

Ancora Academy Parent/Student Handbook 2023 — 2024



McKinney Campus: 509 S. Graves St., McKinney, TX 75069

469-450-1058

www.ancoraacademy.org

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School Overview

Mission

Ancora Academy partners with homeschooling families to provide an academically excellent education, a community of fellowship where students feel loved and respected, and enrichment opportunities to enhance and encourage student interests. We are dedicated to developing a lifelong love of learning within our students, cultivating moral character and equipping our students to live purposefully and intelligently in service to God, Country and others.

Educational Philosophy

Hybrid-Model = Partner Minded

The hybrid education model is encouraged by many experts for offering the advantages of small class sizes, engaging classroom environments, professional educators, course variety, accountability, parent support, resources, community, social opportunities and affordable tuition. During school hours, students are taught the main concepts, and assignments are completed at home for reinforcement on the subject.

Ancora Academy provides a collaborative experience for the homeschooling family by offering classes two days per week where an on-campus teacher provides students with instruction, while parents use our lesson plans to oversee independent practice during their days at home. Students receive the benefit of a brick-and-mortar classroom experience coupled with the benefits of more time with their parents. Our teachers provide guidance, encouragement, and a framework for the days students are at home, allowing parents to save time planning and spend more quality time with their children.

Statement of Faith

Ancora Academy is a non-denominational classical school anchored firmly in Judeo-Christian values. Our courses are biblical in worldview and promote biblical understandings of knowledge and truth. We welcome all people and do not promote the doctrine of any particular church, temple, or branch of Judeo-Christian thought. We seek to inspire basic Judeo-Christian values in the classroom, allowing parents to teach their particular faith, traditions, and beliefs at home.

Non-Discrimination Policy: Ancora Academy does not discriminate based on race, religious affiliation, or disability in the administration of its education policies, admissions policies and/or additional programs.



Registration & Tuition Information

Registration Process

We believe that education should be accessible and affordable, and therefore we do everything we can to keep costs and tuition rates low for you. We are blessed by our amazing community of teachers and families, which help make this possible. Please thoroughly and carefully review our Parent/Student Handbook to understand what is expected and appreciated from our families. If you have any questions, please contact our Director of Operations at admin@ancoraacademy.org.

New Families interested in joining our academy must:

1. Attend a Parent Information Meeting or participate in a facility tour
2. Submit an application -\$50 Non-Refundable Application fee due at this time
3. Schedule and participate in a family interview
4. Enrollment link will be emailed upon acceptance into our school – \$200 Non-Refundable Enrollment fee due at this time
5. Schedule and complete a student assessment

Returning Families must:

1. Notify Administration of your Intent to Return by the predetermined deadline.
2. Enrollment link will be emailed upon acceptance of Intent to Return – \$125 Non-Refundable Enrollment fee due at this time

Tuition

1. Tuition for our 2-Day Academy is a commitment for the year with 9 payments being made, due on the 15th of each month (August through April).
2. Tuition for our Enrichment program is a commitment for the semester with 4 payments being made, due on the 15th of each month (Fall: August through November; Spring: January through April).
3. Sibling Discount – Families having more than one sibling concurrently enrolled in the 2-Day Academy, and who keep their account current, will receive a

\$25/month discount for each additional sibling at an equal or lesser tuition rate. Families having more than one sibling concurrently enrolled in the Enrichment Program, and who keep their account current, will receive a \$10/month discount for each additional sibling at an equal or lesser tuition rate. Accounts not paid on time, or carrying a balance, are not eligible for this discount.

4. A 10% late fee, calculated based on monthly tuition, will be assessed on the 4th day late (the 18th of each month) with a \$10 daily accrual for each additional day late.

If your account is not brought current by the last day of the calendar month your student(s) will not be allowed to attend school again until the account is brought current.

5. Tuition Invoices will be sent by email each month and payments may be made by credit card, ACH (processing fees will apply) or by personal check.
6. Please pay on time so that we may pay our teachers in a timely manner.

