



## Parent Handbook

2020-2021

Uniting Families

Building Community

**Encouraging** Academic Excellence

[www.arrowschc.com](http://www.arrowschc.com)



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**CHILDREN ARE A HERITAGE FROM THE LORD, OFFSPRING A REWARD FROM HIM.  
LIKE ARROWS IN THE HANDS OF A WARRIOR ARE CHILDREN BORN IN ONE'S YOUTH.**

**Ps. 127:3-4**



# Mission

***“Under His direction, the whole body is fitted together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love.” ~Ephesians 4:16***

Our mission is to unite families, to build community, and to encourage academic excellence among the Christian homeschool families of Southern Oregon.

# Purpose

Our main objectives are to provide academic support, social enrichment and spiritual encouragement for the Christian homeschooling families of Southern Oregon. Our classes provide supplemental educational experiences on a weekly basis to enrich and expand the learning opportunities for our home-educating families. We do not desire to supplant the home school vision or to create a complete school environment but to complement and supplement home education. We aim to:

- Support one another in the pursuit and continuance of homeschooling
- Share experiences and pool resources
- Provide opportunities for ourselves and our children to build relationships with others

We believe that parents are responsible for the education and character development of their children. Our goal is to form and maintain a community that enables parents, students and leadership to support and minister to one another in Christ, striving for both personal and educational growth as we acknowledge Him in all things. **Parental participation is a key component to the community aspect of all Arrows programs.**

# Statement of Faith

Arrows CHC is a Christ-centered organization. We seek to honor biblical principles and bring glory to God in all that we do. We believe:

- i. The Bible (both Old and New Testaments) is the inspired and only infallible authoritative Word of God (2 Timothy 3:16-17).
- ii. There is one God and He exists from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit (John 10:30).
- iii. All men have sinned, both by nature and by act, and it is only Jesus Christ who is able, and has paid the penalty for man's sin through His substitutionary death on the cross. He then triumphed over death by His visible, bodily resurrection (Romans 5:8).
- iv. Salvation is offered as a free gift to the sinner. This gift must be accepted by faith, not trusting in any personal work but in the sacrificial death of Jesus Christ alone (*John 3:14-17*).
- v. A Christian lifestyle should reflect biblically appropriate personal and family relations, business and legal conduct, and moral behavior in accordance with the truths above.

While not a requirement for membership, we encourage all members to fellowship regularly in a church body (Heb. 10:25).

# Arrows Academy Philosophy of Education

A hybrid program, also known as a "University-Model", combines the positive qualities of traditional education with all the benefits of traditional homeschooling and integrates them into one model. The result is quality, cost-effective, college-preparatory education that gives parents more time to disciple their children in their own faith and values. In a unique partnership, parents and the Academy work together toward a mutual goal: to produce wholesome, competent, and virtuous followers of Christ who model Jesus in servant leadership. This model recognizes that parents should be the primary influencers of their child's character and faith development. Practically, the program meets as a traditional class program with an experienced classroom tutor 2 days a week, and students learn at home on the remaining days (with the parent co-teacher working alongside the tutor's assignments).

Arrows Academy's educational philosophy is based on the work of 19th century British education reformer Charlotte Mason. A contemporary of Maria Montessori and other educators forming foundational ideas during industrialization, Mason held a firm belief in the child as a person, not merely a mind to be filled. From that stemmed the conviction that children are capable of doing the work of learning themselves, and teachers best fill the role of guide and framer, not interpreter and entertainer. Mason believed that the best education encounters and engages the whole person with careful attention not only to the information they are mastering, but also to the formation of the person they are becoming. Her three-pronged approach to education includes attention to the child's educational atmosphere (primarily making it one of joy and ready discovery, not rote drudgery), the discipline of good habits (emphasizing full attention, best effort, and learning for the sake of learning, in addition to habits of personal virtue), and living ideas (meaning exposing children to content that makes a subject come alive, not just dry facts). Mason's motto for students was, "I am, I can, I ought, I will," and her hallmark is developing mature, whole persons, centered on rightly ordered relationships and fueled by a feast of excellent material. Ideas are paramount in the Charlotte Mason philosophy, and each student is taught not what to think, but how to think. Nature study, dictation, art study, music, and narration all play a part in instilling in students a rich love of learning, and thoughtful engagement in the world.

We ask that all parents take time during the first year of having their child(ren) at Arrows Academy to read "For the Children's Sake," a 158 page book by Susan Macaulay. In this book, Susan Macaulay shares a philosophy of an ideal Christian education (including the perspective that education must be founded on the principle that each child is uniquely created by God and therefore is worthy of respect). It also is a summary of Charlotte Mason's philosophy on education.

# General Policies & Information

## BACKGROUND CHECKS

Any person 18 and older who will be on campus during a program day MUST complete a background check. Furthermore, any person desiring to chaperone a field trip must complete a background check. This is a routine procedure and involves filling out a form at registration. Arrows maintains a position of “full disclosure” — allowing individuals to approach the director privately to discuss matters of importance regarding background checks. If something questionable comes to light, the board will consider each person and each situation individually.

## PARENT ORIENTATION

Attendance at an orientation meeting is mandatory. At this meeting, parents meet tutors, review important policies, learn about the parent/tutor partnership and other important information.

## VOLUNTEER REQUIREMENTS

Arrows Academy requires a small amount of parent participation throughout the year. Specifically, we require that one parent must serve as a P.O.C. (Parent On Campus) for a total of 5 full class days per student throughout the year (max of 10 days/year per family). P.O.C’s help with a variety of things throughout the day. These tasks may include supervising drop off, recesses, lunch time, and pick up as well as assisting in classrooms as needed. Arrangements can be made for a grandparent or other family member to fill this role if needed. Sign ups will be available for parents to choose their volunteer dates on a first-come, first serve basis at the beginning of each quarter. All volunteers must complete a background check at least 2 weeks prior to helping in class.

## SCHEDULE

- |   |               |                           |
|---|---------------|---------------------------|
| • Pre-K (age 4 & potty trained by Sept 1) | 8:50am—Noon   | Average Class Size: 10-12 |
| • Kindergarten (age 5 by Sept 1)          | 8:50am—Noon   | Average Class Size: 10-12 |
| • Elementary                              | 8:50am—2:40pm | Average Class Size: 12-15 |

## FREQUENTLY ASKED QUESTIONS

***If my child is enrolled at Arrows Academy, what are they considered in the eyes of the ‘state’?***

Great question! Arrows is called an “Academy” and is commonly referred to as “school” by many students and parents alike, however, Arrows is actually classified as a 501c3 support group and is not a school. Students are considered independent homeschoolers as far as the State of Oregon is concerned and parents must register with the county Education Service District as well as follow the state testing requirements in 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> grades.

***Since I am considered a homeschooler, is it legal for someone else to teach my child part time, as Arrows Academy does?***

Yes! It is absolutely legal! The State of Oregon has very few limitations on homeschoolers and does not mandate *who* actually educates your child, simply that your child be educated.

***Can I be enrolled at a charter school as well as with Arrows Academy?***

Arrows Academy provides a very unique partnership with parents. It is important that parents use the curriculum chosen by the teachers and strive to stay on track with the classroom and teacher provided schedules each week as much as possible. When fully embraced at school and at home, our program provides a rich and complete education for our students. We believe enrollment in additional academic programs (including and especially charter schools) would complicate the academic requirements and place unnecessary demands on the student/parent. That said, we leave this decision of dual enrollment up to each family.

**WELLNESS POLICY**

Please respect other students at Arrows by NOT bringing a child to Arrows who is exhibiting signs of possible illness. Some of these symptoms are:

1. Fever (100 or higher)
2. Productive cough
3. Sore throat
3. Heavy Sneezing
4. Green or discolored discharge from nose or eyes
5. Rash
6. Vomiting and/or diarrhea
7. