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Parent – Student Handbook  
for Primary Grades

## **History of Meadow Oaks Academy**

Meadow Oaks Academy was founded in 1986. A new board of Trustees was formed in 2008 and several new programs were added. Meadow Oaks Academy is licensed by the State of Texas.

We offer elementary education for children in kindergarten through fifth grade, providing a firm foundation in the language skills of reading, phonics, spelling and handwriting. A strong mathematical program as well as science, social studies, art, music and physical education, balance our program to educate the whole child. The curriculum includes a phonics based reading program using basal texts and children's literature supplemented with thematic units. These units cross the curriculum in areas of science, math, social studies, grammar, computer instruction and creative writing.

Our goals for each child include academic achievement, development of good work habits, acceptable social behavior and independent study skills.

We strive to help each child develop a positive self image to become all that he or she can be. We have designed our curriculum and program to foster that positive outlook.

Our program will have a lasting, positive impact on your child's academic future. We look forward to teaching your child.

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# General Policies

## Hours of Operation

1. Meadow Oaks Academy is open Monday through Friday, 6:30 a.m. to 6:00 p.m. except holidays. A list of observed holidays and a school calendar are presented annually.
2. Private Kindergarten hours are 8:30 a.m. to 2:30 p.m.
3. Private First grade through Fifth grade hours are 8:00 a.m. to 3:00 p.m.
4. Children should arrive a few minutes early as the school day begins promptly at 8:00 a.m. or 8:30 a.m.
5. Students enrolled in private school only should be picked up promptly. Extended care is available for \$5.00 per hour or part of an hour. Please call the office to make arrangements for extended care should the need arise.

## Registration and Tuition Registration Procedures and Policies

1. A registration card must be filled out and registration fee paid before your child is officially enrolled.
2. The registration fee is NON-REFUNDABLE.
3. There are two registration fees each year.
  - \*A registration fee for the school term (September through May)
  - \*A registration fee for the summer program (June through August)
4. A child's enrollment card, birth certificate copy, medical examination, immunization records, Texas Department of Human Services information, tuition agreement must be returned to the school before the child attends.
  - \*\*Any changes or additions to the medical or shot record must be given to the office immediately.*

## Tuition Programs and Policies

1. Upon enrollment, you choose to pay your fees weekly, semi-monthly, or monthly.
  - \*Weekly fees are due Monday in advance for the week and are late on Tuesday at 9 a.m.
  - \*Semi-monthly fees are due on the 1<sup>st</sup> and 15<sup>th</sup> and are late on the 2<sup>nd</sup> and 16<sup>th</sup>.
  - \*Monthly payments are due on the 1<sup>st</sup> and are late on the 2<sup>nd</sup>.
2. Late payment charges: A late fee of \$10.00 is assessed each **Tuesday at 9 a.m.** if there is any outstanding balance on your account.
3. NSF Charge: There will be a \$30.00 charge on all returned checks. If we receive 2 or more returned checks on your account, you will be required to pay by money order.
4. **There is no discount when the school is closed for holidays (this includes Christmas Break and Spring Break) or bad weather days.** When the school is closed for holidays or bad weather days, all children pay full tuition for that week. This is

necessary because our staff, teachers and bills must still be paid.

5. There is no reduction in tuition due to absences.
6. **Late Pick-Up Charge:** We close at 6:00 p.m. If you are late picking up your child you must pay a late fee of \$5.00 per 15 minute period, per child. **THIS IS DUE AND PAYABLE TO THE PERSON ON DUTY.** We do not pay salaries after 6:00 p.m. If you are late, you pay the person that is staying late with your child.
7. Please do not send payment to school with your child. All payments must be handled in the office - adult to adult.
8. Any time a payment is more than one week past due, please contact Accounting to make arrangements to bring the account up to current status so that the student will not be dropped from the program.

### **Holiday Policy**

1. When Meadow Oaks Academy is closed for holidays, all children pay full tuition for the week. There is **NO DISCOUNT** in your tuition price when the school is closed for Christmas and Spring Breaks.
2. On "Day Care Only" days, when private school is not in session, your child is welcome to attend at no extra charge, provided your child adheres to the private school hours.

### **Inclement Weather Policy**

1. When the school closes due to inclement weather, there is **no discount** in your tuition. Closings will be broadcast on television channel 4, on school website or on facebook page.

### **Vacation / Illness Policy**

1. **There is no illness credit.**
2. Vacation can only be in the summer time / not during the school months.