TUITION & FEES SCHEDULE for 2023-2024 SCHOOL YEAR:

PROGRAM	CAMPUS FEE (due July 15, 2023)	MONTHLY TUITION (Aug. 15 - Apr. 15)	ANNUAL TUITION
Pre-K	\$450	\$450	\$4050
Foundations (K-2nd)	\$450	\$450	\$4050
Essentials (3rd-6th)	\$500	\$500	\$4500
Mastery (7th-12th)	\$550	\$550	\$5000

*Campus Fee includes books, curriculum, supplies, administration and facility management

ENRICHMENT PROGRAM – Wednesdays (K-12th)

- Registration Fee, per semester, for Enrichment Only Families – \$50 due at time of registration
- 2-Day Academy Families – \$100 per month for a half-day; \$200 per month for a full-day
- Enrichment Only Families – \$125 per month for a half-day; \$250 per month for a full-day

Ancora Academy is open from August 22, 2023 through May 16, 2024, excluding school holidays and inclement weather days. Annual tuition has been divided into nine equal payments to be paid out during the school year. Tuition rates will not be prorated for holidays or other absences. Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, inclement weather days, vacations etc. The Director must approve any exceptions. Should the school, or an individual classroom, need to close for any reason, tuition will not be refunded or reduced for closures of less than a two week period. If the closure extends beyond two weeks, tuition drafts will cease until Ancora Academy resumes. Ancora Academy reserves the right to prorate the child's account upon return or refund the prorated tuition. The two week grace period is nonrefundable. Refunds will not be made for absences.

Our program will follow the campus location District calendar for holiday closings, with the exception of first/last day of classes and Christmas Break. During inclement weather, we follow the campus location ISD on school closings. If the ISD is closed, Ancora Academy is closed. Please follow the news stations for ISD information. We will update our Parent Portal and staff will update parents by using their most common form of communication. A detailed school calendar is posted on our website. Ancora Academy is a private facility and not required to provide inclement weather makeup days.

Once an Intent to Return form has been submitted (current families) or admission has been finalized (new families), we are counting on you. Please plan to honor this commitment. Should you change your mind about participation, barring a family illness or emergency, your family will forfeit all fees paid.

Scholarships/Tuition Assistance, determined by Administration and based on an individual basis, may be available to families in financial distress in exchange for service hours.

Programs

Ancora Academy is a hybrid-model academy that utilizes a classical approach, centered in a biblical worldview, to develop wisdom and virtue by nurturing the mind, body, and heart with goodness, truth, and beauty from the liberal arts, sciences, and humanities.

Classical education is a liberal arts education rooted in human nature and moral formation, teaching children to think and learn for themselves by imparting to them the tools of learning. Classical education prepares young people to live in independence and freedom, engaging them in the highest concerns and the deepest inquiries of truth, justice, virtue, and beauty, while equipping them to live well and continue learning for the rest of their lives.

Academically, a classical education encompasses:

- A content-rich, traditional curriculum providing a strong foundation in key subjects, recurrent examination of subjects, while slowly building towards mastery.
- Concentrated study of the core academic disciplines: history, literature, mathematics, and science
- An appreciation for—and study of—the visual and performing arts
- A strong emphasis on language, literacy, writing, and mastery of the English language
- Reading of the great books in literature and primary source documents in history
- Socratic teaching by kind-hearted teachers who are subject matter experts

Pre-K

Our Pre-K Program helps prepare your child for Kindergarten through a variety of developmentally appropriate hands-on learning experiences. We provide a loving and secure environment designed to enhance the student's cognitive, social, physical and spiritual growth.

Pre-K course of study includes early math concepts, problem solving, language and vocabulary, pre-writing skills, listening and Music/Bible through hands-on learning experiences including fine and gross motor activities, centers and play. Students have the opportunity to build socialization skills and community during lunch, recess and free play times.

Foundations (K - 2nd)

Kindergarten through 2nd grade students develop the foundational skills for and cultivate a lifetime love of learning. In our classical instructional program, students in these foundational grades master the basic knowledge and skills needed to prepare them for our Essentials and Mastery Programs. In the Foundations years, students are challenged, as well as nurtured, academically, physically, and spiritually. Children build a strong foundation by learning the rules and facts of subjects (phonics, spelling, grammar, addition and multiplication tables) Each subject has it's own 'grammar' - in science, children learn facts about nature; in math, children learn times table; in geography, children learn the continents, etc. Songs, poems, rhymes and age-appropriate manipulatives can be used to help children enjoy and embrace the learning experience.

