)

LWA's Philosophy on Uniforms:

We believe that by encouraging children to follow rules for school dress code, we are preparing students for their future in the adult workplace. A biblical attitude of caring for oneself should be evident in dress and appearance. Children are expected to meet all dress codes and requirements as an act of loving submission to Christ first and then to authority. Parents should check their child's uniform **before** arriving to school to see if his/her child is in compliance. This frees the teachers to teach and the child to learn. Students should come to school clean and neat, and hair should be clean and well groomed. All uniform items should be checked regularly for rips, holes, stains and general appearance and repaired if necessary. Teachers will partner with parents by performing uniform inspections, and will gently and lovingly remind students of expectations. Students in compliance with dress code may be awarded special privileges such as "uniform free" days, Spirit Days, hat days, etc. Teachers will be marking Agendas to keep parents informed of violations. Students will be given three reminders in one week's time for appropriate dress code. After the third

reminder, students will not be allowed to participate in our uniform- free day for that week. Violations will **not** be carried over from one week to the next; however, students repeatedly displaying willful and/or passive aggressive disobedience, or after losing three uniform-free days, may lose privileges for the entire year.

- School colors for pants, shorts, jumpers, skirts - black, gray, or khaki.
- Shirts and blouses - white, burgundy, gray, black, which need the LWA logo embroidered. No more than two buttons may be left unbuttoned on shirts or blouses which must be tucked in at all times.
- Tattoos or body piercing(s) (including temporary ones) are not allowed.
- Oversized shirts or baggy pants may not be worn.
- Belts (black, brown, or khaki) must be worn if pants, skirts, or shorts have belt loops.
- No emblem or design other than the school emblem may be worn on **any** garment. (No alligators, foxes, superheroes, brand names, etc.)
- Solid color sweatshirts or sweaters (black, white, burgundy, or gray) with or without LWA logo may be worn inside the school building.
- All outdoor coats or jackets must be hung up while inside the school building.
- No hats may be worn on campus unless given permission or for special occasions.
- Students' shoes must be solid color black, brown, or white with rubber-bottoms and have closed toes. Sandals and "Crocs" are not permitted for playground safety issues. Shoes may be dress shoes or tennis shoes (solid color only). Both boys and girls socks and shoelaces should be in school colors only.
- Students must wear proper uniforms on field trips unless the director grants special permission.

Boys:

- Hair should not be resting on or below the collar and should not hang down over the eyebrows.
- Earrings or rings through any other body part are prohibited.
- Boys may wear long pants or shorts in school colors only. No cargo pants or shorts.

Girls:

- Hair should be out of eyes,
- Earrings should be simple studs or short hoops.
- Girls should not wear make-up or cologne to school.
- Girls may wear the plaid uniform jumpers or skirts, solid color jumpers or skirts (black, burgundy, khaki, or gray and **must be knee-length**), long pants or **knee-length** shorts (black, gray, khaki).
- Shirts worn under uniform dresses or vests do not need to have LWA logo on them. Long sleeved shirts may be worn under uniform shirts if they are the same color.
- Leggings/jeggings may be worn under dresses or skirts, but not as pants. Girls should wear black or burgundy shorts under skirts or jumpers. Sweatpants will not be permitted under skirts. Only solid white, black, or burgundy tights may be worn under uniform skirts or jumpers.

Non-Uniform Days:

- Neatness and cleanliness, and all other applicable expectations apply.
- Students need to choose appropriate clothing that will not be a distraction to his/her or someone else's learning.
- Jeans worn on "uniform free" days must fit appropriately and must be free of rips and/or tears. (i.e. leggings, jeggings, and "skinny jeans" are not considered appropriate "pants.")

PE Uniforms

Kindergarten and higher grades-All PE uniforms are available online through Land's End. Students will wear solid black, loose fitting, knee-length basketball style shorts and the burgundy t-shirt with LWA logo for PE in warm weather. In colder months, students will wear solid black, loose-fitting warm-up style pants with the long-sleeve or short sleeve t-shirt with the LWA logo. Leggings/jeggings are not to be worn for PE. The PE uniform is to be worn to school on PE day with tennis shoes. Girls may want to wear regular uniform and change into uniform before PE.

