



Handbook for The Early Learning Center 2026-2027

Welcome to The King's Academy Early Learning Center

Dear ELC Families,

Welcome to The King's Academy Early Learning Center (ELC)! We are honored to partner with your family during these important foundational years of your child's educational and spiritual journey.

The elementary years are a time of incredible growth as children develop academically, spiritually, socially, emotionally, and physically. At The King's Academy, we believe every child is uniquely created by God with special gifts, talents, and purpose. It is our privilege to nurture and guide students as they grow in their knowledge, faith, character, and love for others.

Our ELC is committed to providing a Christ-centered learning environment where students are challenged to pursue academic excellence while developing a biblical worldview and Christ-like character. Through engaging instruction, meaningful relationships, and opportunities to serve, we seek to help students build a strong foundation for lifelong learning and discipleship.

We recognize that a strong partnership between home and school is essential to a child's success. Together, we can create an environment where students feel safe, supported, encouraged, and challenged to become all that God has called them to be. Open communication, mutual trust, and a shared commitment to our mission are key components of this partnership.

This handbook has been prepared to provide families with important information regarding the philosophy, policies, procedures, and expectations of The King's Academy Early Learning Center. While it cannot address every situation that may arise, the principles outlined in these pages are intended to promote a safe, orderly, respectful, and Christ-honoring learning community.

We encourage you to review this handbook carefully and refer to it throughout the school year. Our prayer is that this year will be filled with spiritual growth, academic achievement, meaningful friendships, joyful experiences, and lasting memories for your child and family.

Thank you for entrusting The King's Academy with the education and discipleship of your child. We look forward to partnering with you as we work together to equip students to grow in faith, pursue excellence, and live out their God-given purpose.

In Christ,

Amanda Russell
Early Learning Center Director

Kelly Sullivan-Connatser
Lower School Principal/Head

Mission Statement

The King's Academy inspires and equips students of all cultural backgrounds to fulfill their God-given potential in a nurturing, college-preparatory community.

Vision Statement

Transformed lives, empowered by Christ-like character, pursuing academic excellence and lifelong service.

Our Foundation and Purpose

At The King's Academy, education is about more than earning grades or preparing for college. We believe God has created every student with unique gifts, abilities, and a purpose that extends far beyond the classroom. Our calling is to partner with Christian families to develop students who know Christ, pursue wisdom, demonstrate godly character, and use their lives to glorify God.

Everything we do is built upon four foundational truths:

Christ is our Foundation.

Jesus Christ is the center of our mission, our teaching, and our community. We believe that true wisdom begins with God and that every area of learning should be viewed through the truth of His Word.

God's Glory is our Purpose.

Our goal is not simply achievement, but faithfulness. Whether in the classroom, on the athletic field, on the stage, in service to others, or in daily relationships, we seek to honor God in all we do.

PRIDE Defines Who We Become.

Character is developed intentionally. We desire every student to grow in:

- **Passion** – Loving God, learning, and serving others.
- **Resilience** – Persevering through challenges with faith and courage.
- **Integrity** – Choosing what is right according to God's truth.
- **Devotion** – Growing in a lifelong relationship with Jesus Christ.
- **Excellence** – Pursuing our very best for the glory of God.

These values represent the character we pray will define every graduate of The King's Academy.

ROAR Defines How We Grow.

Growth happens through daily choices and intentional learning. Throughout every classroom and every school experience, students are encouraged to:

- **Reflect God's Glory** by living with Christlike character.
- **Own Their Learning** by taking responsibility for their growth.

- **Academic Excellence** pursued through curiosity, diligence, and perseverance.
- **Responsibility and Respect** demonstrated in their relationships and service.

Together, these practices shape students who are prepared to lead, serve, and influence the world for Christ.

Our Commitment

At The King's Academy, every lesson, every activity, every relationship, and every opportunity is intended to help students grow in faith, wisdom, character, and knowledge. As students mature from kindergarten through graduation, our prayer is that they become young men and women who love God wholeheartedly, think wisely, serve faithfully, lead courageously, and live for the glory of God.

Christ is our Foundation.

God's Glory is our Purpose.

PRIDE defines who we become.

ROAR defines how we grow.

Core Values: Lion PRIDE

The King's Academy is committed to cultivating Christ-centered character through five core values that guide our learning, relationships, and service.

Passion – We pursue a growing relationship with Christ, a love for learning, and a desire to use our gifts to serve others.

Resilience – We persevere through challenges with faith, courage, and determination, trusting God in every circumstance.

Integrity – We choose honesty, responsibility, and biblical truth, doing what is right even when no one is watching.

Devotion – We seek to know and follow Christ wholeheartedly, allowing our faith to shape every area of life.

Excellence – We honor God by giving our best in our work, relationships, leadership, and service, pursuing excellence rather than perfection.

Purpose

It is the goal of The King's Academy ELC program to provide each child with the opportunity to develop academically, spiritually, emotionally, socially, and physically, and to model and reinforce their efforts to be caring, trustworthy, self-reliant, and responsible. We also feel that a child needs a safe environment in which to explore and learn, a balance of freedom and limitation, and that a child's feelings and opinions are important and worthy of adult attention. Our program provides for both a structured and unstructured approach to learning. Both allow children to progress at his/her own rate.

Areas of development our programs hope to encourage are:

1. Independence

2. Appropriate social interaction
3. Language
4. Dramatic play and imitation
5. Large motor skills
6. Small motor skills
7. Self-control
8. Self-expression
9. Healthy self-esteem

Educational Philosophy

At The King's Academy, we believe education is far more than the pursuit of knowledge. It is the intentional development of students who love God, pursue truth, demonstrate Christlike character, and use their gifts to serve others for His glory.

As a Christian college-preparatory school, we are committed to partnering with families to educate the whole student—spiritually, academically, socially, physically, and emotionally. We believe every area of learning reflects God's truth and provides opportunities for students to grow in wisdom, develop their God-given abilities, and discover their unique calling.

Our goal is not simply to prepare students for college, but to prepare them for lives of faithful leadership, meaningful service, and lifelong learning. Through rigorous academics, biblical worldview integration, meaningful relationships, and intentional character development, we seek to graduate students who reflect Christ, think critically, lead courageously, and pursue excellence in every endeavor for the glory of God.

Portrait of a TKA Graduate

A graduate of The King's Academy is a young man or woman who seeks to honor Christ in every area of life. Grounded in biblical truth and equipped through a Christ-centered education, our graduates are prepared to make a meaningful impact in their homes, churches, communities, and chosen professions.

A TKA graduate strives to:

- Love God wholeheartedly and demonstrate an authentic Christian faith.
- Live with integrity, humility, and Christlike character.
- Pursue academic excellence through curiosity, critical thinking, and lifelong learning.
- Communicate effectively and engage thoughtfully with the world from a biblical perspective.
- Lead with wisdom, courage, and servant-hearted humility.
- Build healthy relationships marked by compassion, respect, and responsibility.
- Steward their God-given gifts to serve others and glorify God.
- Discern God's calling and faithfully pursue His purpose in college, career, and life.

Our desire is that every graduate leaves The King's Academy prepared not only for academic success, but also to live as a faithful disciple of Jesus Christ who influences the world for God's glory.

Statement of Faith:

The Academy affirms and teaches:

- The Holy Bible as the inspired, infallible, authoritative word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
- For the salvation of a lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- The present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- The resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- The spiritual unity of believers in the Lord Jesus Christ
- In the event a conflict relating to theological interpretation or a doctrinal issue should arise, *The Baptist Faith and Message* (adopted July 14, 2000), shall be the standard by which such disputes shall be resolved. Bible curriculum and instruction shall represent doctrinal positions consistent with the *Baptist Faith and Message*.

