

Ancora Academy
Parent/Student Handbook
2024-2025



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Message from the Founder

Dear Parents,

Ancora Academy was founded in the fall of 2020 with a small group of families to help provide education for students during Covid. We have continued to grow and now have 2 locations in North Texas and offer various educational and enrichment opportunities for homeschooling families who want to be part of their child's education. We strive to develop both the mind and heart of our students by incorporating a classical approach in core subjects, fine arts and an emphasis on God and Country. We are anchored in knowledge, faith, freedom and community. Our teachers use the principle approach to learning where these subjects are researched, reasoned, related and recorded. Our students at Ancora Academy learn HOW to think and not WHAT to think. This approach enables our students to reason and think critically about every subject fostering intelligence and integrity which prepares our students as future leaders. Our administration, teachers, and staff are role models of Christian character who are inspiring, engaging and help our students develop mastery and achieve their highest potential. Our desire is to partner with parents in strengthening the unique talents of each student through educational opportunities at Ancora, increasing their love for learning and making it a life pursuit. We are dedicated to equipping our students to live purposefully and intelligently in service to God, Country and others. We look forward to partnering with you!

Most Sincerely,

Serena Ashcroft

Founder and Headmaster

Mission Statement

Ancora Academy partners with families in our hybrid program, to provide an academically excellent and principle-based education that develops the mind and heart. Our four pillars include knowledge, faith, freedom and community. Students will develop a love, understanding and appreciation for America and its Founding Fathers, understand the principles of self-government, increase their faith, enjoy a supportive community of fellowship and have enrichment opportunities to enhance and encourage student interests. We are dedicated to equipping our students with knowledge and cultivating moral character to live purposefully and intelligently in service to God, Country and others.

Statement of Educational Philosophy

Ancora Academy represents a partnership between the students, parents, teachers, administration, and staff through its affordable, hybrid model of education. These partners are united in their commitment to the common objectives outlined in the school's mission statement. Parents at Ancora Academy expect and appreciate direct and regular communication from the staff, and teachers and administrators expect parents to be responsive to requests and recommendations given to parents with respect to individual needs of the students. During school hours, students are taught the main concepts and assignments are completed at home for reinforcement on the subject. At Ancora Academy, we incorporate the principle-approach, based upon a methodology developed by the Foundation for American Christian Education (FACE). This principle-based approach provides natural opportunities for both academic and religious education in every subject and at every grade level with support for each student and his/her threshold of learning. Teachers prepare lessons and set expectations, and parents help students complete work during the at-home days. Students learn traditional subjects such as mathematics, reading and writing, science and history, and have opportunities to participate in fine arts and field trips. Principles of liberty and self-government, critical thinking and tools of mastery are used, taught and reinforced.

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 students of all faiths; however, the school does require students to accept its mission statement. Respect for all religions is taught. We seek to inspire Judeo-Christian values in the classroom, while allowing parents to teach their specific faith traditions and beliefs at home.

The day begins with having a devotional time consisting of the Pledge of Allegiance, a prayer, a song and/or scriptural instruction. Parents may attend these weekly devotionals.

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.

School Programs & Overview

Ancora Academy is a classically inspired, hybrid-model academy that meets twice a week on Tuesdays and Thursdays. Teachers assign work to be completed on the “at-home” days that is overseen by parents. Our educational philosophy includes a biblical worldview and content-rich virtuous education that nurtures the mind, body and heart.

Our classically inspired education includes the study of liberal arts, humanities, sciences, history and mathematics. 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.

Appreciation for and study of the visual and performing arts are taught. A strong emphasis on language, literacy, and writing through study of the great books in literature and primary source documents in history. Teachers incorporate Socratic methods to develop deep thinkers. **Our 2-day academy requires an acceptance letter before enrollment.** In addition to our academy, we offer enrichment classes to enhance student learning and enjoyment. Students not enrolled in our academy are allowed to participate in our enrichment classes after a family interview.

2-Day Academy Students

- Meet Tuesdays and Thursdays with instruction from dedicated teachers.
- Students are expected to complete work on the “at-home” days, on Mondays, Wednesdays and Fridays, under the supervision of parents.

Kinder Prep Students

Our Kinder Prep program helps prepare students 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. Teachers will incorporate early math concepts, language and vocabulary, pre-writing skills, music and bible stories, centers and play.

