

Grace Academy

2026 - 2027

Preschool Handbook

SERVING CHILDREN AGES 1-5



6725 HWY 152E Rockwell, NC 28138

PH 704-279-668

FAX 704-279-6192

WEBSITE: www.graceacademyrockwell.com

FACEBOOK: Grace Academy - Rockwell

Grace Academy Preschool Parent Handbook 2026-2027

Table of Contents

Page 3 - Welcome Letter

Page 4 - Statement of Faith

Page 4 - Mission Statement, History

Page 5 – Purpose for the Program, Notice of Non-Discrimination Policy

Page 5 - Child Abuse & Neglect

Page 5 - Prevention of Shaken Baby Syndrome and Abuse Head Trauma

Page 5 - Smoke Free Facility

Page 6 – Asbestos Notification, Hours and Attendance

Page 6 – Appointments, Visitors, Video Surveillance Policy

Page 7 – Arrival & Departure, Inclement Weather Policy

Page 7 – Emergency Procedures, On-Site Field Trips

Page 8 - Snacks, Lunch Guidelines, Parties and Special Occasions

Page 9- Packed Lunch Guidelines per Childcare 10A NCAC 09.0901 Requirements

Page 9 - Dress Code

Page 10 – Clothing/Nap Items

Page 10- Illness

Page 11- Behavior and Discipline Policy

Page 11- General Rules, Playground Rules

Page 12- General guidelines for administration of discipline offenses

Page 12- Behavior, Biting Policy, Toys and Electronic Devices

Page 13- Enrollment, Notes concerning Twos

Page 13- Physical/Well-Child Form and Immunization Form

Page 14- Tuition Rates & Fees, Finance Fees

Page 14- Payment Methods, Statements, Discounts

Dear Parent(s) or Guardian,

It is with great honor we welcome you to be a part of the ministry of Grace Academy. We are excited about the start of the new school year! We want to say welcome back to those students who are returning and add a special welcome to those who are new to Grace Academy. We look forward to the time we will spend together as we provide a Christian education and teach Biblical principles that will help guide your child in the years to come.

We appreciate your interest and commitment to our school as we seek to fulfill our commitment to the education of your child. To accomplish this, Grace Academy is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity.

The faculty and staff are dedicated Christians who have committed themselves to the ministry of Grace Academy. We encourage parents to visit and ask questions as well as share suggestions. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Grace Academy. We look forward to having the opportunity to serve with you as we serve our Lord Jesus Christ.

Working together in Christ,

Grace Academy Administration

G.A. Board Members:

Scott Ginder – email: sginder@graceacademyrockwell.com

Tommy Young – e-mail: Tom@CECOFriction.com

Peter O'Keefe – e-mail: poleefe61@hotmail.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, substitute 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

Mission Statement

Grace Academy is a non-denominational Christian school, and a ministry of Grace Bible Church. Our goal is to provide a quality Christian education consistent with Biblical principles (2 Timothy 3:16). Grace Academy is committed to providing students with an opportunity to discover their individual gifts and develop spiritually, socially and intellectually beginning in preschool through their preteen years.

History

Grace Academy started as Grace Preschool in August of 2001. Preschool started as a half day program with two classes running from 8-12, daily. The first year we were in operation we had 19 children. By the third year (2003) we went to a full day program with the operation hours of 7:00am -5:30pm. In 2014 we added two-year old programs to our offerings, and we currently have one-, two-, three- and four-year old classrooms. As those initial preschool students concluded their time at Grace Academy, many families desired to continue attending school here, and an elementary program was born. After 15 years of ministry to elementary (and middle school!) students, demand for those programs began to wane and Grace Academy closed its elementary program in Spring 2020 to focus on preparing preschool students for success in primary school and beyond. In 2025 one-year olds joined our programs.

Purpose for the Program

The purpose for the Preschool Program is to provide a safe Christian “home away from home” for the children whose parent(s) work outside the home and need year-round care for their child. We offer a structured academic program, using the A BEKA curriculum. The program will provide your child with Bible lessons, scripture memory verses, songs and academics which include; phonics, reading, math, drama, poetry, games, and arts & crafts. Our desire is that your child’s time with us would be educational, fun and enjoyable. Our Summer Playschool also offers a structured learning environment using a theme-based curriculum.