Accreditation

The King's Academy holds accreditation through the Association of Christian Schools International (ACSI) and Cognia. In addition, the Academy maintains active membership in the Association of Christian Schools International (ACSI) and the National Alliance of Christian Schools.

About the Academy

The Academy is a private, co-educational college preparatory school serving residential students in grades 7–12 and day students in Pre-K3–12. Founded in 1880, it has continuously operated on its original site as a Tennessee nonprofit corporation. The Academy receives support from the Tennessee Baptist Mission Board's Cooperative Program, and its Board of Trustees is elected by delegates at the Annual Meeting.

Situated on a 65-acre campus in the foothills of the Smoky Mountains in the Seymour community, the school is located approximately 13 miles from downtown Knoxville and 24 miles from Gatlinburg in scenic East Tennessee. The student body typically represents 12 to 18 countries each year, reflecting a diverse international community. Historically, more than 95% of graduating seniors go on to pursue higher education at colleges and universities.

ADMISSIONS AND ENROLLMENT

Admissions Policy

The King's Academy provides a college-preparatory education grounded in a biblical worldview. Our commitment to high academic and disciplinary standards enables us to offer a high-quality, well-rounded Christian education for your children.

Non-discrimination Policy

Subject to the Constitution of the United States and all applicable state and federal laws, The King's Academy does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, The Academy does not discriminate in its employment practices.

The King's Academy does not discriminate in any of its policies or programs on the basis of race, biological sex, physical handicap, or national or ethnic origin.

Enrollment Procedures for New Students

Application to The Academy is completed online. Instructions and the application link are available on The Academy website at www.thekingsacademy.net. All required enrollment steps must be completed through the designated online systems and/or the Admission and Enrollment Office, depending on student status.

Enrollment for day students is completed online through FACTS (RenWeb). Instructions and access to the enrollment portal will be provided upon acceptance. International students and other boarding students will complete the enrollment process directly through the Admission and Enrollment Office.

Payment of the non-refundable Application Fee is due upon submission of the online Application for Enrollment. The non-refundable Enrollment Fee is due at the time of online enrollment through FACTS (RenWeb) and is required to finalize enrollment. Enrollment in The Academy constitutes a commitment for a full academic year or the portion remaining for students enrolling after the start of the school year. Parents and students agree to comply with all rules, policies, and regulations established by The Academy for the effective operation and well-being of the school community.

Required Application Materials

Enrollment for students in grades 6 through 12 will be finalized upon completion of the following online application packet:

- Official academic records (previous year's report card and/or transcripts)
- Any documentation of academic support services (IEP, 504 Plan, ISP, or related therapies, if applicable)
- Signed Statements of Cooperation
- Signed Statement of Faith
- State-certified copy of the student's birth certificate
- Signed Parental Permissions & Agreements form
- Required immunization records

Assessment and Admission

As part of the admissions process, each prospective student will participate in a brief developmental assessment with one of our Early Learning Center teachers. This informal screening allows us to become acquainted with your child while evaluating age-appropriate academic readiness, communication skills, social and emotional development, the ability to follow simple directions, and participation in a safe classroom environment.

The purpose of this assessment is to ensure that our program is an appropriate fit for your child and that we can provide an environment in which they can thrive. Admission decisions are based on the assessment results, classroom availability, and our ability to meet the individual needs of each student. Completion of an application and assessment does not guarantee acceptance into the program.

Withdrawals and Refunds

Parents who wish to withdraw a student from The Academy should notify the principal in the appropriate academic office. The school may schedule an exit interview with the student and/or parent, and office and academic personnel will complete the withdrawal form. Parents and students must clear all obligations with teachers, the library, the academic office, and the Finance Office before records can be released or eligible refunds issued. Application, Enrollment, and International Student Processing Fees are non-refundable. Questions about financial responsibilities or payment arrangements should be directed to the Finance Office.

Dismissals

The Academy reserves the unconditional right to suspend or terminate the enrollment of any student whose effort, progress, conduct or influence on or off campus, is not in line with The Academy's standards and beliefs. This right also applies to any parent's/guardian's conduct considered by The Academy, in its sole and absolute discretion, to be unsatisfactory and/or detrimental to the purpose and mission of The Academy. Those standards are clearly expressed in the annually signed Enrollment Agreement, Vision Statement, Mission Statement, Core Values, Code of Conduct, Statement of Faith, and Sexual Conduct Policy outlined in this *Handbook for Students and Parents*. All outstanding balances due to the King's Academy must be paid in full prior to records release. No tuition, room & board or any fee refunds are issued for dismissals.

Probationary Period/Conditional Acceptance

Children mature at different ages and adapt to group situations at varying levels. We allow a maximum four weeks probationary period to determine if our program meets the needs of your child. If we conclude that adaptation has not taken place within this four week period, we will meet with you to discuss alternatives for your child and may ask that the child be withdrawn. (See Dismissal Procedures)

Cost of Program

A breakdown of the varying tuition fees, based upon the amount of days enrollment can be obtained from our business office.

Supplies

A supply list will be provided through the admissions office or your child's teacher. Other items may be requested by the teachers during the year as needed. For example: Clorox wipes, paper towels, wipes, etc. A \$50.00 Supply Fee will be added to your FACTS account.

FINANCIAL RESPONSIBILITY & ENROLLMENT POLICY

The Academy values our partnership with families and believes in communicating operational expectations with clarity. This clear structure allows the school to plan responsibly, secure top-tier faculty, support students effectively, and steward resources in a way that strengthens the instruction, stability, and overall health of our community.

Binding Enrollment & Deadlines

Enrollment Agreements submitted on or before the designated **Enrollment Deadline** become binding and unconditional on that date. Agreements submitted after this deadline will be assessed a **\$100.00 late processing fee** and become binding and unconditional immediately upon submission to the Academy.

Once an Enrollment Agreement becomes binding and unconditional, the financially responsible party remains fully obligated for the entire academic year's tuition and fees. This financial obligation remains in effect regardless of the student's subsequent withdrawal, dismissal, or absence from school, except as strictly outlined under "Potential Exceptions" below.

Multi-Year Schedule of Critical Dates

Policy Milestone / Deadline	2026–2027 Academic Year	2027–2028 Academic Year
Agreement Binding Date <i>(Late fee applies after)</i>	May 1, 2026	May 1, 2027
Up to 75% Tuition Waiver Period <i>(Approved Exceptions Only)</i>	May 1 – May 31, 2026	May 1 – May 31, 2027
Up to 50% Tuition Waiver Period <i>(Approved Exceptions Only)</i>	June 1 – July 31, 2026	June 1 – July 31, 2027
100% Tuition Due <i>(No waivers considered)</i>	As of August 1, 2026	As of August 1, 2027

Potential Exceptions

Potential exceptions to the binding nature of the Enrollment Agreement are rare and may be considered on a strict, case-by-case basis. Circumstances that may be evaluated include, but are not limited to:

- **Relocation:** The student's primary family relocates at least 100 miles away from the Academy.
- **Medical Impairment:** The student experiences a serious, documented medical issue (e.g., a severe accident or illness resulting in the student being unable to attend school for more than thirty [30] consecutive days).
- **Unforeseen Hardship:** Other extraordinary, unexpected circumstances deemed applicable by school leadership.

The Academy reserves the right to require official supporting documentation (e.g., medical records, moving verification) to evaluate any request.

Tuition Waiver Schedules

If a potential exception is formally approved through the process outlined below, a partial tuition waiver may be granted according to the timeline established in the *Schedule of Critical Dates (Section 2)*.

Important Notice: All final decisions regarding enrollment releases and tuition waivers are made at the sole discretion of the Head of School and the Finance Committee of the Board of Trustees.

Tuition Insurance

Because the Enrollment Agreement becomes a binding financial commitment, the Academy strongly encourages families to purchase tuition insurance through **Dewar**. Tuition insurance may help protect families against covered tuition losses resulting from certain unforeseen circumstances, subject to the policy's terms, conditions, limitations, and exclusions. The purchase or availability of tuition insurance does not alter the financial obligations set forth in this Enrollment Agreement.

