



2024-2025
Parent Handbook

Word of Life Assembly
590 W. Rd 1 North
Chino Valley, AZ 86323
(928) 636-4224

Vision

Life Prep Academy at Word of Life Assembly is a private Christian school focused on providing a place for students to grow both academically and spiritually. Our students will be challenged by rigorous academic standards and will grow in their character and spiritual foundation. We are providing Kindergarten through 1st Grade, for the 2022-2023 school year. We are a member of the ASCI (Association of Christian Schools International). And our accreditation is in process.

Program Information

2022-2023

Monday – Thursday

8:00am – 3:00pm School Day

We follow the CVUSD School Calendar. CVUSD typically releases their calendar for the upcoming school year in January.

Ages

Kindergarten: 5 Years Old by September 1st, 2024

1st Grade: 6 Years old by September 1st, 2024

Enrollment Fee

All Registration fees are non-refundable and are due at the time of acceptance into the Life Prep Academy at Word of Life Assembly.

\$100.00 New Students – Payment due upon admittance

\$60.00 Returning Students - Payment due upon admittance

(Sweet Life Preschool Students)

Tuition Fees

Life Prep Academy at Word of Life Assembly will use the ProCare Tuition Management for all tuition payments and incidental billing. You may choose to pay annually on a 9-month payment plan (July – March) or an 11-month plan (July – May)

Kindergarten - \$7500.00

1st – 5th Grade – \$7500.00

Payment is expected for all children enrolled whether present or not. We do not adjust your tuition if your child does not attend, nor will any refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not your child's attendance.

Application Process

Life Prep Academy at Word of Life Assembly is a Christ centered school that values partnership with families. Our admissions process is designed to give you all the information you need to determine how we can be of help to your child and your family. We do require at least one parent to be Christian and we value involvement in a local church body.

Step 1. Submit Enrollment Application

Step 2. Submit documents to lifepreacademy@cvwola.com

Birth Certificate, Immunization Records

Step 3. Family Interview for new applicants

Registration

Life Prep Academy is open first to members of Word of Life Assembly, and then to the public. At least one parent must be a Bible believing Christian to enroll their student in Life Prep Academy. If you are enrolled with a permanent position in the current school year, you will have priority in enrolling the next school year. Our currently enrolled families are given the opportunity to register their children for the upcoming school year in the beginning of January. At this time a new enrollment application must be completed, and re-enrollment fees collected. Enrollment is then opened to the public and the first Monday in February on a first come first served basis. When classes are full, applicants will be placed on a waiting list.

Please note when creating our class lists, we do not place children in classes from parent request for teachers, friendships, etc. You are welcome to make a request, but we cannot guarantee it will be granted.

Withdrawal From School

Parents wishing to withdraw a student must notify the Elementary Director in writing. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdrawal Form. If a student withdraws from school, tuition and fees for the entire school year are still required according to the terms of the signed Financial Agreement Form.

Financial Information

Enrollment Fee

An enrollment fee is charged each year and is due upon acceptance into The Academy, or in June for current students. This fee covers the following costs: processing of application, and setting up permanent records for each student, as well as specific classroom supplies and curriculum.

Enrollment fees are not refundable. They will only be refunded if the student is being denied admittance, or if there is documentation presented that a family is being relocated over a 50-mile radius away from the school before the new school year begins.

New Student Enrollment Fee \$100

Current Student Re-Enrollment Fee \$60

Tuition

\$7500.00

With our state's current ESA opportunity, invoicing is in 4 quarters. Families that choose to pay in full, bi-annually, on a 9-month payment plan (July – March) or on an 11-month payment plan (July – May). There is a 5% discount for paying the full year's tuition by July 15th. A sibling discount of 10 % will apply on the second child enrolled. The 10% discount cannot be stacked on top of 5% pay in full discount.

Tuition does not include all costs which may be incurred by the family. Examples of such costs: uniforms, field trips, school supplies.

Delinquent Accounts

Life Prep Academy at Word of Life Assembly reserves the right to terminate attendance of any student when payment of tuition is more than one month past due. If you have a special situation regarding your income, please talk to the Elementary Director. The school depends on tuition to operate, ALL parents must keep tuition current. The following procedure is used to deal with delinquent accounts.

Step 1. Tuition is due on the date of your individually selected tuition payment plan.

Step 2. Tuition is late 10 days after payment due date.

Step 3. You will receive a call from the Director to discuss payment arrangements if your payment has not been received 10 days after your payment due date.

If payment is not received in full by the end of the month the child(ren) may be removed from school unless parents make other arrangements in writing with the business administrator. The terms and conditions for payment must be promptly met.

Daily Policies and Procedures

Curriculum

Life Prep Academy at Word of Life Assembly meets or exceeds all requirements outlined by the Arizona Department of Education. Our small class sizes enable us to have plentiful one-on-one time with each student as well as the ability to differentiate learning when necessary.

We use Reader's Workshop and Writer's Workshop model in each grade level. Our reading curriculum as a strong phonics base which is beneficial for the development of reading skills. For Kindergarten and 1st Grade we use phonics games, sight words, and take-home readers to encourage the development of strong readers.

We will utilize a blend of Guided Math and Singapore Math in each grade level. The Singapore math method is a highly effective teaching approach. Guided Math enables us to use stations and math games for further grasp of math concepts. We are firm believers in using multiple different teaching strategies in the classroom since each student learns differently. The curriculum is design to think about mathematical relations and concepts and to explore the "why" not just the "how".

Students at Life Prep Academy at Word of Life Assembly receive instruction in various subject areas that constitute a well-balanced curriculum including bible, language arts, mathematics, science, social studies, physical education, music, art, computer literacy, STEM, Spanish and study skills.

Uniforms

Students are required to wear uniforms every day. Uniform tops (polos, cardigans, dresses, jackets.) and girls skirts are ordered directly. Our French Toast Online School Store. Boys may wear Navy Blue, Grey, or Khaki pants. From the uniform line at Old Navy or Children's Place, or through H&M Kids. Girls may wear Navy Blue, Grey, or Khaki Pants, or shorts. Girls may also wear skirts from French Toast. Tennis Shoes or dress shoes must be worn every day. Girls may wear Navy leggings or tights underneath their skirts; however, no patterned leggings or socks are allowed. Also, please for our elementary kids, please refrain from allowing them to use lipstick, or any other colored make up. Clear lip balm, and lip gloss is ok.

Snacks

Parents must provide a nutritional snack to be served at snack time.

Lunch

Life Prep Academy at Word of Life Assembly does not supply children with lunches. Children need to bring their own lunch with a water bottle. Please note food allergies on your enrollment form. Please send nutritious foods that do not need to be heated or refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch.

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance
- Pack any utensils needed in their lunch (i.e. spoon, or fork)
- Please be sure your child's name is on his/her lunch box, cup and all other containers.
- We understand that children sometimes go through picky phases. Please do your best to pack healthy and nutritious foods to fuel your child during the day.

Supplies Required

We will email a school supply list at the beginning of July. Parents will be instructed to bring their child's school supplies with them to Meet the Teacher night. All other classroom supplies will be provided.

Items To Bring to School

- Backpack large enough to hold multiple items
- Lunch, snack, and water bottle
- Small jacket during cold weather months. (Write your child's name on all outerwear)

- All necessary school supplies

Toys

Life Prep Academy at Word of Life Assembly cannot be responsible for lost or broken toys or games brought from home. So, we ask that personal toys not be brought to school. From time to time, we will have a “Show and Tell” day where it is appropriate for your child to bring one of their favorite items to school.

Birthdays

We would love to share with you in celebrating your child’s birthday! Please inform your child’s teacher one week ahead of time if you would like to provide a special treat. We ask for one week’s notice so we can inform parents of children with food allergies and/or dietary restrictions and give them an opportunity to send their child with an alternate snack for that time.

Change of Address

A change of address or phone number should be reported immediately to the office. Change of employment or “in case of emergency contact” phone numbers should also be reported immediately.

Confidentiality

Life Prep Academy at Word of Life Assembly knows and understands the importance of trust between parents and teachers/Directors. Our door is always open to you, and we encourage you to schedule a conference with the teacher or the Director should a situation arise that needs to be discussed.

Homework Policy

Life Prep Academy at Word of Life Assembly does assign homework to students in every grade to promote responsibility, parent involvement, and sharpening of students’ academic skills. Homework may include nightly reading at home skill practice, or work that was not completed in class. Homework should not take the student more than 30 minutes to complete. If homework is habitually not done/forgotten a parent/teacher conference may be called.