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 at 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 childcare 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 children’s file and remain at the center. All steps will be taken to ensure the safety and well-being of the child.

Prevention of Shaken Baby Syndrome and Abuse Head Trauma

At Grace Academy we believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Smoke Free Facility

Due to the acknowledged hazards to young children arising from exposure to tobacco use, it shall be the policy of Grace Academy to provide a tobacco- and nicotine-free environment for staff/visitors/parents/students. This policy covers the use of any tobacco; for the purposes of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other smoking product; and spit tobacco, also known as smokeless, dip, chew, spit less, snus and snuff, in any form; including, but not limited to, non-FDA approved cessation nicotine products, digital/electronic nicotine delivery systems e.g. “e-cigarette,” vapor products or anything that simulates or can be construed as being a smoking or smokeless tobacco product (i.e., herbal smoking products) and applies to employees and all non-employees including visitors and vendors.

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 and Wednesday, 8:00-5:30 and Monday and Thursday 8:00- 1:00). The AHERA LEA Designee, Tammy Cale, is available to answer any questions you may have about asbestos in our building (704.279.6683).

Hours:

- Full Day care is available from 7:00-5:30 M-F
- Half Day care is available from 7:00-12:00 M-F
- 3 Day care available MWF 7:00-5:30 K1, K2, & K3 ages ONLY

Attendance:

Attendance and punctuality are important factors in quality education. In order for your child to gain the most from school he/she must attend class on a daily basis and certain designated programs. Please notify your child's teacher if your child is out due to an illness, an emergency, or for a vacation. **ALL students must be signed in and out daily and should arrive by 7:45am to not miss daily academics.**

Appointments:

Parents are asked to make appointments for conferences with the teacher and/or administration. Appointments will ensure that you will have uninterrupted time with the teacher and/or administration in private. Appointments also give time to gather all the information that may be needed for the conference. These appointments may be made through the teacher (for teacher conferences) and/or through administration. The Teacher and/or administration will usually be able to see parents the same week, or within a few days and will make every effort to meet as soon as possible. Contact the teacher or administrator via email or call the school office.

Visitors:

Visitors **must** sign in and out at the office. You will receive a visitor pass to wear for the time you are here. Parent volunteers are always welcome; however, you must sign in if you are here for extended activities such as birthday parties, school activities or helping out in the classroom. Visitors include parent volunteers, physical & speech therapists, etc...

Video Surveillance Policy:

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, Grace Academy is equipped with a 24-hour video surveillance system. Security cameras are installed in our classrooms and hallways. We may conduct video surveillance of any portion of our premises at any time, the only exception being private areas of restrooms. Our video/security cameras have been positioned in appropriate places within and around our campus in order to help promote the safety and security of people and property. With the added security, we desire to help provide peace of mind to our parents and our staff members. In respecting the privacy of all children, parents, and staff in our center, our 24-hour video surveillance system/ security cameras are for internal purposes only. Only Administration is allowed to view our security cameras/ video footage.

Arrival & Departure:

If your student's classroom is located in the middle building (K1, K2, and some K3 classes) please use Rakes Rd. (Driveway) and pull around to the back parking lot of the facility. Park and bring your child in through the entrance located under the awning at the back of the building (rear parking lot). If your student's classroom is located in the FLC building (some K3 and all K4 students), enter the parking lot from Hwy 152 near the spirit rock. Park on the side of the building and enter through the doors under the side awning. **Please drive slowly and carefully as parents will be entering and exiting the same drive.** Parents will need to sign students in and out daily. Classroom attendance will be taken by the child's teacher. Name/phone number and/or ID's may be requested when picking students up. When leaving the premises in the morning or afternoons, please drive slowly and carefully. Watch for children at all times. The traffic flow is designated on the map received in your parent welcome packet.