Request Process

To request consideration under this provision, a parent or guardian must submit a formal written request via email to the Head of School detailing the specific circumstances and the basis for the request.

In evaluating any request, the Head of School and the Finance Committee must balance parental needs against the institutional and contractual obligations (including faculty contracts, educational resources, and facility preparations) committed to by the Academy in the months leading up to the academic year.

Attendance

Attendance at the Early Learning Center is not mandatory; however, consistent attendance is strongly encouraged. Young children thrive on routine, and regular participation helps establish a sense of security, confidence, and belonging within the classroom. Consistent attendance allows children to build meaningful relationships with their teachers and classmates, develop positive learning habits, and fully engage in the activities and experiences that support their academic, social, emotional, and spiritual growth. While we understand that illnesses, appointments, and family commitments may occasionally arise, maintaining a consistent schedule whenever possible provides your child with the greatest opportunity for a successful and enjoyable Early Learning Center experience.

Absences/Tardies

Teachers worry when your child is not present. Please reach out to your child's teacher and let them know that your child will be absent.

CURRICULUM AND ACADEMIC PROGRAMMING

Academy Goals

The Academy strives to:

- Attract and provide programs for students of diverse learning abilities that are motivated to learn and that have demonstrated behavioral and emotional stability sufficient to enable them to function well in a small environment;
- Give each student general & specific knowledge, skills, & understanding needed to succeed in college, other post-secondary training, or in the more immediate work world;
- Provide educational and advisory programs that recognize individual student needs;
- Assist each student in the discovery and development of his or her potential for creative self-expression in the arts, sciences, and physical education activities;
- Help students from varied cultural and ethnic backgrounds to understand each other better and to live together harmoniously;
- Provide programs and services that will eventually enable limited English proficiency students to be integrated successfully into The Academy's regular academic track;
- Provide through the faculty and staff, both by work and example, a high standard of academic, spiritual, and moral instruction;
- Provide opportunities for each student to develop personal responsibility, critical thinking, and leadership ability;
- Equip students to apply biblical precepts in their personal lives and in their response to civic duty; and
- Maintain a school climate that enables The Academy to accomplish these goals.

Curriculum

The King's Academy Early Learning Center offers a variety of activities throughout each day. All classes have a Circle or Morning Time. Time is set aside each day for Bible; Chapel is every Wednesday (K4) and begins in the spring for (K3). Each week offers fun, developmentally-appropriate activities focused on a designated theme, number, and letter of the alphabet. Special classes in music and P.E. are an important part of your child's week at school, as well as the regular daily routines with meals, center-time, and free-play. At the K3 & K4 level, our overall goal is to prepare children for entrance into K4 or Kindergarten. We introduce the children to letters, numbers, shapes, colors and so much more. Pre-K Literacy is a research based literacy curriculum developed by Tara West, and is used to boost those pre-reading skills, like tracking letters/words on a page from left to right, as well as recognizing and making the sound for each letter of the alphabet. Reinforcement through repetition offered in day to day routines helps children retain information and learn important skills like listening and following directions. We use art activities and special theme

activities, as well as read daily to the children, and provide appropriate learning centers for Center Time. We also use special visitors and field trips. A few examples of our themes would be: All about Me, community helpers, outer space, transportation, and animals. Another important aspect of preparing your child for kindergarten is in the area of social and emotional development. A great amount of growth in this area occurs in the formative years. The areas of social/emotional development require a high level of attention beginning in Preschool all the way through K5 and beyond. As children come to the King's Academy from a variety of child care situations, many are experiencing their first group/school setting. The children initially learn more about trust and relationships, learning that his/her teachers are there to help and ensure his/her safety. Establishing trust between the teacher and child is a critical first step in the child's continued successful development socially and emotionally. Ensuring positive experiences is another important aspect and is a large part of the work of the teachers. Children begin to learn to have respect for the teacher's authority. Respecting authority of someone they trust enables them to learn how to interact and to function successfully in a group, learn to share, learn to talk nicely to friends, even when angry, learn to be respectful of all teachers and their authority, and enjoy the good feelings and self confidence associated with relationships with loving teachers, having friends, and being successful in school. The ELC area is set up in centers which are (generally) art, blocks, manipulatives, books, science, and dramatic play.

Your child will receive the greatest benefit from the ELC curriculum if they are able to participate in everything. Our school day in the ELC is just like a school day for our K-12 students at TKA. **The day begins at 8:00 AM.** When a child arrives after 8:00 AM to school, he/she misses important learning opportunities. We highly encourage parents to ensure that their child arrives on time and comes to school every day!

Personal Safety Training

Personal Safety Curriculum: In accordance with Tennessee state law, the Early Learning Center at TKA is required to teach all pre-K aged children about safety for at least two hours per academic year. Most of this content will address community helpers, fire safety, and other familiar topics as part of a larger unit of study. However, state law requires us to focus on body safety and safe touch for at least thirty minutes per school year. Later this year, we will discuss topics such as bullying, safe use of technology, gun safety, and how to recognize and avoid abuse. Be assured that the emphasis of the training is on using common safety information and following rules and will use developmentally appropriate terms. Parents will be provided with the time and date beforehand and may preview any educational materials beforehand. This program provides students with important information about dangers they may face. However, if you do not want your child to participate, an opt out form is available for you to sign and return to us. Please reach out with any questions or concerns.

Assessment Methods

Four Year Olds will be assessed using the ESGI criteria beginning in August to form a baseline and at the end of each quarter thereafter. Three year olds are assessed using an in house created assessment in the fall and spring.

Biblical Foundation

At our Early Learning Center, we believe that every child is a precious gift from God, uniquely created in His image and with a special purpose. As Scripture reminds us, "*Children are a heritage from the Lord*" (Psalm 127:3), and we count it a privilege to partner with families in laying a strong spiritual foundation during these formative years.

Each day begins with prayer as we invite God's presence into our classrooms. Students are encouraged to participate in and confidently lead prayers as they grow in their faith. We also worship together daily through songs of praise, fostering hearts of gratitude and joy for the Lord.

Bible is taught every day using the Trueway Kids curriculum, providing engaging, age-appropriate lessons that help children know God's Word and understand His love. Through Bible stories, Scripture memory, worship, and prayer, children are encouraged to develop a personal understanding of God's truth.

Our desire is to partner with parents in fulfilling the biblical calling found in *Deuteronomy 6:5–7* by faithfully teaching God's truth to the next generation. We strive to help each child discover that they are "fearfully and wonderfully made" (Psalm 139:14), created in the image of God (Genesis 1:27), and equipped with unique gifts to glorify Him. As we teach, love, and guide each child, our prayer is that we are helping to fulfill *Proverbs 22:6*: "Train up a child in the way he should go, and when he is old he will not depart from it."

Together, as school and family, we seek to build a lasting foundation of faith that will encourage children to know Christ, love His Word, serve others with compassion, and confidently become all that God has created them to be.

Chapel

PK4 will attend chapel each week on Wednesday Mornings at 8:15. Parents are always welcome and encouraged to attend. PK3 will attend chapel following Christmas Break. If you are running late on a chapel morning, it may be best to arrive at 9:00 or plan on attending chapel. Dropping a child off late when chapel has already begun, makes for a rough transition into the day.

STUDENT CONDUCT AND DISCIPLINE

Standards of Conduct

The Academy seeks to develop students who demonstrate Christlike character and biblical values in every area of life. Students are expected to conduct themselves in a respectful, responsible, and Christlike manner at all times. This includes complying promptly and respectfully with the instructions of faculty, staff, and administration, as well as demonstrating punctuality, preparedness, and appropriate behavior in all classes, chapel services, assemblies, and school activities. Students should be in their assigned location and ready to begin when instruction or activities start, reflecting biblical principles of respect for authority, self-discipline, and stewardship of their opportunities.