Foundations course of study includes Reading, Phonics, Writing, Grammar, Penmanship, History, Spelling, Math, Science, Art, and Music/Bible through hands-on learning experiences including fine and gross motor activities, centers and play. Students have the opportunity to build socialization skills and community during lunch, recess and free play times.

Essentials (3rd - 6th)

3rd through 6th grade students will continue to build on the skills and knowledge learned in the Foundations Program, developing critical thinking and reasoning skills as they explore their areas of study. Most students at this stage want to analyze the world, ask questions, and find out the answers for themselves. Our Essentials Program offers numerous opportunities to preserve and mature students' innate desire to learn, reason, and discern truth.

Essentials course of study includes Reading, Writing, Grammar, Latin, Spelling, Penmanship, History, Math, Science, Art and Music/Bible. Students are introduced to independent and logical thinking through the use of English grammar, pre-logic and logic exercises, and through making connections in history, literature, math and science. Students are challenged to ask "Why?" and to seek the meaning behind the content they learn in all subjects. Students have the opportunity to build socialization skills and community during lunch, recess and free play times.

Mastery (7th - 12th)

7th through 12th grade students engage in a comprehensive core of classes, developing their communication skills through oral and written expression as they articulate their knowledge across various disciplines of study. They are encouraged to make meaningful connections between their learning and their faith to impact the world around them. Mastery students are taught to read, write, think and discuss critically. Our Mastery Program aims at applied knowledge, self-understanding, and wisdom.

Mastery course of study includes Literature, Math, Science, History, Grammar, Latin, Speech, and Music. Students practice the skills needed for leadership - logic, debate, public speaking, clear reasoning, researching, writing, and communicating - in every subject (math, science, history, literature, Latin, fine arts, and more), preparing them to become leaders in any field they pursue.

TRANSCRIPTS: Because you, as the parent maintain, the final authority over your high schooler's education, Ancora Academy does not maintain or distribute transcripts. It is the responsibility of the parents to create and update their student's transcript over the course of their time with our school. Since you know your student best, it is also within your purview to assign a final grade to your student that may differ from the grade given by their teacher.

Enrichment Program (Wednesdays)

Our additional Enrichment Program is held on Wednesdays from 8:30am to 2:50pm.

Arrival Time: Between 8:15am and 8:30am

Schedule:

8:30am — 9:45am: Morning Enrichment Class #1

10:00am — 11:15am: Morning Enrichment Class #2

11:15am — 12:15pm: Lunch

12:15pm — 1:30pm: Afternoon Enrichment Class #1

1:30pm — 2:45pm: Afternoon Enrichment Class #2

A Student Registration fee of \$50 is due at the time of registration.

Students who also attend the 2-Day Academy are exempt from the Enrichment Program registration fee.

Full Day Price (4 classes):

\$250/month (4 payments) for Enrichment Only students

\$200/month (4 payments) for 2-Day Ancora Academy students.

This is a semester-long commitment.

Half Day Price (2 morning classes or 2 afternoon classes):

\$125/month (4 payments) for Enrichment Only students.

\$100/month (4 payments) for 2-Day Ancora Academy students.

This is a semester-long commitment.

Half day students may stay through lunch (11:15am — 12:15pm) or come early for no additional cost. For a complete list of enrichment classes offered, please visit our website.

Attendance Policies

Tardiness/Absentee Policies

School hours are 8:30am - 2:50pm. Consistent and prompt attendance is vital for the Academy to run efficiently.

1. Doors will open for arrival at 8:15am. Morning Gathering will begin at 8:20am. Class starts promptly at 8:30am.
2. Please be sure to be on time as tardiness is extremely disruptive to class
3. No more than 6 absences per semester are permitted. If a student exceeds 6 absences per semester they may not be permitted to attend Ancora Academy the following semester or school year. Ancora Academy Executive Staff will take into consideration the reason(s) for the excessive absences, in conjunction with the student's completion of school work and assignments, to determine continued or re-enrollment options.
4. Dismissal is at 2:50-3:00pm. If you do not arrive during the pick up window, you may be charged a Late Arrival Fee of \$25.
5. If your student will be late or absent, we ask that you notify the campus using the Absence Form on our 'Quick Links Hub' prior to the beginning of the school day. If you will be late picking them up, please inform the staff on campus as soon as possible by calling or texting the campus phone.

Special exceptions must be discussed and approved by the Director of Operations.

School Calendar



ANCORA ACADEMY 2023 - 2024 School Calendar

August '23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
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19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
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17	18	19	20	21	22	23
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January '24						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '24						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

First and Last Day of Class

Holidays/School Closed

Behavioral Expectations & Policies

General Behavior

1. Students are expected to act in a respectful and polite manner to adults and fellow students. For example: no talking over others, especially the teacher; raise your hand to be called upon; stay seated in your chair; keep your hands to yourself; etc.
2. Our teachers work hard to prepare fun, interactive, and exciting lessons in order to enhance classroom learning opportunities. Please do not allow your children to bring anything that would be disruptive for them or the other students. No toys, trinkets, or stuffed animals please.
3. Bullying behavior (whether physical, emotional, or verbal, including social media, text, etc.), and promotion of behavior contrary to a respectful manner of others, will not be tolerated.
4. Any controlled-substances found on Ancora Academy premises will be confiscated and, if illegal, turned over to the city/town police with appropriate names and information regarding the confiscation.
5. No smoking or e-cigarettes on Ancora Academy premises, including in vehicles. If found, the cigarettes or entire unit may be confiscated and disposed of without repayment or return.
6. No weapons, including pocket knives, are allowed at Ancora Academy.
7. No public displays of affection, including hand-holding, kissing, embracing and/or other physical fraternization.
8. No rough-housing, running, or talking loudly.
9. Students are to be in designated areas only and may not loiter in the bathrooms or other common areas. If found in a restricted area, they will be given a discipline notice.
10. Ancora Academy does not comply with the Directive from the Federal government in regard to transgender bathroom use. Students and parents are

required to use the bathroom facility that corresponds to their gender on their birth certificate.

11. No gum is allowed.
12. No electronics, including cell phones, may be in use in the classroom except those brought or authorized by teachers. If a student has a cell phone, it must remain in their backpack on silent mode at all times. All unauthorized or disruptive devices may be confiscated and returned at the end of the day.
13. Your belongings are your responsibility. Items left on campus will be placed in Ancora Academy's Lost and Found box. All unclaimed items will be donated to charity at the end of each semester.

Building & Equipment

1. We are guests at this facility. Treat the facility with respect. For example, keep bathrooms neat and avoid tracking mud into the building.
2. All stages and church equipment are off limits, except under a teacher's direct supervision.
3. No sitting on tables or desks.
4. After lunch, please clean off your table and throw your trash away.
5. Our goal is to leave the campus better than we found it.

Dress Code

1. Dress and groom oneself in a way that honors and brings you respect.
Guideline: Modesty
 - a. No clothing that is revealing, see-through, or skin tight on top, middle, or bottom.
 - b. Shorts, skirts, and dress hemlines, and tops worn over leggings, must have adequate coverage.
 - c. All clothing must cover undergarments; in addition, no spaghetti strap tank tops or crop tops.
 - d. No pajamas or pajama pants (except on designated pajama days).
 - e. No hoods/hoodies may be worn over heads inside the building.

2. No clothing with inappropriate, illegal, or immoral designs.
3. Dress code violations will result in a student being asked to change or leave Ancora Academy premises until they are dressed appropriately.

If there is a concern with the dress code, please bring them to the attention of the Director of Operations.

Discipline

Discipline notices are reserved for blatant or repeated disobedience and disrespect toward an adult or for physical harm to another student. Warnings may or may not be given before issuing a discipline notice for these offenses. Discipline notices may be written by any adult staff of Ancora Academy during any Ancora Academy function, including regular or extra class days, programs, or field trips. Discipline notices are to be turned in to Ancora Academy's Campus Director on the day of the offense.