Inclement Weather Policy:

- In case of inclement weather or other emergency situations, view FACTS announcements, text alerts or download the channel 9 weather app @ www.wsocvtv.com or view **Ch. 9 News**. **Look for: Grace Academy Preschool – Rockwell.** You can also visit our Facebook page Grace Academy – Rockwell Please check for updates often.
- If Rowan County Schools are delayed or closed due to inclement weather (i.e. Snow, Ice) or other emergencies, Grace Academy Preschool “MAY” also be closed. We will make every attempt to remain open.
- NOTE: As in the case of illness or other student-specific absences, we generally do NOT refund tuition in the case of closures due to inclement weather.

Emergency Procedures:

- All staff and students practice fire and tornado drills monthly.
- G.A. also participates in “lock down” safety procedures with the Rowan Co. Sheriff's Dept.
- Each classroom has an emergency exit and is used for emergencies only.
- In the event of an emergency or practice drill, K2, K3, and K4 students will line up, exit the room using the emergency door, and proceed to the assembly area. K1 students will be placed in evacuation cribs and transported to the assembly area. For classrooms in the main preschool building, the assembly area is the picnic shelter behind the building. For classrooms in the Family Life Center, the assembly area is in the front parking lot.
- 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 center and in the classrooms.

On-Site Field Trips for ages 1-5

- On-site field trips will be planned occasionally throughout the academic school year. Signup sheets will be posted outside your child's classroom prior to the event. On-site trips are not planned during the summer months.
- Additional fees apply for all field trips. Parent and student costs are based on the facility's pricing.
- Staff and students are to wear their Grace Academy T-shirts for all planned events. On-site field trip fees must be paid at the finance office or dropped in the payment box with the permission form, by the designated due date, or your child will not be able to participate, and you will need to make other arrangements for that day.
- There will be **NO Field Trips off premises.**

Snacks & NEW guidelines for Lunch:

- Our center will provide a morning snack and milk for all students and an afternoon snack water and/or juice for full day students. A snack menu will be provided online in FACTS as well as a physical copy at the beginning of each month will go home in your child's binder.
- **Parents must provide a well-balanced lunch for their child each day. Beginning this year Grace Academy will no longer prepare lunches.** ALL lunches brought from home must contain an entrée, vegetable, fruit, and bread. All lunches must be in a lunch box labeled with the child's name. When arriving each day, carts will be available in the lunchroom and labeled for your child's class. Please place your child's lunch box on the correct cart each morning. Lunch boxes will be checked each morning prior to being placed in a designated refrigerator.
Note: See Packed Lunch Guidelines on Page 8
- All children will be served milk at lunch. 1-year olds will be served whole milk; children aged 2-5 will be served 2% milk.
- If your child has an allergy to any food product or cow's milk, we will need a doctor's note stating the allergy and what the replacement is to be, i.e. soy milk, almond milk or lactose free milk. **The parent is responsible for supplying the substituted item.**
- Water is available to children at all times of the day.
- If your 1-year-old requires a sippy cup or bottle, the parent is responsible for bringing each day's supply of cups or bottles and take them home daily to be cleaned. Bottles and sippy cups must be labeled with the child's name and the current date each day. **NO sippy cups are to be brought to preschool for any preschooler aged 2-5 years.**
 - **Bottle Use Transition from Wobblers to Toddlers**
As children move **up** into the Two-Year-Old classrooms at Grace Academy, they are expected to be fully transitioned off bottles. Children in the two-year-old rooms will drink from regular cups during the day. To support independence and age-appropriate development, bottles are not permitted in the two-year-old classrooms. Families are encouraged to begin this transition prior to their child's move into the two-year-old program.
- All students between 12 and 15 months old are required to have a written feeding plan on file. **The feeding plan MUST be signed and dated by the parent.** Grace Academy will supply the appropriate form to be completed and returned prior to the child's first day of school.

Birthday Parties & Special Occasions:

- Must be approved in advance with the teacher and director. Must be simple and time efficient.
- Any and ALL food brought in for parties and celebrations **MUST** be pre-packaged & store bought.

