

# *Parent Handbook*

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# Ladies and Gents Private Academy

## *Welcome Letter*

Dear Parents and Guardians,

Welcome to Ladies and Gents Private Academy!

We are honored that you have chosen to take this important step in your child's educational journey with us. At Ladies and Gents Private Academy, we are committed to creating a safe, structured, and nurturing environment where every scholar is empowered to grow academically, socially, and personally.

Our mission is to provide a learning experience that builds confidence, character, and a true love for learning. We understand that every child learns differently, and we pride ourselves on offering a more personalized approach that supports each student at their own pace while still challenging them to reach their highest potential.

As a parent, you are an essential part of our community. We believe that strong partnerships between families and educators create the foundation for student success. We encourage open communication, involvement, and collaboration throughout the school year.

At Ladies and Gents Private Academy, we emphasize:

- Small group learning for individualized attention
- A structured and respectful environment
- Character development and Integrity
- Engaging, hands-on learning experiences
- A supportive and inclusive school culture

We are excited about the opportunity to serve your family and make a lasting impact in your child's life. Whether this is your first year with us or the beginning of a long journey, we look forward to growing together.

If you have any questions or need assistance at any time, please do not hesitate to reach out. We are here to support you every step of the way.

Welcome to the Ladies and Gents family, where excellence, structure, and success begin!

Warm regards,

*Melvanisha Hendricks*

**Founder & Director** - *Ladies and Gents Private Academy*

## *About Us*

At Ladies & Gents Private Academy, we believe every child deserves to be seen, supported, and challenged in ways that help them truly thrive.

Our academy was founded with a simple but powerful goal—to create a more personal and meaningful learning experience for students. As a school built with families in mind, we understand that education should go beyond supervision. Children need structure, encouragement, and an environment where they feel known and valued.

We are proud to offer a small, micro-school setting where students are not just another number. With smaller class sizes and individualized learning plans, each scholar can move at their own pace while receiving the guidance and accountability they need to succeed.

## *Our Approach to Learning*

At Ladies & Gents Private Academy, we combine strong academics with real-life development. Our model includes:

- Core academics aligned with state standards
- STEM and project-based learning experiences
- Social-emotional growth and leadership development
- Independent and collaborative learning opportunities

Learning should build confidence, not pressure and should be fun! That's why we create a space where students feel safe to grow, ask questions, and take ownership of their education. We are committed to developing not just strong students, but strong individuals.

Our culture is rooted in:

- Discipline, unity, and pride through a uniform-based environment
- Character development and leadership building
- A faith-based foundation centered on strong values
- Encouragement, respect, and personal responsibility

At Ladies and Gents Private Academy, our mission goes beyond the classroom. We are dedicated to shaping well-rounded individuals who are equipped with the knowledge, discipline, and values needed to thrive in today's world. At Ladies & Gents Private Academy, every scholar is prepared to lead, achieve, and make a lasting impact.

# Mission and Vision

## **Our Mission**

At Ladies and Gents Private Academy, our mission is to provide a structured, nurturing, and engaging learning environment that empowers every scholar to grow academically, socially, and emotionally.

We are committed to delivering a personalized educational experience that builds confidence, discipline, and a lifelong love for learning, while ensuring each child is supported at their individual pace and ability.

## **Our Vision**

Our vision is to cultivate a community of confident, well-rounded scholars who are prepared to excel academically and lead with integrity in all areas of life.

We strive to redefine education by creating a learning environment where students feel seen, valued, and inspired to reach their highest potential.

## **Our Core Values**

At Ladies and Gents Private Academy, we stand on the following principles:

**Excellence-** We encourage scholars to always strive for their best

**Integrity-** We promote honesty, respect, and strong moral character

**Confidence-** We build self-belief through encouragement and achievement

**Structure-** We create consistency that supports growth and discipline

**Individual Growth-** We recognize that every child learns differently

**Community-** We foster strong partnerships between school and families

# Admission Process

At Ladies & Gents Private Academy, we are committed to ensuring that each family is a strong fit for our academic model and school community

The admissions process includes the following steps:

1. Submit a Pre-enrollment Interest form (located on the Home page on our website)
2. Parent/Guardian Discovery call or Schedule a Tour
3. Submit Application (located on Home Page on our website)
  - a. Application Fee \$150 due on the 1<sup>st</sup> day of school
  - b. Upload all necessary documents
4. Review of student academic history (If applicable)
5. Enrollment Acceptance
  - a. Enrollment Fee \$350 due on the 1<sup>st</sup> day of school
6. Welcome & Orientation

## Enrollment Requirements

To complete enrollment, the following requirements must be met:

- Completed student application
- Signed Parent/Guardian Agreement
- Signed Parent Handbook Acknowledgment
- Payment of applicable enrollment and/or registration fees
- Submission of all required documents
- Approval of enrollment by the school administration

Students may not begin attendance until all requirements have been satisfied

## Required Documents

The following documents are required prior to enrollment:

- Copy of the student's birth certificate
- Current immunization records (in compliance with Texas requirements)
- Proof of residency (if applicable)
- Previous school records or report cards (if applicable)
- Emergency contact information
- Any applicable medical or special needs documentation

Failure to provide required documentation may delay or prevent enrollment

# NON-DISCRIMINATION STATEMENT

Ladies & Gents Private Academy does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or school-administered programs.

We are committed to providing an inclusive and respectful environment for all students and families.

## *Enrollment Agreement*

Enrollment at Ladies & Gents Private Academy is considered a mutual agreement between the school and the parent/guardian.

By enrolling, parents/guardians agree to:

- Adhere to all policies outlined in the Parent Handbook
- Maintain timely tuition and fee payments
- Support the school's academic model and structure
- Maintain respectful communication with staff and administration
- Uphold the values and expectations of the school community

Ladies & Gents Private Academy reserves the right to deny or revoke enrollment at its discretion if policies, expectations, or standards are not upheld.

Submission of an application and/or payment of fees does not guarantee acceptance or continued enrollment. The school reserves the right to make final decisions regarding admissions based on the best interest of the student and the school community.

## ***Tuition, Programs & Services***

### **Full-Day Private School (K-8)**

A personalized micro-school experience with small class sizes and individualized learning

### **Pre-School Program (Ages 3-4)**

Focused on early learning, structure, and social development

### ***Additional Services***

- Before School Care: 6:30 AM- 8:00 AM
- After School Care: 3:00 PM- 8:00 PM
- Transportation Services: Morning & Afternoon routes (designated areas)
- Summer Camp: (June -August) Fees are separate from Tuition

### ***Tuition Structure, Fees & Payment Policies***

At Ladies & Gents Private Academy, tuition is structured annually to provide families with flexibility while maintaining a consistent, high-quality learning experience. Annual tuition covers your child's full academic program, including instruction, curriculum support, and daily learning resources. Families may choose from multiple payment options (annual, semester, monthly, or weekly) to best fit their financial needs. Tuition is expected to be paid on time according to the selected payment plan to maintain enrollment and uninterrupted services.

### **Fees**

In addition to tuition, the following fees are required:

- **Application Fee (Non-Refundable) - \$150**

This fee is due at the time of application and covers the review process as well as academic resources such as books, materials, and technology

- **Enrollment Fee (Non-Refundable) - \$350**

This fee secures your child's placement and covers supplies, classroom materials, and onboarding costs

These fees are required to complete the enrollment process and confirm your child's seat.

All extended services are billed separately from tuition and are subject to availability. A late pickup fee of **\$1 per minute** will apply after closing time.

## ***Refund Policy***

At Ladies and Gents Private Academy, we are committed to maintaining a structured and consistent learning environment.

To ensure proper planning and staffing, the following refund policy applies:

- **Application and Enrollment Fees are non-refundable** under all circumstances
- Tuition payments are non-refundable once the school year has begun
- If a student withdraws **before the start of the academic year**, any prepaid tuition (excluding fees) may be refunded.

## ***No refunds will be issued for:***

- Absences or missed days
- Voluntary withdrawal after the school year begins
- Dismissal due to violation of school policies
- Additional Services (Extended care), transportation, and summer camp fees are non-refundable once used or enrolled.

## ***Late Payment Policy***

To ensure smooth operations and consistency for all families, the following policy applies:

- Payments not received within **7 days of the due date** will incur a **\$50 late fee**
- Continued late or missed payments may result in **temporary suspension of services or enrollment status review**
- Families experiencing financial hardship are encouraged to communicate with administration in advance

## *Education & Academic Overview*

Our education model is designed to provide a structured, personalized, and engaging learning experience for every scholar. We serve students from Pre-K through 8th grade, offering a curriculum that is aligned with state standards that incorporates STEM, project-based learning, and opportunities for leadership and character development. Our approach allows students to learn at their own pace while receiving the guidance and support needed to build confidence and mastery in each subject area.

Progress is continuously monitored to ensure each scholar is meeting academic expectations and grows at an appropriate pace. Through regular assessments, teacher observations, and individualized learning plans, we can identify strengths, address areas of improvement, and provide targeted support when needed. We believe that consistent communication between the school and families plays a key role in student success, and we are committed to keeping parents informed of their child's academic progress.