We believe students who consistently grow in these areas will graduate from The King's Academy equipped not only with strong academic preparation but also with the character, wisdom, and spiritual foundation necessary to honor God and lead faithfully in life.

Honor Code

The King's Academy Honor Code establishes the standards of academic integrity and personal conduct required of all students. Enrollment at The King's Academy constitutes an agreement to uphold these standards in all academic work, assessments, communications, and conduct, both on and off campus.

Students are expected to act with honesty, integrity, and accountability at all times. This includes, but is not limited to, submitting original work, properly citing sources, completing assessments without unauthorized assistance, and representing all academic and behavioral matters truthfully. These expectations are grounded in biblical principles of truth and integrity (Proverbs 12:22; Colossians 3:23).

Students are also expected to refrain from participation in or encouragement of any form of dishonesty by others. Integrity is considered a fundamental condition of membership in the school community.

Classroom Expectations

Discipline policy

All children enrolled will be expected to follow rules for their safety and for the continuity of the program. We want children to learn self-control. Teachers and caregivers emphasize positive behavior and minimize the use of punishment. When necessary, separation from the group or denial of privileges will be used (ex. timeout; not to exceed the age of the child). If our methods are not working, we will communicate with you by a note, a phone call, or by a conference. Working together as a team is the key to solving individual behavior problems! Each classroom has a specific "behavior management plan" which will be explained to you and your child once school begins. Children are expected to give reasonable care to the items in the classroom. Parents will pay replacement costs if any damages do occur. A summary of your child's behavior, both positive and negative, will be noted each day in your child's daily folder.

Classroom Rules

The following are basic rules and procedures children will be expected to learn and follow:

1. Always be a good friend.
2. Use walking feet and quiet voices inside.
3. Have your listening ears open and your mouths closed and quiet when the teacher or other adult is talking.
4. Always use good manners and be respectful:
 - a. Be kind and polite to everyone
 - b. If the teacher is talking to another adult, please wait quietly for your turn
 - c. Say "Please", "Thank you", "Yes Ma'am", "No Ma'am", etc.
 - d. When eating snack or lunch, eat quietly, eating your growing food first, using good manners
5. When outside or in the gym you may use running feet and loud voices. Be sure to stay within the boundaries set by your teacher.
6. When going from one room to another room or place, we walk in line. When we are in line and are inside, our voices are off and our hands are kept to ourselves.
7. Hands and feet stay in appropriate places and are not used to hurt friends or self.

Playground Rules

1. Any kind of rough play or throwing of rocks, mulch, or toys is not allowed.

2. Children must climb up ladders and slide down slides. Children must come down the slides sitting up on their bottoms.
3. No pushing or shoving or rough play such as pretend wrestling, tackling or inappropriate Super Hero play, throwing of rocks, mulch, or toys is allowed on the playground.
4. Children must swing when sitting on their bottoms and may not twist the chains or jump out of the swing while in motion.
5. Children are not allowed to pull on or climb the trees.
6. Any outdoor play equipment shall be put away at the end of playtime (including teacher chairs).
7. Items are not to be thrown over the fence. Please watch for and stop any activity that could cause damage/injury to anyone driving or walking past the section of fence that directly faces the road.

Supervision Plan

Adult-to-Child Ratios

Our Early Learning Center maintains the following adult-to-child ratios to provide a safe, nurturing, and effective learning environment:

- K3 Classrooms: 1 adult for every 9 children
- K4 Classrooms: 1 adult for every 12 children

Adult-to-child ratios may be adjusted during arrival, dismissal, rest time, and large-group assembly periods in accordance with applicable state regulations and operational guidelines.

Staffing Contingency Plan

To ensure the safety and continuity of classroom instruction, substitute teachers will be utilized when a classroom teacher is absent or otherwise unable to fulfill their responsibilities. Additionally, a designated floating staff member will be available to provide support throughout the day and assist classrooms as needed to maintain appropriate supervision and respond to unforeseen staffing needs.

Arrival

From 7:30-7:45 AM “Early Care” is provided for PRE-K 4 only. Our day starts at 8:00 AM each day, just like K – 12 students on the campus. When dropping your child off at school, please use the “Kiss-N-Go!” method - Kiss and hug your child goodbye and go. **Please do not linger.** If your child is upset at your leaving, every attempt will be made to calm and reassure your child. Please feel free to call and check on your child at any time during the day. If he/she continues to be upset, we will contact you.

Dismissal

Dismissal begins at 2:00 for PK3 and 2:20 for PK4. You will need to pick up at the ELC entrance. It is important that you pull up to the sign before exiting your vehicle. A signature must be obtained from the person that is picking up your child. If you are unable to pick up your child by 2:40, it is recommended that you wait until 3:15. Aftercare is available for those that need extended care. Aftercare hours are 3:00-5:00. You will need to complete additional paperwork if you need the aftercare services.

It is of great importance in regard to the safety of your child that we are given an ACCURATE list of people who are authorized to pick up your child and those who are not. If we do not have this information on file, we will be requesting it from you. If you need to make a change in the names on your “authorized to pick up” list, please do so in writing and give it to your child’s teacher. If anyone is NOT authorized to pick up your child, please provide The King’s Academy with a picture of the person(s) named, and written consent via email. An ID will be required, and a photocopy will be made to keep on file. Also, if there is a standing court order which restricts contact with your child, we MUST have copies of the complete court document. Without them, the safety and protection of your child is limited.

We reserve the right to not release your child to any adult whose behavior or appearance indicates that your child could be placed in danger or who does not have a proper child restraint system. Should this situation arise, you or another authorized adult or emergency contact will be called.

Respectful

Students at The King’s Academy are expected to demonstrate respect for God, authority, peers, property, and themselves in both words and actions. As members of a Christian community, students are called to treat others with dignity, kindness, humility, and love, reflecting the teachings of Scripture (Romans 12:10; Philippians 2:3–4).

Students are expected to be good stewards of school property and the property of others. Damaging, defacing, misusing, or taking property without permission is prohibited and may result in disciplinary action and financial restitution (Colossians 1:25).

Bullying, Harassment, and Intimidation

The King’s Academy is committed to providing a safe, respectful, and nurturing environment for all students in classrooms, throughout campus, during school-sponsored activities, and in digital interactions. Bullying, harassment, intimidation, or humiliation of any kind has no place in a Christian community and will not be tolerated.

Bullying includes verbal, physical, social, relational, or electronic behavior intended to harm, intimidate, threaten, manipulate, or demean another individual. This includes cyberbullying through email, texting, social media, artificial intelligence tools, or other digital platforms.

Prohibited conduct includes, but is not limited to:

- Teasing or mocking
- Threats or intimidation
- Physical aggression or unwanted physical contact
- Stalking or cyberstalking
- Sexual, racial, or religious harassment
- Public or private humiliation
- Social exclusion
- Theft or destruction of property

- Offensive jokes, slurs, gestures, or graphic comments

Any reports of bullying or harassment will be investigated promptly and thoroughly by school administration. Students or parents who experience or observe bullying are encouraged to report concerns to a teacher, counselor, or administrator immediately.

Violations of this policy may result in disciplinary consequences up to and including In-School Suspension (ISS), Out-of-School Suspension (OSS), or dismissal.

As part of maintaining a safe school environment, The Academy reserves the right to review student digital communication or social media activity when credible concerns arise regarding student safety, bullying, harassment, threats, or violations of school policy.

