

**2024-2025**

**Grace Academy  
Before School Care  
After School Care  
All Day Camp  
Handbook**



6725 HWY 152E Rockwell, NC 28138  
PH 704-279-6683 FAX 704-279-6192  
[www.graceacademyrockwell.com](http://www.graceacademyrockwell.com)

Facebook: [Grace Academy - Rockwell](#)

# Grace Academy Parent Handbook 2024-2025

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Dear Parent or Guardian,

We appreciate the opportunity you've given us to provide a Before and After School Program as well as All Day Camp for your child. We promise to show loving care and teach biblical principles that will help guide your child in the years to come. We encourage you as parents/guardians to visit us, ask questions, and make suggestions at any time.

This handbook was prepared to inform you of the policies of Grace Academy. Handbook policies are given to help you better understand the guidelines and policies as we work together to have a successful year. If you have any questions, please call us anytime at: **704-279-6683**. We thank you for being a part of our programs and we pray for a safe and growing experience together.

- **Please read the following pages carefully and completely.**
- **New applicants visit the admissions page of our website [www.graceacademyrockwell.com](http://www.graceacademyrockwell.com) for instructions to enroll online. Fill out the online application, sign all forms electronically, and submit the application fee.**
- **Returning students, login to [www.renweb.com](http://www.renweb.com) to update and submit your re-enrollment application with your application fee.**
- **Please feel free to email the admissions office if you have any questions. [admissionsga@graceacademyrockwell.com](mailto:admissionsga@graceacademyrockwell.com)**

Grace Academy Administration

G.A. Board Members:

Tommy Young – e-mail: [Tom@CECOFriction.com](mailto:Tom@CECOFriction.com)

Scott Ginder – email: [sginder@graceacademyrockwell.com](mailto:sginder@graceacademyrockwell.com)

## **STATEMENT OF FAITH**

Grace Academy is a ministry of Grace Bible Church. The basis of our ministry comes from the same Statement of Faith.

### **We believe:**

- In the word-by-word inspiration, divine revelation and final authority of the Holy Scriptures. 2 Timothy 3:16
- In one God eternally existing in three persons: Father, Son, and Holy Spirit. Matt. 28:19
- In the Lord Jesus Christ as true God and true man; His virgin birth, sinless humanity, substitutionary death, bodily resurrection, present advocacy, and His personal, imminent, bodily, visible, pre-tribulation, and pre-millennial return for His church. John 1:1, Luke 1:34-35, Heb. 4:15, 1 Cor.15:3-4
- God created man in His image; in the fall of man by sin, resulting in his complete and universal separation from God and his need for salvation. Gen. 1:26, Gen. 3:6, Gen. 2:17, and Gen. 3:15
- In the personality of Satan. Matt. 4:1, Job 1:6
- That the Lord Jesus Christ shed His blood and died as a sacrifice for the sins of the whole world. 1 Cor. 15:3-4, Heb. 10:11-12, Luke 24:46-47
- That salvation is a free and everlasting gift of God by His grace, entirely apart from works; that every person is responsible to receive salvation by personal faith in the Lord Jesus Christ; that a soul once saved can never be lost. Eph.2:8-9, John 3:16-18
- That the Holy Spirit regenerates with divine life and personally indwells the believer upon his faith in Christ for salvation. Titus 3:5, 1 Cor. 6:19
- Any moment Jesus Christ may return for His church (rapture) before the tribulation and the personal pre-millennial second coming of Christ. 1 Thess. 4:16-17
- In the bodily resurrection of both the saved and unsaved. In the unending life of the saved with the Lord, and the unending punishment of the unsaved in the lake of fire. Rev. 20:13-15
- In the responsibility of each believer, motivated by the love of Christ and empowered by the Holy Spirit, to witness for Christ and to live sacrificially for the proclamation of the Gospel unto the entire world. 2 Cor. 5:14-15
- In believer's baptism by immersion, and partaking of the Lord's Supper which are the two ordinances of the church in remembrance of Him. Acts 2:41-42
- 

### **Purpose for the Programs**

The purpose of our Before/After School/All Day Camp programs is to provide a "home away from home" care for school age children (Kindergarten-7th grade). Our programs will provide your child with a Christ centered environment. Your child will participate in daily activities like devotions, bible memorization, homework assistance, group activities, art, occasional movies, group and free play.

### **Notice of Non-Discrimination Policy**

Grace Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to the students of our school. Furthermore, it does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or school administered programs.

### **Child Abuse & Neglect**

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, medical care or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Grace Academy is required by the state of North Carolina to report any suspected child abuse or neglect. Rowan County Department of Social Services will be notified and a written report will be made. A copy of the report will be placed in the child's file and remain at the center. All steps will be taken to ensure the safety and well-being of the child.