Foundations (K-2nd)

Kindergarten through 2nd grade students develop the foundational skills that cultivate a love for learning through classic literature and time-testing learning methods. Students in these foundational years develop the knowledge and skills needed to prepare them for our Essentials and Mastery Programs. In the Foundations program, students are nurtured and challenged, academically, physically and spiritually. Students will build a strong foundation in reading and language, grammar, writing and math concepts. Singapore Math and Spalding provide a classical & strong foundation for higher learning. Opportunities for music, art, songs, chants, rhymes and poems are all part of the joyful foundational years of learning. Centers of learning, recess, PE and free play help build socialization skills, friendships and community.

Foundations Sample Schedule:

8:30 – 9:45 – Morning Reading, Penmanship,

Grammar

Recess

10:00– 10:50 – Math

10:50 – 11:30 – Music & Art

11:30 – 12:30 – Recess, PE, Lunch

12:30 – 1:30 – History, Memory Work

1:30 – 2:50 - Science

Essentials Sample Schedule:

8:30 – 11:30 – Language & Math Block

(students have a morning recess)

IEW writing, Grammar, Reading,

Penmanship, Latin, Spelling

11:30 – 12:30 – Recess/PE/Lunch

12:30 – 1:15: Art & Music

1:15 – 2:00 History

2:00 – 2:50 Science

Essentials (3rd-6th)

Our students in 3rd through 6th grade will build on the skills and knowledge learned in the Foundations program and continue to develop strong math, writing and language skills that are essential for the Mastery program. History, science, art, music, Latin, and penmanship all provide opportunities to develop our students' innate desire to learn, reason and discern truth. At the upper levels of the Essentials program, students begin to develop their logic skills and the “why” behind the content they learn in all subjects. Students will enjoy opportunities for outside play, PE and socialization.

Mastery (7th-12th)

The Mastery program for students begins in grade 7 and continues through all years of high school. Students develop their communication skills through oral and written expression as they articulate their knowledge across various disciplines of study and become deep thinkers, strong writers, and confident speakers. They are encouraged to make meaningful connections between their learning and their faith to impact the world around them.

Mastery course of study includes the core subjects of literature, math, science, history, Latin, , foreign language, humanities. Additional courses in speech and debate, public speaking, music, and fine arts are required and help students develop confidence and prepare them to become leaders in any field they pursue. Mastery students in grades 9-10th are required to participate in the full day program at Ancora. Time management and study skills are taught and reinforced. Please see our homework policies and expectations on page 11.

Students in grades 11th-12th may take part in dual credit classes and then come to Ancora for science, math, humanities, fine arts and other classes offered.

Service Hours

Mastery students are required to perform 25 hours of community service per year. This gives our students leadership opportunities.

Transcripts (non-accredited) will be provided at the end of the school term.

9th/10th Sample Schedule -

8:30 – 9:45 Biology
9:45 – 11:00 Geometry
Break/PE/Lunch
11:45 – 1:00 Literature
1:00 – 2:00 History
2:00 – 2:50 - Public Speaking
 Art, Chess, Spanish

11th/12th Sample Schedule -

8:30 – 9:45 US History Dual Credit
9:45 – 11:00 English 1 Dual Credit
Break/PE/Lunch
11:45 – 1:00 Anatomy & Physiology
1:00 – 2:00 Humanities
2:00 – 2:50 Speech/Debate
 Art, Chess, Spanish

Enrichment classes

Students may choose to participate in additional enrichment classes for a half day or full day of learning and enjoyment. Classes offered may include chess, art, typing, science, literature, math, STEM, music, theatre, fencing, and PE. Middle school and high school students can choose to take classes in personal finance, home economics, or life and leadership skills.

Students attending for a half day are welcome to come early or stay late for lunch and recess with other students. Homework may be assigned in some classes. A registration fee is due at the time of enrollment. Additional discounts are given to students enrolled in the 2-day academy.

Class Changes

We will allow class changes for the first two weeks of enrichment classes. Email the campus coordinator to request a schedule change.