TKA Bullying/Harassment Policy

In accordance with state and federal laws, here are our TKA policies:

Harassment, intimidation, or bullying: Any act that substantially interferes with a student's educational benefits, opportunities or performance and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, the act has the effect of:

- (i) Physically harming a student or damaging a student's property;
- (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- (iii) Causing emotional distress to a student or students; or
- (iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile environment or otherwise creating a substantial disruption to the educational environment or learning process.

Overview

A safe environment is necessary for students to learn and achieve high academic standards.

*Harassment, intimidation, bullying, and cyber-bullying is conduct that **disrupts** a student's ability to learn and our school's ability to educate our students in a safe environment.*

What is Bullying?

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying involves unwanted, aggressive behavior that results in an imbalance of power. The behavior may be repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur during or after school hours and can happen in places like on the playground.

The three types of bullying include, verbal bullying, social bullying, and physical bullying. Verbal bullying involves saying or writing mean things. It includes teasing, name-calling, inappropriate comments, taunting, or threatening to cause harm. Social bullying, which is sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public. Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/pinching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Consider the following questions for determining whether bullying has occurred: What is the history between the individuals involved? Have there been past conflicts? Is there an imbalance of power? (Power imbalance is not limited to physical strength.)

Has this or a similar incident happened before? Is the individual worried that it may happen again?

Have the individuals dated? (This may not be considered bullying.)

Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

What is not considered bullying?

There are many types of aggressive behavior that do not fit the definition of bullying. While these types of behaviors are still very serious and require immediate attention, they require different prevention and response strategies. These include peer conflict, teasing, and hazing. **Peer Conflict**

It is not considered bullying when individuals with no perceived imbalance of power have an argument, disagreement or fight. Examples may include, not liking someone, isolated expressions of unpleasant thoughts or feelings regarding others, single act of telling a joke about someone, accidentally bumping into someone, or incidents of exclusion.

Teasing

Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often individuals will tease each other equally, but it never involves physical or emotional abuse.

Hazing

Hazing is the use of embarrassing and often dangerous or illegal activities by a group to initiate new members. Students acting alone or with others, that is directed against any other student that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety.

Hazing does not include customary athletic events or competitions and is limited to those situations created in connection with initiation into or affiliation with an organization.

What is Harassment?

Harassing conduct can take on many forms, including verbal acts, name calling, graphic or written statements (may also include the use of cell phones or the internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include an intent to harm, be directed at a specific target or involve repeated incidents.

Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

What is Cyber-bullying?

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

Sexual Conduct Policy

All students and parents are expected to acknowledge, understand, and abide by The Academy's policy on sexual conduct as outlined in the appendix of this handbook. The Academy believes that God designed human relationships and sexuality to reflect biblical principles of purity, faithfulness, respect, and self-control.

The Academy further believes that every individual is created in the image of God and must be treated with compassion, dignity, and respect. Hateful, harassing, or degrading behavior toward any individual is not consistent with Scripture or the mission of The King's Academy.

Students are expected to refrain from sexual misconduct, sexually explicit communication or material, inappropriate physical relationships, and behavior that undermines the Christian values and moral environment of the school community. Violations may result in disciplinary action up to and including suspension or dismissal.

Relationships and Physical Conduct

The Academy encourages students to develop healthy, Christ-honoring relationships that reflect biblical principles of purity, respect, and self-control.

Students are expected to maintain appropriate physical boundaries on campus and during school-sponsored activities. Physical aggression, including hitting, shoving, kicking, scratching, fighting, or other inappropriate physical conduct is strictly prohibited and may result in serious disciplinary consequences.

While appropriate friendships and dating relationships may develop, public displays of affection should remain modest and respectful within the school environment. Holding hands and brief appropriate side hugs may be permitted; **however, kissing or other intimate physical behavior is not permitted on campus or at school-sponsored events.**

Theft and Dishonesty

Students are expected to respect the property of others and demonstrate honesty in all situations. Theft, defined as taking or using another person's property without permission, is a serious violation of personal integrity and school standards.

Students found responsible for theft may face disciplinary consequences, including restitution, demerits, suspension, parent notification, or dismissal depending on the severity or repeated nature of the offense.

Dangerous Items and Weapons

The safety and well-being of the school community are of utmost importance. Students may not possess, use, or bring dangerous items or weapons onto campus, into vehicles on campus, or to school-sponsored events.

Weapons include, but are not limited to:

- Firearms or guns of any kind
- Knives or razors
- Explosives or ammunition
- Clubs or martial arts weapons
- Metallic knuckles
- Electronic weapons or devices intended to cause harm
- Any object used or intended to threaten, intimidate, or inflict bodily harm

The Academy maintains zero tolerance regarding weapons or dangerous items. Violations may result in immediate suspension, law enforcement involvement, and possible dismissal.

Moral Conduct and Sexual Integrity

Sexual integrity at The King's Academy begins with purity of thought, speech, and behavior and is grounded in biblical teaching regarding holiness, relationships, and self-control (Philippians 4:8; 1 Thessalonians 4:3–5).

Students are expected to uphold biblical standards of moral conduct both on and off campus. Inappropriate sexual behavior, sexually explicit communication, promiscuity, pornography, or conduct that undermines the Christian values of the school community is prohibited.

For more information about sexual integrity, please see the Sexual Conduct Policy in the appendix.

Staff and Student Social Media Boundaries

To maintain professional boundaries and avoid conflicts of interest, Academy personnel are discouraged from connecting with current students (of any age) or former students under 18 on social media platforms. While employees may connect with parents, they must exercise caution and maintain strict professional boundaries if a social media connection exists. Faculty members are strongly discouraged from "friending"/"following" parents of current or prospective students to avoid creating perceptions of favoritism or undue influence. If such digital connections already exist, employees must establish rigid boundaries, refrain from discussing school matters online, and ensure the relationship does not impact their professional objectivity.

All school-related communication should be conducted through official Academy channels to ensure clarity, accountability, and appropriate professional standards.

Due Process

The King's Academy values open communication and the fair resolution of concerns that affect students and families. Students and parents have the right to request a review of a school decision that directly impacts their child.

- 1. Initial Appeal to Principal**

Students or parents may submit a written request for a hearing with the appropriate Principal within **seven calendar days** of the original decision. If no written request is received within this period, the right to appeal is considered waived.

- 2. Scheduling the Hearing**

Upon receipt of a timely request, the Principal will schedule a hearing and notify the individual of the date, time, and location.

- 3. Appeal to the Head of School**

If the matter is not resolved at the Principal level, students or parents may submit a written appeal to the Head of School within **seven calendar days** of the Principal's decision. The Head of School will review the matter and issue a final decision.

- 4. Governance and Final Authority**

The Board of Trustees entrusts the Head of School with full responsibility for day-to-day decisions involving students and school operations. As such, the decision of the Head of School is considered final.

In very limited circumstances—such as when a concern directly involves the Head of School or raises significant legal or fiduciary implications—a formal communication may be directed to the Board Chair, in accordance with the Board's established governance policies.

DRESS CODE

Purpose

The King's Academy dress code is designed to support a Christ-centered learning environment that promotes unity, modesty, and school pride. The purpose of the dress code is to:

- Foster unity, belonging, and school pride among students
- Reduce social pressure and competition related to appearance
- Support a safe and identifiable school environment
- Minimize distractions from the teaching and learning process
- Simplify daily clothing choices for students and families
- Encourage appropriate standards of dress for various settings and roles
- Promote modesty and Christlike character in appearance and conduct

Students are expected to dress in a manner that honors God and reflects positively on themselves, their families, and The King's Academy community.

General Expectations

Students are expected to dress modestly, neatly, and in a manner consistent with Christian values at all times while on campus or when representing The King's Academy off campus. Clothing should not be distracting, immodest, or disruptive to the educational environment. Administration reserves the right to determine appropriateness of all attire.

Daily Uniform Standards

Tops

- Students must wear a TKA polos or oxford-style shirts.
- The polo must have the official TKA logo on the top left corner.
- Approved polo: black, gray, purple, or white.
- No other shirts are permitted.