## **Asbestos Notification**

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the building housing the school stating that no asbestos-containing building materials were specified for use in its construction. Grace Academy has been provided with such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is filed in the Finance Office and is available for review at any time during normal business hours (Tuesday- Thursday 8:00- 5:30). The AHERA LEA Designee, Mrs. Tammy Cale, is available to answer any questions you about asbestos in our building (704.279.6683).

## **Office Hours**

Grace Academy Finance Office hours are Tuesday through Thursday- 8:00a.m. to 5:30 p.m. Closed on Mondays and Fridays. The Admissions Office is open Tuesday through Friday 8:30-4:30pm.

## **Operation Hours**

### **Before School**

- At this time, Before School will only serve Shive Elementary.
- Opens at **7:00 am**. We will leave Grace Academy at 7:55 am to take children to their schools.
- Students are to go directly to the assigned classroom.
- Days of operation will be the same as Grace Academy & Afterschool with the exception of school delays. On school delays, notices will be sent out regarding availability for before school care.
- Grace Academy before school care will operate according to the same rules and disciplinary measures as Grace Academy After School Program.

### **After School Care**

- We serve the following schools: Shive, Rockwell, Rockwell Christian and Faith Academy.
- Regularly scheduled hours are from **2:30 p.m. until 6:00 p.m.** Monday through Friday when Grace Academy Preschool & Salisbury-Rowan Schools are in session. \*Rockwell Christian and Faith Academy see your adjusted calendar for dates and times of availability for your students.
- Before/After School will be closed on ALL OTHER HOLIDAYS. Please see website calendar..
- When After School students arrive, they are to place their belongings in the designated area.
- All items brought from school (such as toys, smart devices, iPads, cell phones, etc...) must remain in their book bags while on the bus/van as well as during before/after school care.
- We will go outside for daily activities as weather permits.
- We have a variety of activities, toys and sports equipment for games.  
**Outside Play:** Students may play on the playground, at tables, in the field, play foursquare or other organized games led by counselors.  
**Indoor Play:** Students may play in designated areas supervised by counselors/assistants. Students are instructed to play orderly and correctly with provided toys and games.

### **All Day Camp**

- For those not registered in after school program and needs all day camp for their child, the fee will be \$40.00 per day, per child. Please register online at [www.graceacademyrockwell.com](http://www.graceacademyrockwell.com) on the admissions page.
- For those registered in after school, planned All Day Camps are included in the monthly tuition. Unplanned All Day Camps (such as on inclement weather days) may be offered at the rate of \$40 per day.
- All Day Camp hours are from **7:00 am until 6:00 pm**.
- We will operate an All Day Camp schedule for most Teacher Workdays. Students should bring a bag

lunch & drink for the day. Please include a cold pack in your child's lunch box and DO NOT send foods that need to be heated.

- See dates of operation on our website. \*Dates are subject to change by the NC General Assembly

### **Emergency Procedures**

All staff and students will practice fire and tornado drills as well as lock down drills monthly. In the event of an emergency or practice drill, the students will line up, exit the building to a safe designated location. In the case of a "real" emergency, parents will be notified immediately. If the parent cannot be reached the next emergency contact person will be notified. Emergency evacuation plans are posted throughout the school. G.A. also participates in "lock down" safety procedures with the Rowan County Sheriff's Department.

### **Inclement Weather Policy**

In case of inclement weather or other emergency situations view RenWeb announcements, text alerts or visit channel 9 website at [www.wsocvtv.com](http://www.wsocvtv.com) or view [Ch. 9 News](#). You can also check the school website at [www.graceacademyrockwell.com](http://www.graceacademyrockwell.com) for possible closings or delays. Please check for updates often.

- If school closes early due to inclement weather and travel can be made safely, the Grace Academy bus and vans will pick up children from Shive, Faith Academy, Rockwell Christian and Rockwell elementary schools transport to Grace Academy if weather permits.

- For the safety of your child and our staff please pick up your child within an hour of school being canceled. Additional fees will apply if not picked up within stated time frame.

**NOTE: If school closes while buses are in route to public schools, Grace Academy will not pick students up from public schools.**

### **Arrival and Departure**

- **During arrival and departure please drive slow and watch for children.** Students need to be signed in between 7am-8am for before school for Shive Elementary. Before School students should report directly to their assigned classroom.
- Children enrolled at **Rockwell Elementary, Faith Academy, Rockwell Christian and Shive Elementary Schools** will be transported by Grace Academy vans or buses to the After School Program. Please inform the school that your child will be riding the Grace Academy bus.
- **We have a sign out procedure for daily pick-up. Please come in and sign your child out when you pick them up.**
- Parents, guardians and visitors must check in at the sign-out desk for after school. Please do not go to play areas without authorization.
- If you have an emergency, change in your schedule, or if your child is absent from school for an extended time, please call the office immediately at 704-279-6683 to let us know.