1. First offense: Verbal warning. Teachers/adults are encouraged to verbally inform the parent of the warning either in person during school that day or by telephone during the week after the verbal warning was given. A written communication slip may also serve as a verbal warning.
2. Second offense: The second offense is to be documented by a written discipline notice. The written discipline notice is given to the parent. The student may be removed from class activities depending on his/her conduct. A conference will be held with at least one parent, the student, and two Ancora Academy staff members in attendance.
3. Third offense: The third offense requires a second written discipline notice and warrants a 2 week suspension of the student.
4. Fourth offense or third written discipline notice: The third written discipline notice warrants expulsion of the student from Ancora Academy.

Exceptions – Grounds for immediate expulsion:

- Any purposeful acts of vandalism.
- Any defiant behavior or foul language.
- Any alcohol or controlled substances.
- Any bullying behavior

General Information

Parent Portal

Our Parent Portal provides private access to all of the information our current families need for the school year. This will be our communication hub, all in one location. Teacher & Family contact information will be provided in the Parent Portal, as well as field trip information & sign ups, volunteer information & sign ups, calendar updates, weekly updates, and other important school news.

Parent Concerns

If at any time you feel the need to discuss any questions or concerns about our program, feel free to stop by the office or make an appointment with the Director of Operations. Should a parent have a conflict with another parent, please bring it to the attention of the Director. She will be happy to handle the situation or mediate a meeting. Confronting another parent at Ancora Academy is not condoned.

Parental Involvement

Involved parents help children see the importance of learning. All parents can help in some way. When volunteers are needed, our Special Events Coordinator will reach out to parents requesting volunteers. This is usually done through SignUp Genius. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at any time. We welcome parents to visit the facility to observe your child's classroom, the building or the playground equipment. We use Ancora Academy's Parent Portal as our main way of updating parents on activities and events happening at Ancora Academy. Please subscribe for the latest notifications.

Response Time

Responding to parent emails in a timely fashion is a priority for our staff. Sometimes, we get busy during the day. Please allow up to 48 business hours for us to respond to emails.

Class Add/Drop Policy & Procedure

1. We welcome new students at any time as long as space is available.
2. Registering for Ancora Academy requires a 1 year commitment (or the remaining of the current school year for mid-year additions).
3. If enrollment and campus/supply fees have not been paid at the time of registration, the child will not have their place guaranteed until payment is met.
4. Tuition/class fees are not refunded when a student transfers out of class after the payment date.
5. Once the school/enrichment class has reached its maximum number of students, the class is closed.
6. Class Changes:
 1. We will allow class changes for the first two weeks of the 2-Day Academy school year and for the first two weeks of the Enrichment Program semester.
 2. Teachers do not approve class changes. Please do not request a class change from a teacher.
 3. Email the Director of Operations (not the teacher) regarding the class transfer request. He/She will:
 1. Confirm that the class being transferred into is open for new students.
 2. Make the change in the enrollment system
 3. Email a confirmation of the change to the parent and teachers.
 4. The parent should provide the additional class fee, if applicable.

Withdrawal/Dismissal

Enrollment in Ancora Academy 2-Day Program is a 9 month tuition commitment. Enrollment in Ancora Academy Enrichment Program is a 4 month tuition commitment. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Ancora Academy will not prorate the remaining tuition due when a student withdraws. Payment for the remaining annual tuition balance will be required. Ancora Academy reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Homework/Supplies Expectations

1. Campus fees will cover our provided curriculum and vary based on your child's grade level program (see Tuition & Fees section above). They will be invoiced directly to you and due on July 15, 2023.
2. Enrichment Program - supplies fees will be determined on a per-class basis and invoiced with your first tuition payment for the enrolled semester.
3. Please be sure your child comes to school prepared for class each day with their books, binders/folders and general school supplies (pencil/pen, paper, lunch, etc.).
4. Each child will have a binder or folder. This binder/folder needs to be checked by the parent/guardian after school each day. This is where we will share progress reports, provide the details for at-home work and assignment due dates, send papers/projects/work home, and more.
5. Label all items with your child's name.
6. Each child needs to bring a backpack to carry his/her belongings and a water bottle.
7. Students must turn in all homework assignments to the appropriate teacher on time. Failure to do so may result in the student not being allowed to return to school for our next semester or school year.