Bottoms

- Students may only wear approved Lands End or Global School Wear khaki, black, or gray uniform pants shorts, skirts, skorts, or jumpers.
- No other colors or materials (such as spandex or other synthetics) are allowed.
- Only approved Lands End or Global School Wear skirts and skorts in TKA plaid, khaki, black, or gray.
- Shorts, skirts, and skorts should be no shorter than 3" above the knee as measured in the front and back.
- Black bike shorts or leggings are REQUIRED to be worn under skirts. Black leggings should be at or near the ankle. Black bike shorts must be worn under skirts at all times.

Outerwear

- All outerwear must display the official TKA logo.
- Approved outerwear colors: black, purple, gray, or white.
- Any jacket, hoodie, sweatshirt, or pullover without a TKA logo is not permitted.
- Outerwear must be worn over an approved collared shirt

Shoes

- Shoes must be closed-toed and closed-heeled.
- Shoes must be either athletic shoes, casual dress shoes, or dress boots*.
- All other footwear is not allowed.

* The definition of dress boots specifically excludes casual, shearling-lined footwear such as UGG boots.

Spirit Wear Fridays

Spirit Wear Friday is the only exception to the daily dress code, with the exceptions as follows. Students may wear:

- Blue denim jeans (no rips, frays, tears, or holes)

- Athletic pants/shorts (no sweatpants, leggings, jeggings, or spandex material)
- Shorts, skirts, and skorts should be no shorter than 3" above the knee as measured in the front and back.
- TKA T-shirt

All other dress code rules remain in place on Spirit Wear Friday.

Extra clothing

On your child's first day, please bring a change of clothes **WITH NAME ON EACH PIECE** (top, bottoms, underpants, socks and tennis shoes for all students) **PLACED IN A LARGE ZIPLOC BAG LABELED WITH THE CHILD'S NAME ON THE BAG**. Shoes will be placed in the classroom in the event they are needed to enjoy P.E. safely or an accident or spill manages to soil shoes. We ask that the extra set of clothes be exchanged when the weather changes. Please understand that it is extremely important that every K3 & K4 child has a complete set of extra clothes; even if a child is completely potty trained, accidents can still occur, especially as particular illnesses strike. There are also accidents that occur at the sink, water fountain, or at the lunch table that require a change of clothes. When accidents occur and there are no extra clothes for a child, a parent will be called and required to bring a change of clothes to school.

Outdoor Play Dress

Outdoor play is part of our program and is important for many aspects of your child's overall development. Please dress your child appropriately for each season so he/she will be prepared to go outside. Please always send a jacket or coat in cooler weather. We do not keep an extra supply at school. It is easy to get into the car that's parked in your garage and not realize how cold it actually is outside. Always sending your child in the appropriate coat or jacket ensures his/her warmth while outside.

Personal Belongings

Your child may bring one small soft and/or stuffed "sleeping buddy" to sleep with every day. **Please DO NOT allow your child to bring any other extra toys or personal items to school except on "Show and Tell Days"**. However, books may be brought and shared at any time. Remember to label everything (including clothing items) with your child's name for a safe return home!

HEALTH, SAFETY, MEALS, AND CAMPUS OPERATIONS

Visitors and Guests on Campus

All visitors must register in the appropriate administrative office and obtain a visitor badge before entering campus.

Students wishing to host a guest or visitor must obtain prior approval from the academic office. Student visitors may be considered prospective students and are expected to follow all campus expectations while on campus.

Search And Seizure Policy

The Academy reserves the right to search a student's locker, dorm room, vehicle, personal belongings, and/or person at any time when there is reasonable cause to believe that a violation of school policy or law has occurred and that a search may produce relevant evidence.

Searches of lockers, dorm rooms, and vehicles may be conducted without prior notice and without the student's presence when deemed necessary by administration. All searches will be conducted in a manner determined appropriate by school administration and in accordance with applicable law and school safety protocols.

When a search of a student's person or dorm room is conducted, it shall be performed by at least two staff members, one of whom must be the same sex as the student. When available, an administrator and/or Director of Campus Security will participate in the search.

Any prohibited or unauthorized items discovered during a search may be confiscated and will not necessarily be returned to the student. Such items may be returned to a parent or legal guardian, retained for disciplinary or investigative purposes, or turned over to law enforcement authorities, or disposed of at the discretion of the administration.

Lost and Found / Personal Property Disclaimer

The Academy is not responsible for lost, stolen, or damaged personal property. Families are encouraged to maintain appropriate insurance coverage for student belongings.

A Lost and Found is maintained at the end of the hall. Students are expected to turn in found items promptly. Retaining lost property without attempting to return it is considered theft.

Security Measures

We are a gated campus. Gates will be closed from 8:30-1:30. If you arrive during those hours, you must arrive on campus through the main entrance. You will need to tell them your reason for being on campus and they will open the gate. All buildings and classrooms remain locked at all times.

Emergency Evacuation and Disaster Procedures **Fire**

All children exit the building via the ELC door and through the outside entrance. Continue moving to the parking lot, and line up along the playground fence. Teachers will account for all children with attendance sheets. A designated teacher will let Fire Department personnel know that all people are out of the building. Children will only return to the building when the Fire Department or appropriate TKA personnel declares it safe. Alternate routes are out through the stairwell or out one of the main exits that surround the Ogle building.

Severe Storms and Tornado

All children go to an interior classroom in highly stormy weather. If weather indicates potential or actual tornadic conditions, children will be moved to the hallway, where they will crouch down as close together as possible and use their hands as protection for their heads/necks. Children will be

allowed to return to their regular classroom when TKA personnel have deemed the situation to be safe.

Lock Down

All children will go to the designated area of their classroom. Doors and blinds will be closed, and the window in the classroom entry door will be covered. Children will stay in a specified location, sitting quietly, until it is deemed safe by either TKA personnel and/or the law enforcement group in charge. If police are involved, parents are to follow directions of appropriate personnel in picking up their children.

Accident of Injury

The safety and well-being of every child is our highest priority. In the event of an accidental injury during the school day, parents or guardians will be notified as soon as reasonably possible, either by telephone or in writing, depending on the nature and severity of the incident. School personnel will administer appropriate first aid and provide an explanation of the care that was given.

An Accident Report will be completed and filed with the Lower School Principal and the School Nurse to ensure proper documentation of the incident. If a student's injury is determined to be serious or requires immediate medical attention, **911 will be contacted immediately**, and parents or guardians will be notified as soon as possible.

Mandatory Reporters

The safety and well-being of every child is our highest priority. In accordance with state law, all Early Learning Center teachers and staff are mandated reporters and are legally required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities. Reports are made in good faith to protect children and comply with legal requirements. Our Early Learning Center is committed to providing a safe, nurturing, and Christ-centered environment for every child

Student Insurance

All students must carry valid medical insurance coverage for illness and injury. Resident students must have coverage that includes both illness and injury. If no coverage is available, a policy will be provided through The Academy, and the cost will be charged to the student's account.

Medication Authorization

If, under exceptional circumstances, a child is required to take oral medicine, eye, nose, or ear drops, or application of topical medicine including sunscreen and/or bug repellent during the school hours, and the parent cannot be at school to administer the medication (either prescription or non-prescription), only the Director or the principal's designee will administer the medication in compliance with the following **regulations set forth by the state of Tennessee**:

A. Written instruction form **signed** by a parent will be required for each medication and will include: (*A form will be available with your child's teacher*)

B. Date

C. Child's name,

D. Doctor prescribing medication,

E. Pharmacy Name, Address, and Phone Number,

F. Prescription Number,

G. Name of medication and dosage, (Prescription medication must be sent to school in the original, pharmacy labeled container. Non-prescription medication must be sent to school in the manufacturer's original container with the ingredients listed and the child's name affixed to the container.),

G. Reason for medication,

H. How and when medication is to be administered and signed by who gave the medication,

I. Possible side effects,

J. Termination date for administering the medication,

K. Whether the child can self-administer the medication when it is brought to them, and

L. Parent's/Guardian's Signature and Phone Number in case of emergency.

II. The ELC Director or the Principal's designee will:

A. Inform appropriate school personnel of the medication,

B. Keep a record of the administration of medication,

C. Keep medication in a locked cabinet,

D. Return unused medication to the parent only, and

E. Report the administration of medication to the proper authorities as required by law.

III. The parents of the child must assume responsibility for informing the ELC Director of any change in the child's health or change in medication.