## **Arrival and Departure Procedures**

1. When you arrive at school, if you would like to park, please utilize the lane next to the columns. If you wish to take advantage of our valet service, you may stop in front of the door and someone will come to your car to receive your child.
2. Valet service is offered in the morning between 6:30 am and 8:30 am, and 2:30 pm to 6:00 pm. If you arrive at school at any other time during the day, please park in a designated parking place and escort your child inside the building, or come inside to pick up your child.
3. If your child is to be picked up by anyone other than a parent, he/she must come in and show I.D. Your child will not be released to anyone except those listed on your registration card. These cards must be kept up to date. If you need someone, whose name is not listed, to pick up your child, you must call the office and let us know.
4. We will ask to see your driver's license until we recognize you by sight. We will ask to see the driver's license of anyone who comes to pick up a child. This includes parents and grandparents. Please do not be offended. Your children are very precious to you and us.

## **Meals and Snacks**

1. General Food Policies
  - \*Candy, sweets, gum, and sodas are not allowed at school.
  - \*Food from home may NOT be refrigerated or warmed for your child due to staffing and refrigeration limitations.
  - \*School will not do any birthday parties during school hours.
2. Breakfast and lunch is included in the kindergarten tuition. Lunches are well-balanced to meet the nutritional requirements of young children. Menus are posted in the office and a monthly menu is available for you to take home.
3. 1<sup>st</sup> through 5<sup>th</sup> grade students must bring a lunch each day. We follow strict guidelines about appropriate foods to send with your student. Sodas, chocolate milk, candy and gum are NOT allowed at school. We encourage you to pack a nutritionally sound lunch for your children, keeping in mind that children need premium fuel for their young bodies. Lunches may not be refrigerated or warmed. School lunches may be purchased for \$3.00 a day (no charge for seconds). Parents receive bill for lunches at the end of each month.

3. Children have 30 minutes to eat lunch.
4. A snack is given to all children after school (2:30 for Kindergarten, 3:00 for 1<sup>st</sup> through 5<sup>th</sup> grades).

## **Health**

You are the best judge of your child's health, and we trust you will not bring a sick child to school. However, if in the opinion of the administrative staff, your child is sick, we will call you to come and pick up your child. The following criteria will be considered in determining if your child must go home:

- fever of 100 degrees or more
- inflammation of the eyes
- vomiting
- more than one incidence of diarrhea
- communicable disease
- unknown rash
- frequent coughing
- excessive nasal discharge

If your child is sent home due to illness, he/she cannot return to school until he/she has been free of symptoms for 24 hours, or until your doctor sends a note that says the illness is not contagious. This is to allow your child ample time to recover and to stop the spread of illness to the other children.

## **Illness / Medication Policies**

1. When your child is ill or absent for any reason, please call the office and notify us of the illness or reason for the absence. This courtesy keeps us informed of anything contagious to which our children might be exposed.
2. If your child becomes ill at school, we isolate your child and call you immediately. Arrangements must be made to pick up your child as soon as possible.
3. If your child is out because of a contagious illness, please be sure the child is no longer contagious before returning to school



4. If you are going to be out of reach for the day, for any part of the day, you must give us a phone number where you can be reached, or give us alternate emergency contact.
5. If your child develops a temperature of 100\* or more, or has more than one episode of uncontrollable diarrhea or vomiting, you will be called to pick him or her up from school. You should make arrangements to pick your child up immediately. After an illness, a child must be free of fever, diarrhea or vomiting for 24 hours with no assistance from fever-reducing, diarrhea controlling medications (Tylenol, Kaopectate, and the like), before returning to Meadow Oaks Academy. If you feel that your child is not contagious yet still has a fever or loose-stool, your child may return to school only with a doctor's note of release that states the non-contagious cause of the symptom.
6. If your child wakes in the morning with a temperature, and you give the child medication to bring the fever down, YOUR CHILD IS STILL CONSIDERED TO HAVE A TEMPERATURE and may still infect other children at school. We cannot keep a child in this situation. If you have any doubts; please call before bringing your child to school.