Arrival/Departure

Arrival: Ancora Academy is open from 8:15am to 3:00pm, Tuesday through Thursday. Drop off is between 8:15am and 8:30am. Everyone must enter through the glass doors at the front of the building. When dropping off your child, use the drop off/pick up zone and remain in your car. We ask that you do not park and walk up to drop off your child unless there are extenuating circumstances. If you must walk up to drop off your child, we ask that you use the parking lot and designated crosswalk area. Please do not park in the fire lane.

Kinder - 4th Grades: Please DO NOT drop your child in the parking lot and allow them to walk up on their own.

Safety is our primary concern. Please refrain from using cell phones and pay close attention when driving.

Departure: Dismissal begins promptly at 2:50pm. If you do not arrive during the pick up window, you may be charged a Late Arrival Fee of \$25. Staff will be out front of the school to assist with loading. When picking up your child, use the drop off/pick up zone and remain in your car. We ask that you do not park and walk up to pick up your child unless there are extenuating circumstances. If you must walk up to drop off your child, we ask that you use the parking lot and designated crosswalk area. Please do not park in the fire lane.

Please make sure the Campus Coordinator knows how your child will be going home each day. Any change in afternoon pick up or transportation needs to be communicated through the front office no later than 1:30 PM each day. Children will be released only to parents or persons listed on the enrollment forms who have proper identification. Persons other than a parent picking up a child must be communicated to the Campus Coordinator in advance and will be asked to provide their driver's license.

The safety of our students is our top priority. Thank you for your help in making sure we keep our students safe.

Birthdays & Other Celebrations

Children love celebrating their birthdays. We want them to feel special at school as well. If you are planning to bring a special snack for your child's birthday, inform the teacher a minimum of one school day prior so he/she can make arrangements for snack time. Teachers can also make you aware of any allergies of the students in his/her care. At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, email addresses and phone numbers. If you do not wish this information to be disclosed, inform us in writing prior to the first day of school. Ancora Academy will allow class parties to observe Christmas, Valentine's, and Easter. Parents may be asked to sign up to bring party favors or snack items. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask no Santa or Easter Bunny party items be brought to school. If you choose to bring fall or Halloween treats for classmates, refrain from using ghost, goblins or other Halloween characters. Out of the respect for others, we ask parents to refrain from sending any items of a political nature.

Outdoor Play

We play outdoors regularly during all months and seasons. Dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. For the safety of the children, closed toed shoes are highly recommended for the outdoor playground areas.

Health Information & Policies

Administering Medication

No medication will be administered to your child unless a "Medication Form" is completed. This form may be obtained from Ancora Academy administration. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. Prescription medications will be the only medication given. If your child is sick, they must remain home. No medicine may be kept in your child's bag, lunch box, etc. All medicine must be turned into the Ancora Academy office. You are responsible for bringing it to us and picking it up as necessary. No medications are to be included in juice cups, bottles, etc.

First Aid

- Any accidents should be reported to the administration immediately. Parents must be notified.
- Only adults will deal with bodily fluids and gloves will be used when dealing with blood.
- All open wounds must be covered before the student can return to class.
- Please be aware that there is no nurse on staff.

Wellness Policy

Our facility is designed for well children. Children should not be at school if they cannot if they cannot participate comfortably in all Ancora Academy activities, including outdoor play. Children should not be at school if the child's illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of other children in their care. Your child's health is important to us. For the protection of your child, as well as others, children must not be brought to Ancora Academy if they are ill.