IV. The school system retains the discretion to reject requests for administration of medicine.

V. Once medication has been administered by the school's designee, that person will complete a form documenting time and medication given. At the end of the day, the parent must sign this form acknowledging the medication was administered and whether the medication was left at school or taken home by the parent.

Illnesses

Our program is a place for well children only. **DO NOT bring your child to school if he/she is ill, which includes vomiting and/or having diarrhea, and/or has had an elevated temperature during the previous 24 hours. They need to be FEVER FREE for 24 hours WITHOUT the use of Tylenol or Motrin Per State of Tennessee regulations, please keep your child at home when you are waiting for results from a strep test. For ANY case of strep, impetigo, or pink-eye, your child should be on medication for 24 hours before returning to the classroom. If a parent chooses to bring his/her child to school in one of these situations, he/she will be told that they must take the child back home.**

Any time your child is absent due to illness, especially with something contagious, such as pinkeye, please inform your child's teacher. We may need to inform other parents and take certain precautions in the classroom. This would apply to lice as well. If your child has lice, s/he may not return to the classroom until it has been determined by school staff that the lice are completely gone. If your child has been diagnosed with scabies, s/he cannot return to the classroom without proof of treatment. State regulations require that parents report to your child's teacher if your child contracts any one of the following illnesses: hepatitis A, foodborne outbreaks, salmonella (food poisoning), shigella, measles, mumps, rubella, pertussis, polio, haemophilus influenza type B, or meningococcal meningitis, and COVID.

The emergency contact listed on your child's application must be someone who lives in the local area and cannot be the parent. This person is contacted in an emergency if parents cannot be reached.

Asbestos Compliance Statement

Subsequent to the implementation of the Asbestos Hazard Emergency Response Act (AHERA), The Academy brought its school buildings into complete compliance with the rule. An outside agency, fully accredited by the EPA, regularly inspects The Academy's buildings and implements the asbestos management plan. The management plan is available to all students, parents, faculty and staff associated with The Academy.

In the event any potential health hazard is identified in the school buildings, students, parents, faculty and staff will be notified in a timely fashion. Inquiries concerning Asbestos-Containing materials and The Academy's compliance with AHERA may be made by calling The Academy.

MEALS and SNACKS

Lunch Program Selection

To best serve our students and ensure consistency during meal times, each family must select **one** lunch option for their child at the time of enrollment:

- Home-Provided Lunch: Parents are responsible for sending a nutritious lunch each school day.
- School-Provided Lunch: Students will receive the lunch prepared and provided by the school.

This selection will remain in effect for the duration of the school year and cannot be changed except under extenuating circumstances approved by the Early Learning Center Director.

Please note that while the school strives to follow the published meal calendar, menu items may occasionally vary due to transportation feasibility, product availability, or student preferences. School lunches typically include child-friendly options such as deli meats and cheeses, sandwiches, simple hot meals, fresh fruit, and other age-appropriate selections.

As a peanut-free campus, families who choose to provide lunch from home are responsible for ensuring that all food items sent to school are free of peanuts and peanut-containing products.

Parents or guardians are required to complete and sign the Lunch Program Acknowledgement Form, indicating their selected lunch option and acknowledging their understanding of this policy.

Lunch

Students will remain in their classroom for lunch. They will wash hands before and after meals and snacks. During meals and snacks, students will sit at tables within their classroom. Staff members will be present during meal times, and each child's mouth must be visible at all times. Staff are trained in first aid for choking will be present at all meals and snacks. Good table manners are both modeled and verbally encouraged by teachers. Following meals, students will learn to clean up their space by properly disposing of trash, wiping their area with soap and water, and taking turns sweeping under tables.

Food Preparation

All food must be cut appropriately within lunchboxes. As such, grapes and cherry tomatoes must be cut into quarters. Baby carrots and hot dogs should be cut lengthwise into strips. Please do not allow any peanut products in your child's snack or lunch.

Daily Snack

Students will enjoy a designated snack time each day as part of their daily routine. Parents are responsible for providing one healthy, ready-to-eat snack for their child each school day. Please label all snack items with your child's name and ensure they comply with our peanut-free campus policy. To promote independence and maximize instructional time, snacks should be easy for children to open and eat with minimal assistance.

Food Allergies

We seek to provide and maintain allergy awareness, create reasonable accommodations, allow for personal student advocacy, provide safe, nutritional support to all students, and establish a supportive and compassionate community. Given the number of allergens, as well as the differing levels of risk relating to each student's allergic reaction, we need to make clear that the ELC at The King's Academy cannot and does not guarantee an allergen-free environment.

The King's Academy is a peanut free campus to promote a safe and inclusive school environment for students with severe allergies to peanuts.. The prevalence of peanut allergies in children seems to rise every year, and these allergic reactions can be quite severe. For those with severe peanut and tree nut allergies, any exposure, through contact or ingestion, can cause an anaphylactic response.

If your child has a food allergy, you must notify us in writing so that we can make appropriate accommodations. Food allergies can be life threatening, and each child with a food allergy should have an action plan for emergency care completed by parents with input from a family physician. Additionally, classrooms with a child with a severe allergy will have the allergy noted through signage on the outside of the classroom doors.

Community practices that will help reduce the risk of serious allergic reactions:

If your child has eaten peanuts, peanut butter, or nut products before coming to school, please be sure your child's hands and face have been thoroughly washed before coming to school.

Families should not send food containing peanuts, peanut butter, or nut products. Soy and sunflower butters are safe alternatives to peanut butter.

Foods brought to school for class celebrations must be approved in advance.

Inclement weather procedures

The Early Learning Center will follow the regular TKA school schedule. As soon as decisions are made, the announcement will be sent out as a TKA Parent Text Alert and also given to WBIR, Volunteer TV, and the local radio station. We do NOT follow the county (Sevier) or city snow schedule. If snowy and/or icy weather begins during the school day, please feel free to come to pick up your child out of concern for safety. The school usually does not close early because of inclement weather; however, occasionally circumstances warrant closure.

Policy On Sexual Conduct

The Academy is a religious, non-profit Christian school committed to representing Jesus Christ by partnering with families in the academic, physical, social, and spiritual development of students. The Academy's philosophy of education is grounded in the teachings of Scripture and the person of Jesus Christ, with the goal of helping students grow into mature, Christ-like individuals.

The Academy affirms that all people are created in the image of God (Genesis 1:26–27) and therefore possess inherent dignity and worth. Human sexuality is understood as a gift from God designed to reflect love, commitment, and covenant relationship within the context of biblical marriage.

Accordingly, The Academy believes that God's design for sexual expression is reserved for a monogamous, lifelong marriage between one man and one woman (Genesis 2:24; Matthew 19:4–6; Hebrews 13:4). Any sexual activity outside of this covenant is considered inconsistent with Scripture and the moral expectations of The Academy community.

The Academy also affirms that every individual is called to holiness and redemption through Jesus Christ (1 Corinthians 6:9–11). Therefore, all students and families are treated with dignity, respect, compassion, and pastoral care, while maintaining clear biblical standards of conduct.