Grace Academy Packed Lunch Guidelines per Child Care 10A NCAC 09.0901 General Nutrition Requirements

Meal components and food items	Ages 1-2	Ages 3-5
Fluid Milk ^{1 2}	4 fluid ounces	6 fluid ounces
Meats/meat alternates ³	1 ounce equivalent	1½ ounce equivalents
Vegetables ⁴	⅛ cup	¼ cup
Fruits ⁴	⅛ cup	¼ cup
Grains ⁵	½ ounce equivalent	½ ounce equivalent

Endnotes

¹ Must serve unflavored whole milk to children age 1. Grace Academy will provide milk.

² Must serve unflavored milk to children 2 through 5 years old. 2% milk will be served. Grace Academy will provide milk.

³ Alternate protein products must meet the requirements as stated below:

Meat/meat alternates: Lean meat, poultry, or fish, Tofu, alternate protein products such as Cheese, Large egg, Cooked dry beans, Peanut butter or other nut or seed butters. Yogurt, plain or flavored unsweetened or sweetened. Yogurt must contain no more than 12 grams of added sugars per 6 ounces. Turkey and cheese, ham and cheese, and/or a peanut butter and jelly sandwich are a good protein option.

⁴ 1 fruit and 1 vegetable must be served with lunch. A vegetable may be offered to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables must be served.

⁵ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Desserts such as cupcakes, cakes, and donuts shall only be offered for special occasions such as holidays and birthdays.

Dress Code:

- Grace Academy reserves the right to ban any extreme or offensive clothing. Clothing with offensive pictures, writing, or slogans ARE NOT allowed.
- Extreme hair styles or hair dyes are not allowed.
- Head coverings, bandanas, hats, hoods or sunglasses are not to be worn in class unless otherwise stated.
- Boys are not allowed to wear earrings.

Clothing / Nap Items:

- Send a complete change of clothing for your child including pants/shorts, shirt, underwear, and socks in a Ziploc Bag with the child's name on the outside. These will be kept onsite for emergencies.
- Send a "small" blanket for nap time on the first day of the week. (Blanket will be kept at school during week and sent home on Fridays to be washed and returned on Monday) You may also send a "small" stuffed animal for nap time.
- Footwear: **MUST be Closed Toe**. Tennis shoes, sandals, and Croc's are permitted. **NO flip-flops or slip-on sandals**.
- Please label all personal items such as sweaters, jackets, hats, clothing, blankets, and pillows, etc. with your child's name.
- Pacifiers may be sent **with one and two-year-olds for nap time only**.
- One-year olds will need to provide wipes and diapers.
- While potty training, two-year-olds will need to provide wipes, diapers/pull-ups, underwear and spare clothing.

Illness:

Grace Academy does not provide childcare for ill children. If your child becomes ill or injured at school, we will notify you immediately and we will do our best to comfort him/her. A child who has become sick will be separated from the other children while waiting for parents to pick up. We will record the students' name, date, symptoms, and parent notification on a Health Notice, which will be given to the parent.

To attend school your child must be well enough to function in a school/group setting.

The Division of Child Care rule 10A NCAC 09.0804 provides criteria for excluding children from childcare based on illness or other communicable condition. Based on that guideline, if your child exhibits any of the following symptoms, please do not bring him or her to school.

- Has a temperature of 100.4 or greater, measured by any method (axillary, oral, tympanic, etc.) within the past 24 hours, regardless of its cause.
- more than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents;
- two or more episodes of vomiting within a 12-hour period;
- lice, until completion of first treatment;
- scabies; chicken pox or a rash suggestive of chicken pox;
- tuberculosis, until a health professional provides a written statement that the child is not infectious;
- strep throat, until 12 hours after antibiotic treatment has started and no fever is present;
- pertussis (whooping cough), until five days after treatment has started;
- hepatitis A virus infection, until one week after onset of illness or jaundice;
- impetigo, until 24 hours after treatment has started;
- conjunctivitis (pink eye), until the time specified by a physician has passed (typically 24 hours after treatment via antibiotic drops has begun; an undiagnosed rash; or
- A physician's or other health care professional's written order that the child be separated from other children.

In order to return to school, your child must be symptom free for 24 hours, **without the use of medication**.

Note: We ask that Grace Academy be notified with a diagnosis as soon as possible, so the notification can be sent out to inform parents of contagious diseases.

