



Power and Grace

PREPARATORY ACADEMY

Maximizing Power & Grace in YOUth!

New Student Enrollment

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. 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.

This enrollment packet has been prepared to answer many of your questions. Please pay careful attention to dates and procedures listed in this packet.

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

Enrollment Checklist

Below is a step-by-step checklist for those who have recently been accepted to the enrollment process at Power and Grace Preparatory Academy (PGPA).

- Receive Student Handbook - 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.
- Complete Parent Release of Prior Records (Students Kindergarten-7th grades)
- Submit State Certified Birth Certificate
- Submit Doctor Certified Immunization
 - If student is not vaccinated Parent must submit the following
 - Immunization Form Signed by Doctor with the box checked non-vaccinated
 - Religious Exemption from Vaccination Form Notarized

Please complete and submit the following forms included in this enrollment packet

- Student Handbook Acknowledgement Form - pg. 3
- Allergy Form - pg. 4
- Discipline Agreement - pg. 5
- Child's Health History Checklist - pg. 6
- Photo Release Form - pg. 7
- Emergency Contact/ Pick Up Form - pg. 8
- Technology Acceptable Use Agreement - pg. 9-11
- Attendance Policy - pg. 12-13
- Student Uniform Policy pg. 14+15

Please complete and submit the following financial documents included in this enrollment packet no later than May 30, 2024

- Tuition Contract pg. 16
- **Disclaimers:**
 - All fees must be paid at the time of enrollment according to the fee schedule listed on contract. If the date has not surpassed, you will be billed and charged on the date fees are due. All fees must be paid by March 15, 2024.
 - Failure to comply and submit all required documentation will lead to students not being enrolled in PGPA. The enrollment packet must be submitted within 10 business days of issuance.

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 Child Care 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 there.

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: _____



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:_____

If your child has substitutes for cake or cupcakes in the instance of birthday parties please supply a treat that they can partake in during the party so that they do not feel left out.

Symptoms: _____

Other Allergy: Latex_____ Medication:_____ Seasonal___ Dust___ Cats___

Other_____

Parent Name & Signature: Date:

Please see the student handbook for any additional information concerning medication needs and or documentation needed from your family to ensure that students are kept medically safe.



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.

Please review the student handbook for further details as to the full disciplinary procedure used by PGPA.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Student Name (Print) _____



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 applicable 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? _____

Photo Release Form

I, _____, the parent/guardian 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/ PGPA only social media outlets both now and after the student leaves the student body.

The child(ren) are known as: _____

I grant permission for my child(ren) to be photographed, and/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's enrollment. I understand that there will be no financial compensation for me or my child's participation in this release.

I **DO NOT** grant permission for my child(ren) to be photographed or videoed. I understand that it is my responsibility to update this form in the event that I wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Relationship to child: _____



Emergency Contact / Pick up Form

Child(ren)'s 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 the Power and Grace staff permission to contact emergency treatment services listed above.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____



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 that is 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

During the 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 the 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 their 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 agree to follow these rules:

...take care.

I will use all technology tools in a responsible and careful manner.

...be honest.

I will use approved technology tools and the Internet at school strictly for educational purposes as directed by my teachers.



I promise to obey 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 and/or parents.

I will not use another student's password to access his/her account for any reason.

I will not download, view, send, 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 in an appropriate manner with others.

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 traced back to me and can never be fully erased.

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

...stay balanced.

I will help my family set media time limits that make 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 utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions 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

**** Per the 2024-2025 Technology Policy, the technology fee covers the first occurrence of any damage up to full replacement. Subsequent damage will be billed on repair/replacement cost basis. The technology fee will be billed on July 1st and must be paid in full by September 30th. The replacement fee is \$250.00.**

Students are not permitted to bring their cell phones in the school building.

Students: I have read this agreement and understand all of the school rules and consequences related to using technology tools and the 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: _____

Parent Signature: _____

Grade: _____ Date: _____

Parents/Guardians: I have read and discussed 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: _____



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.

Even though we are a private institution, we adhere to the attendance guidelines set by the Tennessee Department of Education. Our pre-kindergarten classes are mandated by the TN Department of Education, and our pre-kindergarten through 5th grade is nationally accredited by Cognia. Both authorities outline the attendance policy regulations we must follow.

Mandated Times

School Day: Students must be in attendance from 8:00AM to 11:30AM to be counted as a full day of attendance.

Start of the day is 8:10AM, students are marked tardy after 8:20AM.

Report Card Documentation: Students are marked absent for 4 tardies. This will be counted toward the number of total days attended.

Please note, there will be NO EARLY DISMISSAL AFTER 2:30PM.