Homework is assigned with purpose and is intended to reinforce skills learned in the classroom, encourage responsibility, and promote independent thinking. Homework expectations will vary by grade level, but all students are encouraged to complete assignments on time and to the best of their ability. Our goal is not to overwhelm students, but to support continued learning and accountability outside of the classroom.

At Ladies & Gents Private Academy, we are dedicated to creating an environment where scholars are challenged academically, supported individually, and prepared to succeed both in school and beyond.

## *Attendance and School Hours*

Ladies & Gents Private Academy operates **Monday through Friday from 6:30 AM - 8:00 PM** to support the needs of our families while maintaining a structured and productive learning environment. Students enrolled in the full-day private school program are expected to arrive on time and be present for the full academic day to benefit from instruction and daily activities fully.

**Morning arrival** begins promptly, and students should be dropped off within their designated time window to ensure a smooth transition into the school day. Families utilizing before-school care may arrive as **early as 6:30 AM**. At dismissal, students must be picked up on time unless they are enrolled in after-school care. For the safety of all scholars, only authorized individuals listed on the student's file will be permitted to pick up. A late pickup fee of **\$1 per minute** will apply after closing time.

**Regular attendance** is essential to student success. Students are expected to attend school consistently and arrive prepared to learn each day. If a student is absent, parents must notify the school as soon as possible. Excessive absences, whether excused or unexcused, may impact a student's academic progress and could result in further review by administration.

**Tardiness** disrupts the learning environment and impacts student performance. Students arriving after the designated start time will be marked tardy. Repeated tardiness may result in additional action, including parent conferences or further administrative review. We encourage families to establish consistent routines to ensure students arrive on time and ready to begin their day **no later than 9:45 AM**.

At Ladies & Gents Private Academy, we value structure, consistency, and accountability. Our policies are in place to create a safe, organized, and supportive environment where every scholar has the opportunity to succeed.

# *Student Code of Conduct*

## **Behavior Expectations, Respect & Integrity Standards, and Discipline policy**

At Ladies & Gents Private Academy, we are committed to creating a safe, respectful, and structured environment where every scholar can learn, grow, and succeed. All students are expected to conduct themselves in a manner that reflects respect, integrity, and responsibility always—whether in the classroom, during school activities, or while representing the academy.

Students are expected to show respect toward teachers, staff, peers, and school property. This includes following directions, using appropriate language, maintaining a positive attitude, and demonstrating self-control. Disruptive behavior, disrespect, bullying, or any actions that interfere with the learning environment will not be tolerated.

Integrity is a core value at our academy. Students are expected to be honest in their academic work and interactions. Cheating, plagiarism, or dishonesty of any kind is considered a violation of school standards and will be addressed accordingly.

Our discipline approach focuses on accountability, growth, and corrective action. When expectations are not met, consequences may include verbal warnings, loss of privileges, parent communication, or other appropriate disciplinary measures. We believe in addressing behavior early to guide students toward better choices and personal development.

## **Suspension & Expulsion Policy**

In more serious situations, or in cases of repeated violations, further disciplinary action may be necessary. This may include suspension or expulsion from the academy.

Behaviors that may result in immediate or escalated action include, but are not limited to:

- Physical aggression or fighting
- Bullying, harassment, or threats toward others
- Disrespect toward staff or refusal to follow directions
- Possession of prohibited items
- Repeated disruption of the learning environment
- Any behavior that compromises the safety of students or staff

The academy reserves the right to determine appropriate disciplinary action based on the severity and frequency of the behavior. Parents will be notified of any serious incidents, and a conference may be required before a student is permitted to return.

# **Parent Expectations & Cooperation Policy**

We believe that a strong partnership between the school and families is essential to each scholar's success. Parents and guardians are expected to support the academy's mission, policies, and procedures while maintaining a respectful and cooperative relationship with staff, students, and other families.

## **Parent Conduct Expectations**

Parents are expected to always model respectful behavior. This includes communicating professionally with staff, following school policies, and supporting their child's academic and behavioral expectations. Disruptive, disrespectful, or aggressive behavior toward staff, students, or other parents will not be tolerated.

## **Communication Guidelines**

Open and respectful communication is encouraged between parents and the school. Parents should direct questions or concerns through the appropriate channels and allow a reasonable time for a response. All communication should remain professional and solution-focused. Harassment, excessive messaging, or inappropriate language is not acceptable.