### **Enrollment Procedures: Before and After School Students – Kindergarten-5<sup>th</sup> Grade**

***Enrollment is first open to all returning students, their siblings, GBC members and then to the public.***

1. **Complete online enrollment by visiting the admissions page of our website at [www.graceacademyrockwell.com](http://www.graceacademyrockwell.com). There you will create an account in RenWeb to apply and pay application and other fees.**
2. **If you wish to pay fees by check or cash please visit our Finance Office.**
3. Student acceptance will be determined by criteria established by the administration and board. Applicant will be notified via email and/or by phone of acceptance or denial.
4. If you need to withdraw your child from any program, **a written two week notice is required.** Regular monthly tuition will be applied to all accounts unless a child has properly been withdrawn. Please sign a transfer/withdrawal form at the Finance Office.
5. If you need assistance in setting up or using your RenWeb account please contact Mrs. Phillips.

All accounts within Grace Academy must have a \$0.00 balance prior to acceptance of application. Grace Academy reserves the right to decline a student application due to delinquent accounts.

## **G.A. TUITION RATES & FEES:**

### MONTHLY TUITION:

The yearly tuition amount for each program is divided into 10 equal installments and charged at the beginning of each month from August through May. Therefore, the first monthly tuition will be due on August 1. Payments are late if not received by the fifteenth of the month. **A late fee of \$25 will be applied to your account after the fifteenth.** Please communicate with the finance office if there is any expected issue with on-time payment. We can plan together how to maintain your child's enrollment as you work through any unexpected financial situation.

**Please see admissions page of our website for full schedule of current rates & fees.**

- All fees are non-refundable and non-transferable.
- Registration fee \$75 (per child). Your registration fee covers processing of application and accident insurance for the school year.
- Before School Care \$80 per month. 2<sup>nd</sup> student \$55 per month.
- After School Care \$215 per month. 2<sup>nd</sup> student \$175 per month.
- Before & After School Care combo rate \$265 per month per child.
- All Day Camp \$40.00 per day, per student.

Note: Planned All Day Camp days are included in after school care tuition. Unplanned All Day Camp days (such as on days when Rowan-Salisbury schools close unexpectedly) may be available at the \$40 All Day Camp rate.

### **FINANCE FEES:**

Late Tuition Payment: \$25.00 (assessed on the 15<sup>th</sup> of each month).

Returned Check Fee: \$35.00 (NSF checks and fees should be taken care of in cash within one week of being returned).

Late Pick-up Fee: \$5.00 per child will be charged for each 5 minutes past closing (6:00pm)

Collection Notice: Any account that becomes severely delinquent is subject to being turned over to a collection agency. Once any account reaches this status, a correspondence regarding payment of the debt will have to be made with the collection agency.

### **PAYMENT METHODS** (*Payment Drop Box* - located on the wall just outside the finance office)

Our preferred method of payment is via automatic draft. You will set this up during enrollment. If you cannot pay in this way, you will need to contact the finance office and will be expected to pay in one of the following ways:

1. Cash: Use an envelope for cash payments; write the child's name, dollar amount and what you are paying for on the outside of the envelope\_
2. Check: payable to Grace Academy, include child's full name on memo line
3. Debit/Credit Card: payments made in finance office or by phone.
4. Online: using the RenWeb family portal

**\*Sibling Discount: 10% for 2<sup>nd</sup> child, 15% for 3<sup>rd</sup> child**

**\*Annual pay discount: 10% off – Paid August 1<sup>st</sup>**

**\*Semi-annual pay discount: 3% off – Paid August 1<sup>st</sup> and January 1<sup>st</sup>**

\*Financial assistance through DSS is NOT available for Before/After School programs. The parents/guardians are solely responsible for the FULL amount.

### **Illness**

If your child becomes ill or is injured while in the after school program, we will notify you immediately so you can make arrangements to pick your child up. A child who has become ill will be separated from the other children and we will do our best to comfort him/her.

If your child leaves school early because of sickness, please do not bring your child to the After School Care until they are able to return to school.

If your child exhibits any of the following symptoms, he/she must be excluded from attendance:

- Has or has had a fever at or above 100.6°F within the past 24 hours, regardless of its cause.
- Is vomiting or has an upset stomach accompanied by diarrhea.
- Shows evidence of a communicable disease, such as chicken pox, strep throat or pink eye.
- Has an undiagnosed rash.
- Has been diagnosed with head lice.
- Has discharge from eyes, ears, and/or a profuse colored nasal discharge.