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 cannot 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 school principal should 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 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 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 members deployment; v. the opportunity to make up school work missed, and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Acknowledgement to Terms of Attendance Policy

I acknowledge that I have received and will comply with the attendance policy of Power and Grace Preparatory Academy. I understand that if my child misses more than 10 days in a school year, according to the Tennessee Department of Education, they will be considered truant.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____ Child Name: _____



Uniform Policy

All students are expected to wear the official Power and Grace Preparatory Academy school uniform. School Uniforms can be purchased through French Toast:

Website: www.FrenchToast.com | School Code: QS5TMZS | Phone Number: 1-800-373-6248

The official school colors are khaki and light blue. When ordering your child's uniform online, remember to provide the school name (Power and Grace Preparatory Academy), your child's grade level, and specify if they are a boy or girl. This information will grant you access to the official school uniform and the designated colors for uniform attire. Kindly allow 2-3 weeks for personalized shirts, jumpers, sweaters, or jackets to be processed.

Uniforms can be purchased from French Toast on amazon.com for additional savings. **When you purchase uniforms and supplies through Amazon Smiles, you can support PGPA as a nonprofit and Amazon will donate to our school!**

The dress code must always be adhered to. Students who are not in uniform will be given three (3) warnings before being asked to leave until the 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. If the hair is in locks or twists it can not be worn down if longer than the earlobe nor can it be worn in the eyes. The hair must be braided or put in a corn row style going back to the rear of the head only.** This is for boys Prek-8th grades. Boys at Power and Grace are not permitted to wear ponytails or man buns to school. Girls or boys are not permitted to wear their hair in a Mohawk cut/combed style. Girl's and Boys 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 5th 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.

Acknowledgement to Terms of Uniform Policy

I acknowledge that I have received and that my child will comply with the uniform policy of Power and Grace Preparatory Academy as stated. I understand that it is my responsibility to ensure my child adheres to the uniform requirement every day.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____ Child Name: _____

Homework Policy

Homework serves as a fundamental component in enhancing the learning experience for students of all ages. By providing a structured routine through the distribution of homework folders and assignment sheets, students are empowered to reinforce their understanding of classroom material outside of school hours. In order to foster a supportive environment, workshops will be organized for parents and guardians to equip them with the necessary tools to assist their children effectively with their homework. This collaboration among teachers, students, and parents is essential in cultivating a holistic approach to education. Furthermore, weekly newsletters will serve as a valuable communication tool, keeping parents and guardians informed about their child's progress and providing insights into the ongoing academic journey. By working together, we can create a nurturing and conducive atmosphere that promotes academic success and personal growth for every student.

Acknowledgement to Terms of Homework Policy

I acknowledge that I have received and that my child will comply with the homework policy of Power and Grace Preparatory Academy as stated. I understand that homework plays a crucial role in the academic success of every student and that my child will receive and be expected to complete all homework that is assigned. I also understand that homework is a collaborative effort among teachers, students, and parents/guardians, and I agree to do my part in ensuring that my child completes their homework assignments in a timely manner.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____ Child Name: _____



Fundraising Policy

Fundraising plays an incredibly important role in the private school budgeting process. A fundraising goal is established annually in order to improve the educational journey of all PGPA students. The source of funding is often utilized to enrich current services, maintain and update equipment, and provide supplies for our students. Parents and Guardians are typically requested to support up to four (4) events each year. Please review the financial agreement for event schedules.

Furthermore, the success of our fundraising efforts not only enhances the educational experience for our students, but also fosters a stronger sense of community within our school. By coming together to support these events, parents/guardians, teachers, and students alike contribute to a supportive and enriching environment for all. Your participation in fundraising events is greatly appreciated and truly makes a difference in the lives of our students.

Acknowledgement to Terms of Fundraising Policy

I acknowledge that I have received and understand the fundraising policy of Power and Grace Preparatory Academy as stated. I understand that fundraising plays a crucial role in the school's ability to fulfill its mission and provide opportunities for students. I am aware that every contribution, no matter how big or small, makes a difference in supporting various programs and initiatives that benefit the students. I am committed to upholding the values of PGPA by actively engaging in fundraising activities and promoting a culture of giving within the school and wider community. I believe that together we can make a positive impact and ensure a bright future for all of our students.

I agree to support PGPA in its fundraising efforts and will do my part to participate in events, campaigns, and initiatives that aim to raise funds for the school. I understand that my involvement and dedication are essential in helping PGPA thrive and continue to provide an exceptional educational experience for our students. I look forward to contributing my time, skills, and resources to support the fundraising endeavors of PGPA and contribute to the betterment of our school community to the best of my ability.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____ Child Name: _____