## **Conflict Resolution Process**

If concerns arise, parents are expected to follow the proper chain of communication. This includes first addressing the issue with the appropriate teacher or staff member, and if necessary, escalating to school administration. Our goal is to resolve concerns in a timely and respectful manner that supports the student's best interest.

## **Social Media Policy**

Parents are expected to represent the school respectfully on social media and in public spaces. Posting negative, misleading, or harmful statements about the school, staff, or students may result in further action. Concerns should be addressed directly with the school rather than shared publicly.

## **Grounds for Dismissal Due to Parent Conduct**

Ladies & Gents Private Academy reserves the right to withdraw a student's enrollment if a parent or guardian fails to adhere to these expectations. This includes, but is not limited to, repeated disrespect toward staff, failure to follow policies, disruptive behavior, or actions that negatively impact the school environment. Our priority is to maintain a safe, positive, and respectful community for all scholars and families.

# **Dress Code & Uniform Policy**

## **Required Uniform**

Students are expected to maintain a neat, clean, and professional appearance at all times. Our uniform policy is designed to promote discipline, unity, and a focused learning environment.

Students are required to wear the approved school uniform daily. This includes appropriate tops, bottoms, and closed-toe shoes. Clothing should be properly fitted, free from rips or excessive wear, and worn in a manner that reflects respect for the school environment.

## **Formal Day (Mondays):**

Every Monday is designated as Formal Day. On this day, all students are required to wear their standard uniform along with a blazer. This expectation is in place to promote professionalism, confidence, and presentation. Students who arrive out of compliance on Formal Day may be subject to dress code consequences.

## **Dress Code Violations**

Students who do not follow the dress code policy will be addressed promptly to maintain consistency and standards across the academy.

If a student arrives out of uniform or not in compliance:

- Parents/guardians may be contacted to bring appropriate attire
- The student may receive a warning or disciplinary notice

Students are expected to come to school dressed appropriately each day. Failure to consistently meet uniform expectations may result in a parent conference or further administrative review.

Our uniform policy helps create a culture of pride, respect, and excellence.

# **Health & Safety**

The health, safety, and well-being of our scholars is a top priority. We are committed to maintaining a safe and healthy environment where students can learn and thrive. To support this, all families are expected to follow the school's health and safety policies outlined below.

## **Immunization Requirements**

All students must have up-to-date immunization records on file in accordance with state guidelines prior to enrollment. Any exemptions must be properly documented and submitted to the school before the student's start date. Failure to provide required documentation may result in delayed enrollment or exclusion from attendance until records are received.

## **Illness Policy**

Students who are sick should remain at home to prevent the spread of illness. A student may not attend school if they have a fever, vomiting, diarrhea, or any contagious condition. Students must be symptom-free for at least 24 hours without medication before returning to school. If a student becomes ill during the school day, a parent or authorized contact will be notified and expected to pick up the student promptly.

## **Medication Policy**

Medication will only be administered at school when necessary and with proper authorization. Parents must provide written consent along with clear instructions for any medication that needs to be given during school hours. All medication must be in its original container and labeled with the student's name. The school reserves the right to decline administration if proper documentation is not provided.

## **Emergency Procedures**

In the event of an emergency, the school will take immediate action to ensure the safety of all students and staff. This may include evacuation, lockdown, or contacting emergency services if needed. Parents will be notified as soon as it is safe to do so. It is important that all emergency contact information on file must remain current and accurate at all times.

## **Authorized Pick-Up**

For the safety of all scholars, students will only be released to individuals listed on the authorized pick-up list. Identification may be required at the time of pick-up. Parents are

responsible for keeping this list updated. Any changes must be communicated to the school in advance. The school will not release a student to any individual who is not properly authorized.

## **Technology & Media Policy**

Technology is used as a tool to support learning, enhance instruction, and prepare scholars for success in a digital world. Students are expected to use all devices and digital resources responsibly, respectfully, and in alignment with school expectations.

### **Device Usage**

Students may be permitted to use school-issued device for educational purposes only. All devices must be used under teacher supervision and in a manner that supports learning. The school reserves the right to restrict or limit device usage at any time to maintain a focused classroom environment. Unauthorized use of devices, including during instructional time without permission, is not allowed.

### **Acceptable Use Policy**

Students are expected to use technology appropriately at all times. This includes accessing only approved websites and content, respecting school network guidelines, and avoiding any activity that is harmful, disruptive, or inappropriate. The use of technology for bullying, harassment, cheating, or accessing inappropriate content is strictly prohibited and will result in disciplinary action.