G.A. Preschool Behavior and Discipline Management Policy:

It is essential that Grace Academy maintains effective discipline. Teachers are vital to maintaining discipline, as the teacher is responsible for the care of the students. We give high priority to corrective discipline. The first few weeks of school are especially firm, as the classroom structure is being set for the entire year.

The best discipline is preventive discipline. Praise and positive encouragement for good behavior are important to effective discipline. We strive to be FIRM, FAIR, CONSISTENT, and LOVING.

Corporal punishment is not administered at Grace Academy. The teacher/administration will inform the parent of serious or consistent behavioral problems and seek parental suggestions before taking further actions.

General Rules: We expect all our students to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school and staff members.
2. Reverence for God's word, the American flag, and the Christian flag.
3. Proper care of all school and church property.
4. Proper attire, speech, and actions.
5. Orderly, courteous conduct in the classroom and on the playground.
6. Show respect to classmates and staff.
7. Chewing gum is not permitted on school grounds, in buildings or on vans.
8. No biting, hitting, kicking, or spitting on students or staff.

Playground Rules:

1. Students should walk to and from the playground in single file.
2. Swings and slides should be used by one student at a time.
3. Students should be seated when swinging or sliding.
4. Students are to go down the slides facing forward only.
5. Slide on bottoms only. After sliding, clear the space so others may slide.
6. NO swinging on the cross bars and NO jumping from the equipment.
7. Only one person should climb the slide ladder at a time.
8. NO playing with or throwing bark or rocks. Sand should stay in the sandbox.
9. NO climbing on the fence.
10. Students are NOT permitted to open the gate at any time.
11. No students are allowed behind the swings.
12. Use the picnic tables for sitting or eating.
13. Be gentle and courteous when touching others.
14. Do not imitate violent role models, i.e. Power Rangers, X-Men, etc...

General guidelines for administration of discipline following an offense:

1. A direction is given to correct the behavior.
2. A privilege is taken away from the student or correction is administered
 - a. Stand against the fence, wall or next to teacher.
 - b. Note sent home.
 - c. Special classroom privileges or activities withdrawn
3. Students are sent to administration's office and spoken to.
4. Students sent to administration's office again and parent called.
5. Suspension from Preschool for 1 to 3 days.
6. Expulsion from Grace Academy Preschool.

BEHAVIOR: Please note that there are some behavioral issues that will not follow the consequence guidelines listed above and will result in an at least an immediate dismissal for the day. Depending on the circumstances, the consequences may be more severe (e.g., suspension or expulsion). It would be an insult to the creativity of children to attempt to list all such scenarios. However, they would generally fall into 3 categories:

- Inappropriate touching of a sexual nature
- Violent actions toward another student resulting in injury (e.g., biting that breaks the skin)
- Any violent action (hitting, kicking, spitting, biting, pinching, etc.) toward a staff member.

Grace Academy Biting Policy

Biting can be a common but concerning behavior in young children, especially during early development. Our goal is to address biting incidents promptly, safely, and in partnership with families to support the well-being of all children.

- Biting incidents will be documented and reported to the parents of both the child who bit and the child who was bitten.
 - Each incident will be handled calmly and constructively, with staff helping the children involved to express their feelings in appropriate ways.
1. First and second biting incidents:
 - Incident is documented.
 - Parents are notified.
 - Staff will closely monitor the child and begin informal interventions.
 2. Third biting incident:
 - A formal parent meeting will be scheduled.
 - Behavior support protocols will be developed and implemented in collaboration with the family.
 - Ongoing communication will be maintained to track progress and adjust strategies as needed.

Note that any severe biting incidents will be handled differently: the child who bit will be sent home for the remainder of the day and a parent meeting will be required before the child can return to class.

Toys and Electronic Devices:

- Game and electronic devices such as smart devices, phones, iPad's, DS's, Tablets, Game Boys, etc... are not allowed.
- Grace Academy is not responsible for lost, broken, or stolen items.

Enrollment Procedures: Preschool ages 1 to 5

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

1. Complete online enrollment by visiting our admissions page of our website at www.graceacademyrockwell.com There you will begin the two step process of your online application. First you will create an account to get started with the pre-app. You will then receive a offer to enroll and create an account in FACTS to apply and pay the enrollment fees. The annual book fee must be paid at the finance office or once your FACTS account is set up.