Sample Schedule:

8:45 – 10:00 – Science Experiments or STEM

10:00 - 11:15 - Building & Engineering

Lunch/Recess

12:15– 1:30 – PE Games or Theater

1:30 – 2:50 - Chess or Art

Enrichment Day Dress Code

Dress and groom in a way that honors and brings you respect. Guideline: Modesty. No clothing that is revealing, see-through, skin-tight on top, middle or bottom. Shorts, skirts and dress hemlines must be no more than 5 inches above the knee. All clothing must cover undergarments. No spaghetti straps, tank tops or crop tops. No pajamas or pajama pants unless on a designated day. No hoodies may be worn over the head inside the building. Close-toed shoes are required for outdoor play and recess time. Ancora Academy spirit wear is highly encouraged to be worn. No holes in jeans and no running shorts or short shorts allowed.

Dress Code & School Uniform Policy

School uniforms will be required beginning in the Fall of 2024 for our 2-day Academy students. Details on ordering school uniforms will be sent to currently enrolled students in the Spring 2024. At minimum, all students will have a collared shirt with the school logo and uniform pants, shorts and/or skirt options. Uniforms will not be required for our enrichment days; however, Ancora Academy spirit wear is highly encouraged. Students will need to abide by the Ancora dress code on enrichment days.

Ancora Academy Uniform Purposes and Advantages. Uniforms allow students to focus on academics and reduce distraction in their clothing and appearance. In addition, dressing uniformly:

- Teaches discipline, obedience, modesty and provides a sense of belonging.
- Establishes appropriate distinction between the genders.
- School uniforms are more durable than street clothes and cost less overtime.

Ancora Academy has regular outdoor PE and free play during the year. Dress your child appropriately, ensuring a light coat or jacket is available as the weather turns colder. For the safety of the children, closed toed shoes are required for the outdoor playground areas.

Cell Phones & Electronic Device Policy

Students who have cell phones must keep them in their backpacks while on campus. Students who have them out during instruction time will have them confiscated and a parent will be notified to pick them up at the front desk at the end of the day.

Unless the teacher has granted special permission, a student should not bring to school any personal items that are valuable or that could cause distraction or harm to others including, but not limited to, music listening devices, electronic game systems, toys. The school is not responsible for items that are lost, damaged, or stolen on school property or at school-sponsored events or activities.

Media and Entertainment on School Property.

Media and entertainment used on school property including movies, music, the internet, and entertainment must be approved by administration. The administration will pre-approve any

movies shown at school-related functions. Video games are not permitted on school property. Educational software may be used only under the direction of faculty or administration that are supervising the computer where the software is used. Personal video and music devices are not permitted on school property. All principles and policies concerning media and entertainment apply for school-related functions, even if they are held off campus, unless otherwise directed by faculty or administration. Thus, for example, video games, portable video players, and personal music players are not permitted during off-campus school-related activities, such as field trips. **Students will be required to sign an electronics device agreement at the start of the school term.**

Daily Schedule & Attendance Policy

School hours for our 2-day academy are 8:30 am – 2:50 pm. Consistent and prompt attendance are vital for the school to run efficiently. Please drop off your child in the carpool lane for arrival and pick up your child in the carpool lane for dismissal. Parents may walk their child in for arrival, however, please do not allow your child (K-6th) to walk from the parking lot. No pickups allowed during the time of 2:40-3:00 pm for dismissal safety.

Parents must have a car tag with their last name visible for pick-up. Please notify the Campus Coordinator of any changes to pick up.

1. Doors open at 8:10 am with the morning devotional beginning at 8:25am. Classes start promptly at 8:30am.
2. No more than 4 absences per semester and 8 per year are permitted. 3 or more tardies count as an absence. If a student exceeds absences or is consistently tardy, a student may not be permitted to attend the following year. Consistent tardies will affect the grade in the missed class time.
3. Excuses absences for illness requires a parent or doctor note.
4. Please notify the staff about family trips or being out of town.
5. If a student is late or absent, a parent must notify the Campus Coordinator.

Homework Expectations & Grading Policy

Each student's education should be a family matter. Consistent reinforcement in the home of lessons and principles learned at school is a vital component of each student's success in the classroom. Thus, parents are encouraged and expected to assist their children, as necessary and appropriate, to complete all homework assignments on a timely basis, and to the best of each student's capability.

Expected Homework

The quantity and complexity of homework will vary by grade level and subject. Math, spelling and reading homework should be expected daily at every grade level. Homework in other subjects will be assigned in frequency and amount, by the teacher. Time needs to be budgeted during the week to complete homework, projects and assignments. Teachers should clearly and weekly communicate with students and parents regarding homework assignments and expectations; however, it is primarily the students and the parent's responsibility to seek information about homework assignments if those assignments are not clear.