## **Medication**

*Please read this section very carefully. All laws are set forth by the Texas Department of Human Services.*

1. Do not put medicine in your child's bag. If no one knows it is there, your child or another child could get hold of it, which could prove catastrophic. Hand all medications, salves and drops, to the office personnel.
2. Medicine administration times are 11am, and 3pm.
3. We can give medication only if the parent signs the medical authorization sheets daily. Office personnel cannot sign in medicine for you. You may sign each day's medicine sheet on Monday in advance for the week. Please use a separate line for each medication. Do not sign two medications on the same line.
4. Prescription medication must be in the original container, labeled with the child's name, date, directions and physician's name. The office must administer the medication according to the label directions and cannot administer the medication after the expiration date. Doses must be spaced appropriately. **If the directions say give twice a day, we can not give.**

5. Non-prescription medications must be labeled with the child's name, the date the medication is brought to school, and must be in the original container. We must adhere to label directions. If a parent requests that a non-prescription medication be given to a child of 4 years and the label state "Consult physician for children under 6" we can not give the medication unless we have a written authorization from the physician stating the child's name, age, medication and dosage.
6. **Please do not send medication to school in your child's backpack. Medications should be only handled by adults - straight from the parent to an office staff member.**

## **Withdrawal from School**

A two-week advance notice in writing should be given to the school if it is necessary to withdraw your child. You will be held responsible for weekly tuition up to the written expiration date.

## **Referral Credit**

Word of mouth is the best advertisement. If you refer another family to our school, and they enroll their children, we will, in appreciation, give your family a referral credit of \$25.00 off your next tuition payment. Be sure the new family points out that they were referred by you.

*Referral credit is \$25 per new family unit and is not based on the number of children in that family. You may receive a referral credit for each enrolling family you refer, and there is no limit on the number of referral credits you may receive.*

## **Parent Information**

The Meadow Oaks Academy website is available with updated newsletters, menus and other announcements to keep you informed of the schools activities. Upon request this information can also be emailed to you.

**Private  
Elementary School  
Policies**

## Attendance

1. Tardiness is always a disruption to the class. Please make sure your child is in class on time each morning. Tardies are also recorded on the student's permanent record.
2. Students need to attend school every day of the year unless they are ill.
3. Each day's classroom experience builds on that of the previous day; absence for any reason other than illness should be kept to a minimum.
4. Please call the school office if your child is unable to attend school for any reason.
5. A doctor's note is required for return to school after communicable disease.
5. Children must be free of fever for 24 hours before returning to school. That means that if your child is sent home from school due to fever, he/she cannot come to school the next day, unless your doctor faxes or sends a note saying the fever is not due to a contagious illness.
6. When your child is absent for any reason, please send a note Explaining the absence when your child returns.

## School Supplies / Items from Home

1. Elementary school children should not bring toys or other personal items to school. All supplies are provided by Meadow Oaks Academy.
2. School supplies and other school equipment and materials are purchased with registration fees. Children are taught to cooperate, share and be responsible for their group's supplies, materials and equipment. Please **do not** allow your child to bring school supplies from home. We want to focus our school time on learning rather than disputes about fancy pencils, erasers and folders.
3. We cannot emphasize enough the importance of labeling your child's items. Shoes, socks, underwear, pants, shirts, hats, jackets, sweaters, etc. should all come to school labeled with your child's name. We are structured, but with over 350 children in a school, items can get mixed up and duplicate items are common. If an item ever gets misplaced, we can find it easier if it is labeled with your child's name. It may even be returned to you before you noticed it was missing. When you notify us of a misplaced item, our first question to you will be **"Does it have your child's name on it?"** Please be able to always answer "Yes!"

## What to Wear to School

1. Children need to dress in the school uniform. Our recommended retailer for Meadow Oaks uniform will be Parker uniforms.
2. Generic Khaki pants, shorts and oxford shorts can be picked from any other store.
3. For Special event days like picture day, we would like all private grade students to have the Meadow Oaks monogram sweater, plaid skirt or jumper.
4. Shirts must cover the entire torso - front and back
5. Slack and shorts are acceptable for boys and girls.
6. Shorts should be worn under skirts/jumpers.
7. Socks must be worn daily.
8. Footwear is very important. No black sole shoes are allowed in gymnasium. Children should always sneakers. Cowboy boots are **not allowed**. They bruise when a child is kicked, and they slip and are awkward on our play equipment. Sandals and jellies expose toes to stubbing and getting stepped upon and should not be worn to school.
9. Jewelry and watches are allowed if they do not interfere with concentration.

