

Power and Grace Preparatory Academy Enrollment Packet

Welcome to Power and Grace Preparatory Academy! We are delighted that you've chosen to make this school your child's educational home for the next year. This enrollment packet has been prepared to answer many of your questions. Please pay careful attention to dates and procedures listed in this packet.

We understand the sacred responsibility with which you have entrusted us. We thank you for the privilege and opportunity to influence your children for Jesus Christ and to help them realize their potential.

The student handbook is a valuable tool in evaluating our school (available online at www.powerandgraceacademy.org). Curriculum, policies, procedures, and information regarding the daily operations of the school are included in the handbook. A PDF version is available for download.

The following is a detailed by step guide for new students recently accepted through the enrollment process for Power and Grace Preparatory Academy:

- Receive Student Handbook
- Complete Parent Release of Prior Records (if applicable)
- Submit State Certified Birth Certificate
- Submit Doctor Certified Immunization
- Complete and submit the following forms included in this enrollment packet
 - Student Handbook Acknowledgment
 - Allergy Form
 - Discipline Agreement
 - Child's Health History Checklist
 - Photo Release Form
 - Emergency Contact Form
 - Technology Agreement
 - Attendance Policy
- Complete Financial Documents included in this enrollment packet
 - Tuition Contract
 - Tuition Fee Schedule Form
 - Automated Processing Payment Form
- **Disclaimers:**
 - All fees must be paid at the time of enrollment according to the fee schedule listed here. If the date has not surpassed, you will be billed and charged on the date fees are due. All fees must be paid by May 15, 2022.
 - Failure to comply and submit all documentation will result in student not being enrolled into PGPA. Enrollment packet is due within 5 business days.

Please remember that we are available to answer your questions and assist you in completing your student's application. We can be reached at (931) 320-9862.

[Katobwa Stallworth Principal](#)



Power and Grace Preparatory Academy Student Handbook Acknowledgement Form

Please fill out and sign this form acknowledging that you have received the PGPA student handbook, 10-month tuition contract, medication policy, mandated reporting, keeping Kids Safe Curriculum, Standards for School Administer Childcare Programs (chapter 0520-1 2-01), Student release record (if applicable) and the parent participation agreement. Turn in this packet and with all required paperwork upon acceptance.

I understand the school calendar is located on the school website: www.powerandgraceacademy.org. This calendar will be updated to include all school functions, holiday observances, tuition due dates, school breaks, report card release dates, etc.

I have read the student handbook. I agree to follow all the rules and regulations outlined their in.

Power and grace academy (PGPA) admits students of any race, color, national, or ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students of PGPA. Power and Grace does not discriminate on the basis of educational policies, programs, athletic, and other school administer programs.

Signature of Parent/Guardian: _____

Date: _____

Student Name: _____

Date: _____



Power and Grace Preparatory Academy Allergy Form

Name of Child: _____ DOB: ____/____/____

Grade: _____ Classroom: ____/____/____

Does your child have any allergies? yes no

Food Allergy: Peanuts___ Tree Nuts___ Eggs___ Gluten___ Soy___ Fish/Shellfish___ Dyes___
Tomatoes/Tomato Sauce___ Strawberries___ All Dairy___ Milk Intolerant___ Other _____
Suggestion for Milk Substitute: _____

Symptoms: _____

Other Allergy: Latex_____ Medication: _____ Seasonal___ Dust___ Cats___

Other _____

Parent Name & Signature: Date:

Power and Grace Preparatory Academy Discipline Agreement

Discipline is an essential teaching part of the classroom and is not viewed as punishment. Discipline is used to help children learn self-control, to help develop their self-esteem and a regard for and acceptance of others in the classroom.

Discipline will be consistent and age appropriate.

Discipline will include positive guidance, redirection, and clear limits that encourage the child's ability to become self-disciplined.

When redirection is not working at a particular time for a child, time out will be employed. (Time out is a non-solitary separation of one child from the group.)

Discipline will guide the children to resolve conflicts and will model skills that help children to solve their own problems.

Physical punishment, humiliation, fright or other coercive strategies are not permitted.

Withdrawal of food, rest or bathroom privileges are not permitted. Any type of emotional manipulation is also strictly prohibited.