Failure to Complete Homework or Incomplete Assignments

Mastery students (7th grade and up) are expected to come to school with their homework completed. If a student does not come to school with work completed, a warning will be given the first time. The next time a student comes to school without their work completed, the student will not be permitted to enter class and will be sent to the office or study lab. Students who have not completed their homework will be asked to call parents/guardians and remain in the office until the assignment is completed.

Consequences for Incomplete or Missing Assignment Referrals

- Five missing homework assignments will result in a full day, in-house suspension.
- Two in-house suspensions will result in a full-day at-home suspension.
- Frequent suspensions are grounds for further disciplinary action including expulsion.
- Frequent "incomplete assignments" will be considered during the re-registration process.

Behavior Expectations & Policies

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1. Students are expected to act in a respectful and polite manner to adults and fellow students. No talking over others, especially the teacher, raise your hand to be called upon, stay seated in your chair and keep your hands to yourself.
 2. Bullying behavior, including physical, emotional, verbal, and text will not be tolerated.
 3. Any controlled substance including alcohol, cigarettes, vaping devices found on school premises will be confiscated and may lead to suspension or expulsion.
 4. No weapons of any kind including guns, fireworks, knives.
 5. No public displays of affection between students including handholding, kissing, etc.
 6. No running in the sanctuary, in the halls, talking loudly, yelling or rough housing.
 7. Students are to be in designated areas only and may not loiter in the bathrooms or other shared areas.
 8. Ancora Academy does not comply with the directive from the Federal government regarding transgender bathroom use. Students and parents are required to use the bathroom facility that corresponds to their birth gender.
 9. Personal items such as toys and stuffed animals are to be left at home and not brought to school unless for a special sharing time organized by the teacher. Personal items left at school will be placed in the Lost and Found and donated at the end of the semester.

Building & Equipment

We are guests at this facility and ask that our families and students treat the facility with respect. Shoes and feet are to stay on the ground and no sitting on tables, desks or rocking back and forth in chairs. All stages and church equipment including the kitchen are off limits. After class and lunch, we ask our students to clean up their table, push chairs in and throw away any trash. Our goal is to leave the church campus neat and tidy.

Discipline

Discipline notices are reserved for blatant or repeated disobedience and disrespect toward an adult or physical harm to another student. Warnings may or may not be given before issuing a discipline notice. Grounds for immediate expulsion include vandalism, defiance or foul language, bullying or possession of a weapon or controlled substance.

1. First offense – verbal warning to student and communicated to parent through email or call.
2. Second offense – written discipline notice given to the parent and student. An in-person or phone conference will be held with the parents.
3. Third offense – written discipline notice and 2-day suspension.
4. Fourth offense – expulsion of the student from Ancora Academy.

General Guidelines

Birthday Observance & Class Parties

Children love celebrating their birthdays and we want them to feel special at school. A student may bring a treat to school for his/her birthday. Parents should coordinate with the teacher the best time for treats to be delivered and should check with the teacher in advance for special needs students in the class may have. Invitations to birthday parties may be handed out at school only if the entire class is invited. Interruptions to class should be minimal. Ancora Academy will allow class parties for Christmas, Valentines, and Easter. We ask that no Halloween, Easter Bunny, or Santa party themes be brought to school.

Field Trips

The school uniform or spirit wear will be worn on field trips unless other instructions are given. Students traveling away from school for school-related functions are subject to the same rules, regulations, and appropriate behavior as when on the school's campus. Parent drivers are asked to follow the field trip itinerary given to them by the teacher.

Summer School, Tutoring and Summer Camps

Summer school is held for the benefit of those students who, upon completion of a full academic year at Ancora, have not sufficiently demonstrated the minimum academic skills necessary for advancement to the next grade level. These students will be invited to attend summer school or tutoring through a qualified program and upon successful completion of the class. An assessment will be done before the student continues to the next grade level. Summer Camps are held for the benefit and enjoyment of summer learning, exploring and making friends. Tutoring is offered during the summer for students needing to catch up. Summer Camps, Tutoring, and Summer School are offered at an additional fee

Safety & Emergency Preparedness

Visitors

- All doors to the facility are locked during school hours. Unapproved visitors will not be permitted inside the building.
- 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 or attend one of our open houses.