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Attendance Policy

Life Prep Academy at Word of Life Assembly and Arizona State Law require that students punctually attend all scheduled classes in which they are enrolled. The Arizona Department of Education requires that all students be in attendance for a minimum of 90% of the scheduled school days for the year. Failure to meet this attendance requirement may necessitate a student being retained in his/her current grade level for the following year or jeopardize a student's continual enrollment. A student absent more than 18 days in a school year will not meet the minimum attendance of 90%. Life Prep Academy at Word of Life Assembly reserves the right to review all cases of excessive absences.

Absences

Please call the school or email us by 9:00 am if your child is going to be out of school and give the reason for their absence. Please provide a parent note or Doctor's note upon the return to school or the absence will be marked as "unexcused". Tardy's, and absences will be recorded in your child's profile. If your child has too many unexcused absences a family meeting with the director may be necessary.

Absences are excused for the following reasons:

1. Legitimate Illness
2. Illness in family that requires the student to be absent from School
3. Death or emergency in immediate family
4. Medical Appointments

Any other absences will, unless approved by the administration two school days prior to the absence, will be considered unexcused. Because of the education importance of class participation, students are strongly discouraged from class absences due to trips or family vacations. If a student is habitually absent, a parent teacher conference might be called. A compulsory attendance notification will be sent to the parent if a student has unexcused absences on 10 or more days, or parts of days, within a six-month period: or three days or parts of days during a four-week period.

Make-Up Work

It is the responsibility of the student to decide with the teacher about work that was or will be missed during the absence. Parents must call the school office by 9:00 am to pick up your child's work on the day of his absence. A student must make up his or her work in the same number of days missed unless special permission has been granted by the teacher. If a test or other work was assigned while the student was not in school, the student must be prepared to take the test or turn in the work on his or her return. In cases of emergency or extreme illness, the teacher may allow additional days. If the student was absent when the test or assignment was made, the teacher will allow for a rescheduling of the test or work.

Email

Each teacher has a school email account. Parents are encouraged to communicate with the teachers through email. Most teachers also utilize ProCare for parent communication and pictures as well. Login information will be given at meet the teacher night.

Cell Phones/Electronic Devices

Elementary students are not allowed to carry cell phones or electronic devices to school. Violations of this policy will result in confiscation of the device. It will only be returned to a parent after a parent, student, and Director conference.

Textbooks

The student will pay the cost of replacing lost or damaged textbooks.

Conduct and Discipline Management

Discipline

Each student in Life Prep Academy at Word of Life Assembly is expected to behave in a manner as to reflect Christ and bring credit upon the student, the school, and to the home. The Apostle Paul in Philippians 2:2-5 wrote for Christians to be "like-minded (with Christ) having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. "It is our desire to promote a high standard of personal conduct in our students. We believe the highest pattern for Christian conduct is found in conforming to the image of Christ (Romans 8:29). It is expected that all Academy students conduct themselves in a manner consistent with Christian values. Respect and love of others should be a pervasive theme guiding all student interactions.

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Students will show respect for the school facilities, property and equipment
Through their proper care and use.

Students will show respect to the administration, faculty, staff, parents, visitors,
And to fellow classmates.

Student behavior will never jeopardize another student's opportunity to learn.

Life Prep Academy at Word of Life Assembly chooses to encourage the development of positive character qualities such as obedience, truthfulness, self-control, diligence, patience, fairness, goodness, compassion, initiative, and responsibility.

Behavior requiring discipline will be addressed by the teacher in charge. When efforts to correct the problem prove unsuccessful, the teacher will request the involvement of parents. If the teacher and parents cannot resolve the problem, the administration will then become involved.

Discipline and punishment are not considered synonymous. Discipline is guidance and direction toward acceptable behavior, which develops self-control in the child. Remember, "No discipline seems pleasant at the time, but painful. Later, however it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:12)

To operate in excellence the following behavior will not be tolerated:

- **No student will be allowed to be disrespectful to a pastor, faculty member or administrator.**
- **Students will not disrespect others and their property**
- **Students will be expected to sit up straight in their chairs and keep their hands to themselves.**
- **Students can be expelled if they are known to vape or use alcohol, tobacco, or drugs. A drug or alcohol test can be requested of a student before readmitted into the school.**
- **Loose talk, gestures that are profane, unwholesome websites, magazines, books, video games, and comic books are not allowed in school or at school sponsored events.**
- **Students will comply with all classroom rules set forth by the teacher.**
- **It is a serious offense to cheat at Life Prep Academy. God expects honesty, and so do we. Plagiarism or cheating is never acceptable. If a student chooses this option, he or she will receive a ZERO, may be suspended and the offense I'll be noted on their student record. Parents will be notified.**