The Academy reserves the right to establish, interpret, and enforce standards of sexual conduct consistent with its sincerely held religious beliefs and mission.

Marriage, Gender, and Sexuality Statement

The Academy believes that God creates each person as either male or female, and that these distinct, complementary sexes reflect the image of God (Genesis 1:26–27). The Academy affirms that biological sex is established by God's design and is not subject to alteration or redefinition.

The Academy defines marriage as the covenant union between one man and one woman as established in Scripture (Genesis 2:18–25). Sexual intimacy is intended by God to occur exclusively within this marital relationship (1 Corinthians 6:18; Hebrews 13:4).

The Academy believes that all forms of sexual immorality are contrary to God's design, including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, incest, bestiality, and pornography (1 Corinthians 6:9–10; Matthew 15:18–20).

The Academy believes that redemption, forgiveness, and transformation are available through Jesus Christ to all who repent and believe (Romans 10:9–10). All individuals are to be treated with dignity, respect, and compassion in accordance with Christ's command to love others (Luke 6:31; Mark 12:31).

Admissions and Continued Enrollment

Enrollment at The Academy is a privilege extended to families who are willing to support and uphold the mission, philosophy, and biblical standards of the school. Continued enrollment is contingent upon student and parent agreement to abide by The Academy's standards of conduct.

The Academy reserves the right, within its discretion, to refuse admission or discontinue enrollment of any student whose conduct, whether on or off campus, is inconsistent with the school's biblical philosophy and standards.

Final Authority in Matters of Belief and Conduct

The Bible is the inspired and infallible Word of God and serves as the final authority for faith, doctrine, practice, policy, and discipline at The Academy.

The Board of Trustees holds final interpretive authority on the application of Scripture and The Academy's policies.

Sanctity of Human Life

The Academy believes that all human life is sacred and created in the image of God, including pre-born children, the elderly, and individuals of all abilities and conditions. Life is to be protected, valued, and treated with dignity from conception until natural death (Psalm 139).

Marriage Policy

Because The Academy defines marriage as the covenant union between one man and one woman, The Academy will only recognize marriages consistent with this definition.

Employees of The Academy shall only participate in, facilitate, or host marriage ceremonies that align with this biblical definition. School facilities and property shall be used only for weddings that conform to this standard.

Policy On Sexual Misconduct

The Academy seeks to address all matters of sexual misconduct in a manner that is both redemptive and consistent with its Christian mission.

Human sexuality is understood as a gift from God intended for expression within biblical marriage for the purposes of covenant unity and procreation. Misuse of this gift includes, but is not limited to, sexual abuse, harassment, assault, incest, adultery, fornication, pornography, and homosexual behavior.

The Academy will investigate all allegations of misconduct in a thorough and impartial manner. Where credible evidence is found, appropriate disciplinary action will be taken, which may include counseling, corrective measures, suspension, or dismissal.

The Academy is committed to providing pastoral care and redemptive support while maintaining the integrity of its biblical standards.

All proceedings shall be conducted in accordance with applicable law and The Academy's religious rights and exemptions, including but not limited to Title IX religious exemption protections and Section 702 of Title VII of the Civil Rights Act.

PARENT COMMUNICATION AND INVOLVEMENT

Parent Communication

A monthly letter will be placed in your child's "FOLDER". The letter contains valuable information regarding your child's life at school. Please take a few minutes to read the letter so you are aware of upcoming special events and items that need your specific attention as the parent. Please check your child's FOLDER **every day** for special information, daily reports, and projects being sent home.

Each teacher will have a Group Me App. You will join the account during orientation. You may communicate with teachers via the account. Teachers will communicate with you with urgent information and provide photos of students throughout the day.

Parent involvement

A successful program means parents, teachers, administrators, and caregivers are working together! Help us by becoming involved with your child's school. This benefits everyone.

WAYS TO HELP:

1. Be a room mom/dad and help coordinate parties for your child's class.
2. Donate materials as needed if you are able **when the teachers ask**.
3. Support The King's Academy in its fundraisers
4. Vocally support our school. Your kind comments are our best advertisement!!
5. Help with a special activity. Come and read to your child's class.
6. Volunteer to help with other needed services within the ELC or elsewhere at TKA.
7. Join the **PTF** (Parent Teacher Fellowship). This group of parents and teachers has functioned with tremendous success in many areas. Far more than just a money-making group, the officers and committees have worked closely with the school in many endeavors. Your membership and participation in this group is welcomed and encouraged.

Field Trips

On and off-campus field trips are a part of our **K4** program and support the regular curriculum. Student attendance is expected. Some examples of these field trips are: Knoxville Zoo, Ripley's Aquarium, etc. If a parent chooses not to have their child participate on a particular field trip, that is the parent's discretion. However, TKA does **NOT** provide supervision for students whose parents do not want their child to participate in an off campus field trip. Certain trips will require a great deal of extra planning as well as support and attendance from our parents. Teachers will announce off-campus trips as soon as possible so that as many parents as possible will be available to participate.

FIELD TRIP TRANSPORTATION

The Tennessee Department of Education states that we are not allowed to transport Pre-K students in the school vans on field trips. Parents who attend will need to transport their child or carpool together. If a parent cannot attend a field trip, we ask that you designate another parent or relative for the child to ride with and supervise the child on the field trip.

Parties

We have a Christmas party, Spring/Egg Hunt party, and an End of the Year party each year. Parent volunteers help us by acting as Room Mom/Dad and coordinating parties and recruiting other parent help, by supplying treats for these parties as well as by attending the parties to help with special activities. We hope that all parents will assist with at least one party.

Special Events

Each school year there are events at TKA that are unique and special to our school. Every year, our students participate in the Festival at the Academy (F.A.T.A.), Homecoming activities, Grandparents Day celebration...a time to honor our grandparents and provide an opportunity for them to visit their grandchild's classroom, and more.

Parent Conferences

Our doors are always open. If you have any questions or concerns, teachers will gladly schedule a time to meet. We will have official parent teacher conferences in fall and spring. Conferences are not required, but if teachers have concerns, they will reach out to you to schedule a meeting.

Birthdays

You may send special treats for your child's birthday. **NO PEANUT PRODUCTS!** Please keep it simple, and check with your child's teacher about the specific time when the treats are to be given. Birthday treats are given at lunch time (10:30 AM), or snack time in the afternoon.

Policy Regarding Donations to Classes

Donations of materials and equipment to classes or classrooms at The Academy, including books, games, computers, software, televisions, and cameras, may qualify as tax-deductible contributions to the extent allowed by law. All donated items become the property of The Academy and are subject to the oversight of the appropriate school administrator. For a teacher or other employee to retain a donated item personally, it must be clearly designated at the time of donation as a personal gift to that individual rather than a gift to a class, The Academy, or any other Academy entity. Personal gifts do not qualify as tax-deductible contributions. The Academy reserves the right to decline donated items that are impractical for school use or may create liability.

Parent/Guardian Acknowledgment of Receipt

I acknowledge that I have received, or have been provided access to, the following documents for the current school year:

- ***Early Learning Center Parent Handbook***
- ***TKA Bullying/Harassment Policy***

By signing below, I acknowledge that I have read, or will read, these documents and understand that they contain important information regarding the policies, procedures, expectations, and standards of The King's Academy Early Learning Center. I agree to support and comply with the policies and procedures contained within these documents and understand that they are intended to promote a safe, nurturing, and Christ-centered environment for all students.

I understand that the Early Learning Center reserves the right to revise or update its policies and procedures as necessary to comply with applicable laws, regulations, accreditation standards, or the needs of the school. Any significant changes will be communicated to families in a timely manner.

By signing below, I acknowledge receipt of these documents and affirm my commitment to partnering with The King's Academy Early Learning Center in providing the best possible educational and spiritual experience for my child.

Child's Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature (if applicable): _____

Date: _____