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

Your child's safety is our main priority. Fire drills are performed two 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.

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 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. Teachers, assistants and Ancora Academy staff will always escort children. 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.

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 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 or skin infections (boils, ringworm)
- 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. Please notify the Campus Coordinator if your child is ill with a communicable disease (i.e. chicken pox, lice, flu, 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 Need/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 their best to accommodate.

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

Parent Volunteer Requirements

Parents are required to volunteer 8 hours of service per semester and 16 hours per year. The school depends on parent participation for every event at Ancora Academy to be successful. Service to the school is required because it demonstrates to children that education is a joint effort between parents, children, and the school. Personal service engenders a sense of ownership, gratitude, and responsibility, resulting in better treatment of and respect for the school facilities. Service reduces the need to hire additional help, which subsequently reduces the cost for all patrons. Weekly help at lunch, set-up and clean-up is always needed.

All service hours should be recorded at the front office as they are rendered. Service hours can be appropriately recorded for virtually any assistance rendered while on campus (or while off campus in conjunction with school-related activities). Families who do not fulfill their hours will be fined accordingly. A \$400.00 donation to the school will remove the parent service obligation to the school.

Opportunities for service include, but are not limited to, participation in the following:

Playground Monitors

Field Trip/Classroom Helpers

Set-up/Clean-up

Fall Concert Assistant

Parent Service Committee

Science Fair

Lunchroom Duty

Spring Art & Music Show

School begins on Tuesday, August 20, 2024 and ends May 15th, 2025.

Christmas break is from December 13, 2024 – January 6, 2025.

Spring break is March 17-March 21, 2025

Registration and 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 including tuition payments, volunteer hours and participation.

Returning Families must:

1. Complete the enrollment for the upcoming year by the deadline through Enrollsy. If the enrollment form and fees are not paid by the deadline, students may lose their placement.
2. The re-enrollment fee is \$250 per student. All fees paid are non-refundable.
3. Complete medical waiver & enrollment forms emailed/mailed to you.
4. Book/Supply Fees will be due June 5th. Tuition payments begin August 10th.

New Families must:

1. Attend a Parent Information Meeting and facility tour.
2. Submit a non-refundable \$50 application.
3. Schedule and participate in a family interview.
4. Complete the enrollment for the upcoming year through Enrollsy. Pay \$500 non-refundable enrollment fee due at time of enrollment. This fee includes the campus facility fee, enrollment fee and assessment fees. Book fees will be due June 5th.
5. Schedule and complete a student assessment.
6. Submit the last 2 years of academic records from campus registrar or homeschool program & a letter of recommendation per family from a church, school or co-op.
- 7.
8. Complete medical waiver & enrollment forms mailed/emailed to you.

Tuition Fees:

Foundation: - \$4050

Book Fees

250

Sibling Discount

2nd Student - \$500 discount per year

Essentials -	\$4500	300	3 rd Sibling -	\$1000 discount per year
Mastery -	\$4950	450	4 th Sibling -	\$1500 discount per year

No discounts are given for the book/supply fees.

Tuition Payments:

1. Tuition for our 2-day academy is a commitment for the year with 9 payments being made, which are due on the 10th of each month. August 10th – April 10th. Book fees are due June 5th.
2. A 5-day grace period is allowed, and then a \$30 late fee will be added.
3. Tuition invoices will be sent by email each month and payments may be made by credit card, ACH (processing fees will apply) or personal check.
4. Please pay on time so that we may pay our teachers in a timely manner.
5. Tuition payments more than a month late may result in a student not being able to attend until the account is current.

Enrichment Day Tuition

1. Tuition for our enrichment program is a commitment for the semester with 4 payments being made, due on the 10th of each month. Fall semester payments due August 10th– December 10th. Spring semester payments due: January 10th – April 10th. Tuition is still due even if a student drops mid-semester. A supply fee is due at the time of enrollment.

Financial Commitment

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- Parent and/or guardian agrees that all fees paid are non-refundable. The tuition commitment includes enrollment & registration fees, book fees and 9 months of tuition.
 - **Ancora Academy and its administrators will do their best to communicate information and expectations in advance, however they reserve the right to update or modify the policies, procedures and/or dress code listed in the handbook.**

Most Sincerely,

Ancora Academy Staff