### **Social Media Guidelines**

Students and families are expected to represent Ladies & Gents Private Academy respectfully on all social media platforms. Posting or sharing content that is harmful, inappropriate, or damaging to the school, its staff, or students is not permitted. Any concerns or issues should be addressed directly with school administration rather than through public platforms.

### **Photo/Video Consent**

From time to time, photos or videos may be taken during school activities for educational, promotional, or communication purposes. These may be used on school-approved platforms such as the website, newsletters, or social media. Parents will have the opportunity to provide consent regarding the use of their child's image. The school will make every effort to respect family preferences and ensure student privacy is maintained

## **Programs and Services**

Ladies & Gents Private Academy offers a variety of programs and services designed to support our scholars and meet the needs of our families. Each program is structured to provide a safe, engaging, and well-supervised environment that extends beyond the traditional school day.

### **Before School Care**

Before school care is available to support families who require early drop-off. This program provides a safe and supervised environment for students prior to the start of the academic day. Students are expected to arrive calmly and follow all school expectations while preparing for the day ahead.

### **After School Care**

After school care is offered for families needing extended hours beyond dismissal. This program includes structured time for homework support, enrichment activities, and supervised play. Students are expected to remain respectful, follow directions, and participate appropriately during this time.

### **Transportation Services**

Transportation services are available for students within designated service areas. This includes morning pick-up and afternoon drop-off. All students utilizing transportation must follow safety guidelines, remain seated, and demonstrate appropriate behavior while on the vehicle. Transportation availability is limited and assigned based on enrollment and service area.

### **Summer Programs**

Ladies & Gents Private Academy offers summer programming designed to keep scholars engaged, learning, and active during the summer months. Summer camp includes a mix of academic enrichment, hands-on activities, and social development opportunities in a structured and fun environment.

## **Parent Involvement**

We believe that strong communication and active parent involvement are key to each scholar's success. We are committed to maintaining open, consistent, and respectful communication with all families.

Parent-teacher conferences may be scheduled throughout the school year to discuss student progress, academic performance, and overall development. Parents are encouraged to attend conferences and remain engaged in their child's educational journey.

The school will provide regular updates regarding important announcements, events, and student progress through approved communication channels. It is the responsibility of parents to stay informed by reviewing all school communications in a timely manner.

We also encourage parent involvement through volunteer opportunities when available.

Participation in school events and activities helps strengthen our school community and enhances the overall experience for our scholars. Be sure to register with our Administrator.

## **13. Withdrawal & Dismissal Policy**

Ladies & Gents Private Academy is committed to maintaining a positive, structured, and respectful learning environment. In certain circumstances, a student's enrollment may be withdrawn either voluntarily by the parent or involuntarily by the school.

### **Voluntary Withdrawal**

If a parent chooses to withdraw their child from the academy, written notice must be provided to the school in advance. Tuition and fees remain subject to the terms outlined in the financial agreement. Withdrawal does not guarantee a refund, and any outstanding balances must be paid in full.

### **Involuntary Dismissal**

The academy reserves the right to dismiss a student if it is determined that continued enrollment is not in the best interest of the school community. This may include, but is not limited to, repeated behavioral issues, failure to comply with school policies, lack of parent cooperation, or actions that disrupt the learning environment or compromise safety.

## Parent Handbook Agreement

By signing below, I acknowledge that I have received, read, and understand the Ladies & Gents Private Academy Parent & Student Handbook. I agree to abide by all policies, procedures, and expectations outlined within this handbook. I understand that it is my responsibility to stay informed of any updates or changes made by the school.

I further acknowledge that failure to follow the policies outlined in this handbook may result in disciplinary action, including possible withdrawal or dismissal from the academy.

## Statement of character & Integrity

Ladies & Gents Private Academy is committed to developing scholars of strong character, integrity, and leadership. By signing below, I agree to support the school's mission and uphold the values of respect, responsibility, honesty, and professionalism. I will encourage my child to follow all behavioral and academic expectations set forth by the academy.

## Liability Waiver

I understand that while Ladies & Gents Private Academy takes every precaution to ensure the safety and well-being of all students, participation in school activities, programs, and services carries inherent risks. By signing below, I release and hold harmless the school, its staff, and affiliates from liability for any injuries or incidents that may occur during normal school operations, except in cases of gross negligence.

## Media Release

I give permission for Ladies & Gents Private Academy to photograph and/or record my child for educational, promotional, and school-related purposes, including use on the school's website, social media platforms, and printed materials. I understand that no personal identifying information will be shared without consent.

I **DO** give permission

I **DO NOT** give permission

## Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Number: \_\_\_\_\_ Email Address: \_\_\_\_\_