I, the parent/guardian of the child named in this enrollment packet, have read the above and agree to support Power And Grace's program in its disciplinary policies.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Child's Health History Checklist

Child's Full Legal Name: _____

The answer to these questions will help us to know if your child has any medical problems. We need this information in case they should become ill and we would be unable to reach you right away. Please circle the right answer. We will go over the checklist with you when you have finished.

Pregnancy and Birth

- yes no 1. Were there any problems with pregnancy or your child's birth?
- yes no 2. Was his/her birth weight under 5 pounds?
- yes no 3. Did the baby have any problems in the hospital?

Medical Problems

- yes no 4. Has your child ever been in the hospital overnight?
- yes no 5. Is your child taking any medicine?
- yes no 6. Any allergies or reactions to medicine, DTP or other shots or insects?
- yes no 7. Has your child had asthma or wheezing?
- yes no 8. Does your child have speech or hearing problems?
- yes no 9. Has your child had more than two ear infections in a year?
- yes no 10. Has your child had tonsillitis?
- yes no 11. Does your child have trouble with his/her eyes or seeing?
- yes no 12. Has your child had a bladder or kidney infection?
- yes no 13. Does he/she have burning when urinating?
- yes no 14. Does he/she have seizures, fits, or shaking spells?
- yes no 15. Have you ever been told your child has a heart murmur?
- yes no 16. Is your child able to play as hard as other children?
- yes no 17. Has your child ever had a bumpy, swollen reaction to the TB skin test?
- yes no 18. Has your child ever been with anyone who have TB?
- yes no 19. Has your child ever had worms?
- yes no 20. Does your child scratch his/her genital area?
- yes no 21. Is your child a hemophiliac (free bleeder)?
- yes no 22. Is your child on a heart monitor?
- yes no 23. Does your child have tubes in his/her ears?

Older Girls

- yes no 24. How old was your daughter when she had her first period? _____
- yes no 25. Does she have any problems with her period?

General Development

- yes no 26. Is your child in a special education class in school?
- yes no 27. Does your child get along with other children?
- yes no 28. Is he/she usually happy?
- yes no 29. Does your child have any special problems not indicated above? If yes, please explain _____
- yes no 30. When did your child last see a doctor? _____

Power and Grace Preparatory Academy Photo Release Form

I, _____, the of a child at Power And Grace Academy (Hereinafter known as the "PGPA"), agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at pGPA during normal school hours, field trips, or activities. I understand that these photographs may be used in promoting PGPA, either in print or on the internet.

The child(ren) are known as: _____

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting PGPA. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child enrollment. I understand that there will be no payment for me or my child participation in this released.

Check here if you do not want your child photographed or videoed.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Relationship to child: _____

Power and Grace Preparatory Academy Emergency Contact/ Pick Up Form

Student Name: _____ Grade: _____

Please list three names for emergency contact / pick up authorization in the event we cannot contact you.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Physician's Contact Information

Name: _____ Phone Number: _____

Hospital Information

Name: _____ Phone Number: _____

In the event that a parent or guardian cannot be reached during an emergency circumstance, I _____ give Power and Grace staff permission to contact emergency treatment services listed above.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Power and Grace Preparatory Academy Technology Acceptable Use Agreement

Dear parents and guardians,

Throughout the course of this school year, your child will be utilizing various technology tools to enhance his/her learning experience in the classroom. The following is a technology agreement that covers specific terms of technology use to be followed at all times. Please read over this with your child, then sign and return the last page to your child's teacher.

Mrs. Katowba Stallworth
Principal

Purpose Statement

This school year your child will have access to the following technology equipment: laptop, tablet, internet access, google classroom, and zoom. The use of these technology tools allows teachers to expand instructional methods and enhance instructional delivery, enrich student performance, and increase student engagement. Internet access is available to all students and teachers, offering a wide variety of educational opportunities. The school is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school, including computers in the library that block and/or filter content.

Students will be educated throughout the school year on appropriate online behaviors, including how to properly access materials and how to interact with others accordingly.

As a school community, we invite families to consider the role media plays in your family. Portions of this agreement encourage students to maintain open communication with parents and to begin identifying limits for their own screen time usage. We encourage families to use this document periodically throughout the year to reinforce expectations in your own homes. As a school, we recognize that our young students will make mistakes and we encourage students to be honest and open about the stumbles. We hope that your family will see the missteps our youngsters may make as opportunities not disappointments.

Student Technology Agreement Terms

As a student at Power and Grace Preparatory Academy, I promise to use technology tools correctly and responsibly. I agreed to follow these rules:

...take care.