Discipline Policy

It is our goal at Living Word Academy to teach children in a loving manner. This includes teaching children how to behave appropriately. Children are expected to respond respectfully to adults and other students. The Golden Rule will be taught and memorized by children. "Treat others the way you want them to treat you." Luke 6:31

When the need arises, students will be redirected using positive words. If the child continues the negative behavior, students will be asked to sit out of the activity (time out) or perform extra exercise activities until ready to join in the activity in the correct manner. Other forms of consequences may include physical activity such as walking laps, wall sits during recess or silent lunch/recess. Students will be taught to apologize when necessary. If the student sits out an appropriately deemed amount of time and is still not exhibiting appropriate behaviors, the teacher will have the student sit in another teacher's classroom in time out until ready to rejoin his/her class. If the student is disruptive while in time out, the director/principal will be called. If a student displays violent behavior (with words and/or actions), Living Word Academy will have no other recourse but to remove that student from our school permanently.

Each classroom teacher will set up a behavior reward system of her/his choosing (moving clips up and down, smiley faces, treasure boxes, etc.) Parents will be informed regularly of their child's behavior at school whether positive or negative. Notes, forms, or anything similar may be used.

Enrollment

Living Word Academy admits students of any race, color, or ethnic origins and does not discriminate either in admittance or operational practices. Pursuant to federal regulations, we collect answers to questions regarding race, ethnicity, and sex.

Living Word Academy must have copies of all permanent records for children who have been homeschooled and/or have attended other institutions **at the time of enrollment**. Students will not be allowed to attend classes until all necessary information is gathered.

Living Word Academy believes in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled; who manifest a disruptive behavior which impedes this school's philosophies or policies; or who have needs that cannot be met at LWA. Furthermore, if students are diagnosed with conditions that would impede their or fellow students' learning at LWA, it is up to the parent to provide services in addition to what the classroom teachers provide to ensure student success in his or her classroom. We believe the standards of Living Word Academy are easier to maintain when the students' and parents' attitudes are in agreement with the school's policies/procedures and who work in a cooperative spirit with the administration. This cooperation with the school is necessary in order to support the standards of Living Word Academy. Living Word Academy has the right to deny admission to families they feel are not in full support of the school, teachers, staff and the administration.

Health

Illnesses

For the welfare of your child and others in the school, all children who are sick must be kept at home. At the school's discretion, parents may be asked to pick up their children from school if the child displays any of the following symptoms:

1. Fever
2. Rashes
3. Discharge from eyes, ears, or nose
4. Nausea, Diarrhea and/or vomiting
5. Persistent cough
6. Pronounced fatigue and/or irritability
7. Infection

Parents will be notified as soon as possible when a child exhibits any of these symptoms. A written notice will be sent home as well. The child will be moved to a quiet, supervised area until the parent arrives for pick up.



Medication

If a child is to receive any medication during the school day, the parent or guardian must have filled out and on file in the child's classroom, an Authorization for the Administration of Medication. Please obtain this form from your child's teacher. The medicine to be dispensed will be kept in the classroom and will be dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him/her. Teachers and teacher assistants cannot dispense medications without the form.

The office must be notified if a child is diagnosed as having any communicable diseases. Students may return to school after being released by a physician. Parents will be notified in writing with 24 hours or the next working day if/when a child in the school is diagnosed with a communicable disease.

Emergency Notification Procedure

A parent is notified immediately of any illness or injury requiring professional medical attention. In the event a parent cannot be contacted, an emergency contact person will be notified. If none of these are available, the child's physician may be contacted. If an illness or injury requires immediate professional medical attention, 911 will be called. Children will be transported to the hospital listed on

the registration card or the nearest hospital. Parents will be notified by the school office if a student is exposed to a confirmed noticeable communicable disease, an injury occurs while at LWA, or other emergencies occur (such as fire or severe weather).

Progress Reports and Report Cards

Progress Reports and report cards will be sent home each 9 weeks for 3rd – 8th grade. Conferences for K– 8th grade can be scheduled as needed by the teacher to discuss the progress of your child. Please feel free to contact the teacher to set up additional conferences as needed.

Personal Information

Any time an address or phone number (home or work) is changed, please notify the school office.

School Closings

Living Word Academy will follow all instructions given regarding Oconee County Schools, however, please do not jeopardize your safety in any case. Channel 2 and any local radio stations will publicize the closings. If Oconee County delays opening, Kindergarten through eighth grades will delay, but our Preschool and Pre-K classes will closed.

Visitors & Volunteers

Parents are encouraged to volunteer in their child's classroom at some point in the year. Classes will need (a) room parent(s) and helpers for special events. There are many events that require lots of adult help (i.e. fundraisers, field trips, programs, parades, etc.). Sign up sheets will be made available per event. Your help and generosity will be greatly appreciated.