- Not student should sit at a teacher's desk without permission, use a teacher's cell phone, computer or personal belongings.
- Students should not sit on tabletops, desktops, or lean back in chairs.
- Fighting (or physical assault) at a school or school sponsored events will result in a minimum 1-day suspension or more and can lead to expulsion.
- Defacing or destroying school property is a serious offense. Disciplinary action will be taken and restitution by the student will be made. Restitution could be in the form of work detail, payment for damaged property, or when severe enough, suspension or expulsion.
- The selling of any items is not permitted without first getting the permission of the school administrator.
- Visitors are not allowed in the school building during school hours, unless permission and a visitor badge has been obtained from the school office.
- No Firearms, weapons, or knives of any type are permitted on school property or at school – sponsored events.
- Cell phones and other personal electronic devices (including smart watches) are not to be used during the school day. This includes any device that can text, call, connect to the internet, take pictures, or record. Teachers may confiscate these items and return them to the parent at the end of the day.
- Backpacks and bookbags my not have writing or logos on them that do not reflect the values of a Christian school.
- Students will show proper respect for the facilities, property and equipment through their proper care and use.
- Students will show respect to the administration, faculty, staff, parents, visitors, and to fellow classmates.
- Students will be well-groomed in appearance. Hair must be brushed, and uniforms should be free from stains or holes.
- Student behavior will never jeopardize another student's opportunity to learn.

The following misconduct will automatically result in being sent to the principal's office:

- Profanity
- Racially insensitive talk
- Improper/unwholesome use of technology
- Fighting
- Insubordination to a teacher or other adult
- Cheating
- Bullying
- Vandalism/stealing
- Misconduct at school sponsored events

Any violation of rules such as minor disturbances in the classroom that prevent classroom order and instruction can result in the following consequences:

Additional work, academic loss of grade points, notes sent home, student/administrator conference, and/or loss of privileges.

Explanation of consequences:

- **Additional work** – Work assignments done before, or after school.
- **Loss of Privileges** – Students may be asked to leave positions of responsibility and leadership if responsibility and leadership is not demonstrated.
- **Note Home** – A report of misconduct to be signed by a parent and returned the next day
- **Suspension** – A student can be suspended for a maximum of 5 days, and a minimum of one. Zero's will be given in all classes when a student is out on suspension. A parent – administrator conference will be required for a student to return to school. A student who has been suspended will be on disciplinary probation for the remainder of the school year.
- **Expulsion** – Expulsion is recommended when it is apparent that Life Prep Academy can no longer meet the needs of a student, or the student's behavior is preventing classroom instruction. Expulsion is recommended for reasons cited above, and for unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal will be set, and the withdrawal procedure followed. The expulsion date may be immediate.

Activities that may result in student/parent conferences, parent and administration conferences, out of school suspension, or probation:

- **Activities and attitudes that show lack of respect for others**
- **Frequent and repeated violation of classroom rules.**

Offenses that may result in withdrawal or expulsion:

- **Violation of federal, state, and city laws**
- **Activities that show disrespect for property or laws and violates Biblical and moral codes of conduct.**

- **Frequent and repeated violation of any rules**

Each classroom will have rules dealing with behavior in the following areas.

1. Following directions
2. Raising hand to speak and waiting to be called upon
3. Respecting others
4. Proper hall behavior
5. Demonstrating Christ-like behavior
6. Late or unfinished class work/homework
7. Preparation for class

Each classroom in grades K – 5th grade will follow the same order of consequences.

1. Verbal warning
2. Student loses 5-10 min. of recess or Specials
3. Student will miss all Specials or has a time-out in class during activity time, and a note will be sent home to parents
4. Student will be sent to principal.

Life Prep Academy at Word of Life Assembly reserves the right to dismiss a child 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 school.

Bullying

No student will be allowed to engage in any form of bullying or encourage another in bullying. According to the Department of Health and Human Services, bullying is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time depending on him or herself.