## Academic Progress

1. Children will bring graded work home weekly in a colored folder. It may be previous work, to allow the teacher time to grade the papers. Please look over your child's work in weekly folders.
2. Please help your child to remember to bring his/her folder back to school on Monday.
3. Homework for 1<sup>st</sup> through 5<sup>th</sup> grade students will not be extensive. Some types of practice (reading, spelling words, math facts) and reinforcement activities done at home can be important to your child's success. Your child's teacher can advise you of the need and content of such work.
4. Homework assigned by Elementary grade teachers usually consists of studying spelling words, math activities, practice with reading vocabulary and/or sight words, reading aloud to a parent, or correction of daily work. (Sometimes a paper may be marked "Finish and Return" or "Correct and Return". If so, please have your child do the work and return it to the teacher the next day.)
5. Reading aloud daily with your child as he/she begins to become a

reader is extremely important, as is listening to your child read to you. Please try to maintain this practice throughout your child's elementary years regardless of whether a specific homework assignment is made.

Your child's reading progress will be enhanced because your child will practice reading in the enjoyable, supportive context of your attention.

6. Elementary students receive online report cards four times during the school year. Copies can be requested from Office.

7. All Kindergarten, First, Second, Third, Fourth and Fifth grade children take the Iowa Tests of Basic Skills (ITBS) in the spring.

## **Discipline Policy**

1. It is expected that all students at Meadow Oaks Academy show respect for peers, adults, and property.

2. Students are informed of and expected to obey their classroom rules. Students are also informed of the consequences of misbehavior.

3. The misbehaviors in the following list are considered serious. Depending on the context and frequency of their occurrence, parents will be notified so that home and school can work together to prevent the development of further problems.

- physical aggression
- verbal abuse or foul language
- deliberate disruption of class
- willful defiance of teacher or administrator

4. Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

5. We want to educate all of our children. Children that display behaviors that prohibit other children from enjoying a positive and pleasant learning atmosphere and children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of another child may require the following actions:

### *Initial Conference*

An initial conference will be required and the problem will be defined. Goals will be established towards solving the problem.

When the goals towards solving the problem have not been successful other measures will be taken. The child may be sent home. A parent

may be called any time the child exhibits uncontrollable behavior that cannot be modified by MOA staff. That parent may be asked to take the child home immediately. Suspension from the elementary school program may vary from a few hours to an indefinite period. Parents are required to continue paying tuition during any suspension period.

## **Discharge Policy**

Meadow Oaks Academy reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payments of fees
- not observing the rules of the school as outlined in the parent handbook
- child has special needs which we cannot adequately meet with our current staffing patterns
- physical and/or verbal abuse of staff or children by a parent or child
- child has exhibited behavior which is harmful to him/herself or others.

## **Conferences**

1. All parent conferences are welcome. Please schedule a teacher parent conference during teacher's planning time. Feel free to call and discuss ANY question that might arise. Please call immediately, **not** weeks later.
2. Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please do not speak with your child's teacher in the classroom. Children have "big ears", and discussions of the child should not be in front of the child. You may plan a conference with your child's teacher at a convenient time.

## **Children with Special Needs**

Our school will try to accommodate children with special needs (physical, behavioral, cognitive, etc.), if we are able to meet the child's needs within our current staffing patterns.

### **Safety and Security Policy**

- 1. All parents, visitors and students must enter through the main door and check into office.** The school, your children and teachers rely on staff to enforce this rule. THERE ARE NO EXCEPTIONS.
2. School doors will be locked by 8:00 am (1<sup>st</sup> -5<sup>th</sup> Grade) and 8:30 am (K and Advance Pre-k) for security reason. Parents, visitors and volunteers need to be escorted after 8/8:30 am and will need to setup appointment through office.
3. School will not host private events during school hours including birthday parties as these events shorten precious academic classroom time and in addition requires more escorting staff to meet all security measures.

### **Super Summer Club**

1. During the summer, we offer Super Summer Club, a fun and exciting summertime day camp at Meadow Oaks Academy. We enjoy custom thematic units including arts and crafts, field trips, days at the park and special event days.
2. Special policies apply to SSC and are explained in your summer Enrollment information.

Thank you for sharing your children with us,  
and for giving us the opportunity to love and  
guide them  
throughout their early elementary years!



I HAVE READ THE PARENT  
POLICY BOOK FOR  
MEADOW OAKS ACADEMY **ONLINE**.

I AGREE TO ABIDE BY  
SUCH POLICIES AND  
RULES.

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Child's Name

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Mother's Signature

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Father's Signature

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Date

**Please sign and return the above statement.  
The statement must be on file at Meadow Oaks  
Academy upon enrollment of your child.**

**Online Link :** <http://meadowoaksacademy.com/moa-private-school-handbook>

OR

Go to: [www.meadowoaksacademy.com](http://www.meadowoaksacademy.com) under  
"Forms/Resources" tab click "Private School Handbook"  
under "Private School Resources"