If you wish to pay fees by check or cash, please visit our Finance Office Monday and Thursday 8-1 and Tuesday and Wednesday 8-4:30. See next page for all financial information.

If you need assistance with enrollment or in the case needing to withdraw, please contact Mrs. Sandy Phillips in the Admissions Office via email at sphillips@graceacademyrockwell.com or admissionsga@graceacademyrockwell.com **We do request a two weeks' notice if needing to withdraw.**

In order to apply for enrollment or re-enrollment, all accounts for a family must be in good standing. Grace Academy reserves the right to decline a student application due to a delinquent payment history.

K3 and K4 students must have reached the target age for his or her program by August 31. Students enrolling after August 31 must have reached the target age by August 31 of the current school year in order to enroll in that program. For example, a student turning 3 on September 15 is not eligible to enroll in the K3 program since he or she was not 3 years old by August 31.

NOTES CONCERNING TWOS:

Two-year-old students will begin potty training during their K2 year. Our goal for your two-year-old is to successfully accomplish potty training so they may continue on to our three-year-old program.

Students in the K3 and K4 programs must be FULLY potty trained ("Pull-ups" are ONLY allowed for 2-year-olds.)

Three- to five-year-olds must be completely independent in the bathroom, without the help or presence of a teacher/assistant. It is our experience that some children who are trained at home may not be ready to use these skills consistently in the school environment. Our aim is to keep open communication with parents, and we will notify you if your child is having repeated problems in this area.

PHYSICAL/WELL-CHILD EXAM AND IMMUNIZATION RECORD:

All preschool students Physical/Well-Child Exam and Immunization Records must be submitted to the admissions office within 30 days of child's first day of school; If forms are not turned in by a timely manner a student will not be able to return to school until forms are received and could lose their spot.

You can provide a physical copy or email a copy to admissionsga@graceacademyrockwell.com

G.A. TUITION RATES & FEES:

MONTHLY TUITION & ANNUAL BOOK FEES:

Like most private schools, Grace Academy charges tuition annually. The yearly 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. Tuition payments are considered non-refundable, even in the event of school closure due to weather or other events outside of the control of the school. Exceptions to this policy are granted only rarely and the Grace Academy Board will make those determinations as need arises. Note: Book Fees must be paid no later than May 31st or within 30 days at time of enrollment. **Please see the admissions page on our website for the full schedule of current rates & fees.**

FINANCE FEES:

Late Tuition Payment: \$25.00 (assessed on the 15th 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 preschool closing (5:30) and at ½ day pick-up (12:00). After school late pick -up fee is same rate after 5:30pm.

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)

1. **Cash:** Use an envelope for cash payments; write the child's name and dollar amount on the envelope.
2. **Checks:** payable to Grace Academy, include child's full name on memo line.
3. **Auto Draft:** monthly tuition can be set up to automatically come out of your checking or credit card account. This must be done through the Facts Management website using your Parent Portal. When logged in to your parent portal, click on the 'Actions' tab beside the payment plan, follow the prompts to complete.
Note: If you have already indicated that the tuition charges should be auto drafted, this is how your payment will be processed.
4. **Pay Online:** Go to <http://factsmgt.com/login> click on the "Family Portal Login" in the For Families box on the left-hand side of the screen. Enter the district code: GA-NC, then hit next. Enter your username and password, then login. Follow the prompts on the screen to make a payment.

If you have any questions, please contact Tammy Cale at 704-279-6683 ext. 101 tcale@graceacademyrockwell.com

- **DO NOT give any money or checks to your child's teacher OR other staff personnel**
- **DO NOT leave money or checks in bookbags**

EMAIL STATEMENTS – *Please make sure we have your accurate email address on file!!*

Accounting statements will go out via email to parents when requested or when there is a balance due on your account.

- * **Sibling Discount:** 10% for 2nd child, 15% for 3rd child
- * **Annual pay discount:** 10% off – Paid by August 10th
- * **Semi-annual pay discount:** 3% off – Paid August 1st and January 1st