### **Medication**

Prescribed medicine must be in its original container bearing the pharmacist's label which lists the child's name, dosage and the name of the medicine, dated and signed by the prescribing physician.

Patent medicines, such as cough syrup, Advil or Tylenol, shall be administered as authorized in writing by the child's parent not to exceed amounts and frequency of dosage specified in printed instructions accompanying the medicine. The parent's authorization must give the child's name, name of the medicine, dosage, instructions, parent's signature and the date signed.

### **General Information**

- To ensure quality care for your child, our staff is trained in CPR and First Aid.
- All messages for administration or any staff member must be in written form or called to our Academy line. Please do not send word by your child.
- Please **mark all clothing with child's name**. We have a lost and found box for clothing and items without names. Please regularly check the box for any missing clothing. We are not responsible for personal belongings.
- Lost and found items will be disposed of at the end of every month.
- First aid is always administered in case of injury and you will be notified.
- In cases of extreme emergency, we will call the parents first; if you can't be contacted, we will notify the contact person you designated on the registration form.
- If your child has been suspended from school, they may not come to Before or After School care until they have permission to return to school.
- Please make sure your child is dressed for current weather conditions.

### **Electronic Devices**

Electronic devices such as Smart devices, Kindles, notebooks, nooks, walkmans, CD players, iPods, MP3's, Game Boys, etc., are not allowed. If any electronic device of this type is caught on a child, he/she will be sent to the office and the device will need to be picked up by a parent. Grace Academy is not responsible for such devices being lost, stolen or broken. Cell phones/smart devices must be kept stored away and must be turned off. If a student needs to phone a parent they should use the school office phone. Students will not be allowed to have a cell phone or smart device on their person during school or camp hours.

### **Offense of violation for electronic devices:**

1<sup>st</sup> & 2<sup>nd</sup> offense – A parent must pick phone up from school office. Violation will be noted

3<sup>rd</sup> offense- A parent must pick phone up from administration and the student will not be allowed to bring a phone back on premises for remainder of current school year. Violation will be red flagged in student file.



### **Bullying Policy**

The staff at GA is committed to promoting a safe, positive, nurturing environment. Bullying is an act of aggression that causes another person embarrassment, pain, or discomfort. Bullying can be physical, verbal, extortion and/or exclusion. It can be done by a single person or by a group. Bullying is an act of disrespect toward others and will not be tolerated.

### **Discipline Code**

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations. Proper attitude is a measure of a person's spiritual life. Listed below are some general items of conduct. We must follow these guidelines if we are to have a safe and fun time.

We will carefully review them with your child and we ask that you help us by reviewing them with your child as well.

- Respect for authority at all times.
- Use of proper speech: Adults should not be answered disrespectfully. Any type of vulgarity, boisterous action and talk will not be tolerated. Col.3:8 – “But now ye also put off all these: anger, wrath, malice, blasphemy, filthy communication out of your mouth.”
- No Talking back or arguing with any personnel
- Destruction of property that belongs to the school, church, fellow students or staff will not be tolerated.
- Modest dress should be maintained at all times.
- Any other rules considered necessary by the school will be enforced.

### **Daily Guidelines**

- Respect on another and each other's property
- Chewing gum is not permitted on school grounds, in buildings or buses.
- Play and stay in designated areas.
- Keep your hands, feet and all other objects to yourself.
- Clean up after yourself.
- When a counselor raises his/her hand; Stop, Look, and Listen.
- NO hitting or fighting.
- Respect others privacy.

### **Bathroom Guidelines**

- Students must receive permission to go to the bathroom.
- Keep the bathroom clean and neat
- Flush toilets & wash your hands
- Put *only* toilet paper in the toilets
- Put paper *towels* in the *trash* can

### **Dress Code:**

- Grace Academy reserves the right to ban any extreme or offensive clothing. Clothing with offensive pictures, writing, or slogans ARE NOT allowed.

### **Bus/Van Guidelines**

- Children must remain seated until bus comes to a complete stop.
- Children are not to scream, throw objects, run, and fight or use offensive language or any other inappropriate behavior while on the bus/van.
- Children are to listen to the instructions of the bus/van drivers at all times.
- All personal items such as smart devices, toys, food, homework, iPad's, etc... must remain in book bags while in route and at before/after school.

### **CONSEQUENCES FOR VIOLATIONS OF THE ABOVE RULES:**

\_\_\_ 1<sup>st</sup> offense – No write-up, reminded and instructed of rules

\_\_\_ 2<sup>nd</sup> Offense – Time out/correction and parent notified

\_\_\_ 3<sup>rd</sup> Offense – 1 to 2 day suspension

\_\_\_ 4<sup>th</sup> Offense – 3 days to 1 week suspension

\_\_\_ 5<sup>th</sup> Offense – Dismissal