Types of bullying include

1. Physical (such as pushing or hitting)
2. Verbal (such as name-calling or threats)
3. Psychological and emotional (such as spreading rumors or excluding others from conversations and activities, including electronic medium).

Medical Plan Procedures

If a child becomes ill while in our care, we must:

1. Contact the parent to pick up the child. The designated person responsible for pick will need to do so within one hour of the time called.
2. Care for the child apart from the other children.
3. Give appropriate attention and supervision until the parent picks the child up.
4. Wash and sanitize the classroom if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, we must

1. Contact emergency medical services or take the child to the emergency room.
2. Give the child first aid treatment or CPR when needed
3. Contact the physician identified in the child's record
4. Contact the child's parent
5. Ensure supervision of all other children in the group.

Please make sure that we have ALL emergency phone numbers on file

Please notify the Director if your child has been exposed to a contagious illness such as chicken pox, pink eye, strep throat, head lice, or Hand Food Mouth. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs, which can lead to a quicker diagnosis and recovery. If an outbreak occurs of a serious contagious illness, we will post the outbreak, along with symptoms and treatment recommendations.

Procedure for Dispensing Medication

If your child needs medications administered at school, the following conditions must be met.

1. Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
2. Non-prescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
3. Before any prescription or non-prescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out the medication form and enter instructions in the medications log. Please bring a copy of the information given to you by the pharmacy if applicable.

4. Medication will need to be picked up after the last date that the medication is administered.

Please do not send medicine in your child's backpack

Accident/Incident Report

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. However, incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing ("Accident/Incident") and given to parents to sign then placed in your child's personal file.

Hand Washing

Children and staff will wash hands with antibacterial soap and warm water several times throughout the day to prevent the spreading of germs which could lead to illnesses or communicable diseases. Handwashing will take place before and after lunch, and toileting. Also, when coming in from outdoor play (and as a necessary in interim).

Arrival Time

Children are to arrive **no earlier** than 7:45 am and be picked up by 3:00 pm. All children need to be in class at 8:00 am or they will be considered tardy. (Before care and after-care is available, please see our Elementary Director if needed).

Bad Weather

If CVUSD is not in session due to inclement weather, Life Prep Academy at Word of Life will NOT have school that day. If CVUSD has a delayed start of 2 hours, then Life Prep Academy at Word of Life will as well. You will be able to find out online, and on Facebook we will also notify through ProCare. We will not refund tuition on school closings or delayed starts.

Miscellaneous

Withdrawal/Dismissal

Life Prep Academy at Word of Life Assembly has financial and contractual agreements with faculty staff, vendors, etc. which are made before the beginning of the school year.

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These obligations and commitments require Life Prep Academy to mandate that all families commit financially for the entire school year. Therefore, we do not offer a refund on any tuition and/or fees for any reason including but not limited to job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at Life Prep Academy for the remainder of the school year 100% of the tuition is still due and will be paid in full.

Life Prep Academy reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before a dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

On the following page you will find our statement of purpose and mutual responsibilities. Please read this carefully, sign and return. Your signature indicates that you have read and agree to our purpose, our responsibilities and your responsibilities and policies.

Our Purpose:

- To be a representative of Jesus Christ in our work and personal life.
- To provide a safe, loving, Christian environment in which children can joyfully grow and develop.
- To keep our attention always directed toward the children.
- To minister to the fellowship and community through encouraging the whole family.
- To consistently have a Christ-like attitude toward Life Prep Academy, parents, children, and co-workers.

As employees and administrators of Life Prep Academy, we agree to abide by the above stated purpose.

Our responsibility:

- To meet or exceed all state and local regulations as defined by the Arizona Department Education.
- To courteously address your questions or concerns.
- To treat you and your child with care and respect.

Your responsibility:

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- To provide all information regarding your child required by the Arizona Department of Education, including a current and up-to-date immunization record, and current emergency information.
- To bring your child on time and, prepared for his stay including all required supplies.
- To be available by phone in the event of an emergency, and to have someone available to pick up your child within 1 hour if necessary.
- To notify the center in writing of any changes in your child's registration information as soon as they occur, for example, phone numbers or who may pick up your child.
- To notify the office of absence and illness details.

Please read the Parent Handbook provided to become familiar with other policies and procedures.

I have read the Parent Handbook and agree to comply with all Life Prep Academy at Word of Life's policies and procedures:

Signature

Date