Children should be kept home if any of the following symptoms/conditions exist or have existed in the past 24 hours:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, impetigo, etc.)
- Suspected mononucleosis
- Pink eye or matted eyes
- Any communicable disease
- Lice

If your child develops a fever or any other symptoms while at Ancora Academy, you will be notified to pick up your child immediately. We reserve the right to notify parents if their child displays symptoms other than those listed above (headache, earache, etc.) and does not feel well enough to participate in classroom activities. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. A late fee will be assessed if the child is not picked up within an hour from notification of the onset of illness. Please notify the Campus Director if your child is ill with a communicable disease (i.e. chicken pox, lice, COVID, etc.). Ancora Academy reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help Ancora Academy provide a healthy environment for all children.

Special Needs/Learning Disabilities/Health Needs

Please indicate upon enrollment and notify administration if your child has a special need. Under certain circumstances, we may ask to observe your child. Should your child have a special need, Ancora Academy staff will try it's best to accommodate. It is a priority for our staff to set all children up for success.

Lunch/Food/Allergies

We kindly request that you DO NOT send your children with any of the following for lunch, as we have noticed that these items can cause the children to be unable to focus and can cause issues within the classroom:

- Red Dye Products
- Soda
- Candy
- Sugary Snacks
- Peanuts

Food Allergies: Each family is responsible for bringing their own lunch and taking any necessary precautions for food allergies. Children with allergies of any type are responsible for maintaining their personal safety as we do not have a nurse on site.

NUTRITIOUS FOOD RECOMMENDATIONS

BEVERAGES: Bottled Water, 100% Fruit Juice, Milk (non-fat, low-fat, or plain)

SNACKS: Cheese Sticks, Pretzels, Carrots, Celery, Cucumber Slices, Grapes, Oranges, Strawberries, Apple Slices, Animal Crackers, Graham Crackers, Wheat Crackers, Goldfish, Chex Mix, Popcorn, Applesauce, Granola Bars, Bananas

LUNCH: Cheese Sticks and Deli Meat, Turkey and Cheese Wrap, Pasta with Chicken and Veggies, Bagel with Cream Cheese, Boiled Eggs, Pepperoni, Cheese, and Crackers, Greek Yogurt with Granola and Berries, Grilled Chicken Strips, Cheese and Ham Quesadillas, Pita Bread and Hummus

Safety

Visitors

- All doors to the facility are locked during school hours. Volunteers will need to call the campus phone number and be allowed in. Unapproved visitors will not be permitted inside the building.
- Interested potential members need to attend one of the two Open Houses, which will be communicated prior to the start of the school year. If inquiring mid-year, please fill out our Contact Us form on our website, indicating your interest.
- Please do not bring guests who are off for spring break or other holidays who are not interested in joining Ancora Academy.
- If a family has a child in a public/private school, and they are interested in having a preview day, please contact our administration to set up a time to come preview our school.

Inclement Weather

During inclement weather, we follow the campus location ISD on school closings. If the ISD is closed, Ancora Academy is closed. Please follow the news stations for ISD information. We will update our Parent Portal and staff will update parents by using their most common form of communication. A detailed school calendar is posted on our website. Ancora Academy is a private facility and not required to provide inclement weather makeup days.

Emergency Preparedness Plan

Your child's safety is our main priority. Fire drills are performed four times per year. Tornado/Shelter-in-Place drills and Lockdown drills are performed two times per year. Emergency information is posted in each classroom. In an emergency, the first responsibility of the Ancora Academy Staff is to move the children to a designated safe area or alternate shelter. During natural disasters such as severe weather or tornado,

students will remain in the classroom. Those classes with windows in their rooms will move into an interior room. In the event it is necessary to evacuate the building, all Ancora Academy Staff, volunteers and students will exit the building and meet in the main parking lot. In the event of an emergency requiring lock-down of the school, children will remain in their classrooms. Doors will remain locked and lights will be turned off. Teachers will provide calm, quiet activities for the children until the lock-down is lifted. All students, staff and volunteers will exit under the direction of the Campus Director and Campus Coordinator. All students will be accounted for by using the daily recorded attendance. Teachers, assistants and Ancora Academy staff will escort children at all times. During an evacuation, parents will be notified via personal cell phones. Staff will verify the identity of those picking up children using our regular operating procedures (picture ID, written notification). Office staff and teachers will use personal cell phones to text and call parents. Ancora Academy staff will also update our Parent Portal with information as appropriate.

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