I will use all technology tools in irresponsible and careful manner.

...be honest.

I will use technology tools at all and the Internet at school for teacher approve the schoolwork only.

I promise to obey the copyright laws and not take credit for someone else's work.

...stay safe.

I will not give out personal information about me or others on the Internet.

I will only share my password with my teacher, or parents; I will not use another student's password to access his/her account for any reason.

I will not download, view, sand, or display inappropriate pictures or messages.

I will tell an adult if I see or read something that is inappropriate, dangerous, or makes me feel uncomfortable.

...think first.

I will use technology tools to interact with others appropriately.

I will not use technology tools to tease, harass, frighten, or bully anyone; I will be an upstander and report any inappropriate incidents to a trusted adult.

I will make sure that what I share is something I don't mind sharing with my parents.

I understand that everything I do online can be tracked back to me and can never be fully erase.

I will also respect the rules for technology used in my home. I will:

...stay balanced.

I will help my family set media time limits that makes sense, and I will follow them.

...communicate openly.

I will talk to my family openly and answer any questions they have honestly.

I will tell my family if I have made a mistake online or need help.

Consequences

Should a student be found to have violated these terms or to have utilize technology improperly in anyway, consequences may be applied. As with our typical discipline procedures, all in fractions will be handled individually and the application of consequences will be determined by the teacher and or school principal. Consequences may include but are not limited to:

- conversations with the teacher/principal
- conferences with parents
- loss of computer privileges
- reimbursement to the school for materials lost/damaged

Students: I have read this agreement and understand all of the school rules and consequences related to using computers and Internet at Power and Grace Preparatory Academy. I also understand that my family has expectations for using technology at my home. I will do my best to be a good digital citizen. I understand that my work on the computer is not private and that use of the computer and Internet and PGPA is a privilege, not a right.

Student Name: _____

Student Signature: _____

Teacher: _____

Grade: _____ Date: _____

Parents/Guardians: I have read and discuss this Technology Acceptable Use Agreement with my child. I give permission for my child to use technology tools at Power and Grace Preparatory Academy, and I understand that it is a privilege for my child to utilize them. I agree that my child will do his/her best to follow the rules and will abide by the consequences if any rules are broken. I will do my best to help my child become a good digital citizen.

Print Name: _____

Parent/Guardian Signature: _____

Date: _____

Power and Grace Preparatory Academy Attendance Policy

Attendance is extremely important for all students of PGPA in that we cannot produce the educational milestones required of each student if they are not in attendance. Furthermore, students find it hard to retain and learn material because of excessive absences.

It is customary that during the mid-year an attendance report is sent out to families that have had over five unexcused absences during the first semester. Although we are a private institution, we still follow the State of Tennessee, Department of Education guidelines as it relates to attendance. We are certified through the TN Department of Education for our Pre-kindergarten classrooms and nationally accredited through Cognia for our Pre-kindergarten-5th grade. Both entities require that we follow the following attendance policy regulations written below.

Student Membership and Attendance Procedures Manual (Tennessee Department of Education 2021)

According to the TN Department of Education attendance policy school must be in session for 180 days to be considered a legal school year. Students can not miss more than 10 days in a school year (180 days). Students with five or more unexcused absences shall be reported to the PGPA school administration. Parents or guardians must be notified each time a student has five unexcused absences pursuant to T.C.A. § 49-6-3007. Additional notices must be sent after each successive accumulation of five unexcused absences. All requirements for truancy intervention shall be followed pursuant to T.C.A. § 49-6-3009.

Military Families

If a student's parent or legal guardian is a member of the United States armed forces, including a member of a state National Guard or a reserve component called to federal active duty, a public-school principal shall give the student:

- i. An excused absence for one (1) day when the member is deployed; ii. An additional excused absence for one (1) day when the service member returns from deployment; iii. Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country; iv. Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle. The student shall provide documentation to the school as proof of the service member's deployment, v. The opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

I acknowledge that I have received and will comply to the attendance policy of Power and Grace Preparatory Academy.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____ Child Name: _____

Power and Grace Preparatory Academy

Uniform Policy

Power and Grace Preparatory Academy Uses French Toast for our official uniform. All students are expected to wear the official Power and Grace Preparatory Academy school uniform. School Uniforms can be purchased through French Toast: (www.FrenchToast.com) School Code: QS5TMZS /1-800-373-6248 **When you order your students uniform online please enter the school name, Power and Grace Preparatory Academy and your child's grade level, boy or girl. By entering this information you will access the official school uniform and specified colors of uniform wear.**

Please allow 2-3 weeks for monogrammed shirts, jumpers or sweaters or jackets.

The official school colors are khaki and light blue. Uniforms can be purchased on Amazon from French Toast for additional savings. **When you purchase uniforms and supplies through Amazon Smiles you can support our school as a nonprofit and Amazon will donate to our school!** The dress code must always be adhered to. Students not in uniform will be given three (3) warnings before being asked to leave until dress code is met. Hair must be neatly groomed. Boys' hair must be neat, clean, and cut at all times. **Boys' hair length must not exceed their shirt collar.** Boys at Power and grace are not permitted to wear ponytails or man buns to school or to any other Power and Grace Programs to include graduation, field day or Christmas programs. Girls or boys are not permitted to wear their hair in a Mohawk cut/combed style. Girl's hair must be clean and well managed. **Please no nail polish for girls or boys.**

Boys and girls are asked to wear black or brown shoes. No student should wear sandals or shorts to school. Girls can wear shorts under their dress as long as it does not exceed the hem of their skirt. It is suggested that girls wear closed toe shoes with a strap across the top of the foot. **For Kindergarten through 6th grade students, tennis shoes can be brought in for recess time.** Boys are asked to wear ties specifically on Wednesday but can wear them daily if desired. Girls cross ties should be worn daily. The color of the tie is navy blue. Boys should wear black socks/black belt or brown belt and girls should wear white tights/navy tights or white socks/navy socks. **Girls only are allowed to wear small earrings that do not hang below the earlobe.** Boys and girls are permitted to wear a watch all other jewelry is not within school regulation. **Please monitor the size and condition of your child's uniform throughout the school year. Students grow so quickly and wearing something a little too snug is uncomfortable. Please be aware of stained or torn clothing for repair/replacement as well. Please write your child's name in all garments.** The principal does reserve the right to add or change uniform rules at Power and Grace Preparatory Academy at any time during the school year that are not included in this document.

Sweaters, Vest, and Blazers are available for all students at French Toast as well.

I acknowledge that I have received and will comply to the uniform policy of Power and Grace Preparatory Academy.

Print Student Name

Print Parent/Guardian

Signature of Parent/Guardian

Date



Power and Grace Preparatory Academy Fundraising Commitment

As is the nature of any privately funded educational institution, all of the money needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways.

At Power and Grace Preparatory Academy there will be fundraisers that we will specifically need your volunteer time and financial support for, in order to reach the annual fundraising goal. Throughout the school year there will be four planned fundraisers. I respectfully ask that for these events parents invest beyond their tuition in the school by purchasing tickets for themselves and making every effort to sell tickets that are assigned, solicit donations and support fundraising efforts. PGPA students are not required to pay for their entry into any PGPA fundraising event. PGPA students are asked to participate in all school programs and fundraising events. We want all supporters that donate to our academy to see the students they are supporting at all events. All administration, faculty, staff, and school board members participate in all fundraising programs. This is a team effort, and we appreciate your support!

Our fundraising events for this school year are as follows: Thank You in advance for your support of PGPA! Team work makes the dream work!

August	PGPA Yard Sale Fundraiser PGPA Merchandise (T-Shirts, Car Magnets, Pencils, etc.)
October 2022	Online Cookie Fundraiser
February	Online Art Auction
May	The Big Payback Online Fundraiser



Our Pledge to You...

Our pledge to you, for investing and entrusting the education of your child with us at Power and Grace, is embodied in our mission statement...

Mission Statement: Our mission is for each of our students to grow intellectually and maximize the attributes of power and Grace through the intentional, high expectation of educational instruction, leadership development and Christian doctrine.

If students are in our classrooms physically, or online this is our pledge for each family that is enrolled at PGPA! We are honored to serve your family! To be proactive we are asking that each student set up a Gmail account and password, have access to Wi-Fi and a laptop or tablet with a camera that has capabilities to be connected to Zoom and Google Classrooms.

Student Gmail Address: _____ Password _____

I understand and have read all information included in this contract as to when tuition is due and that I am responsible to ensure payment is received. By signing I have agreed to all the financial information mentioned in this contract.

Signature of Parent/Guardian (Payee)

Date

Student Name

Grade Level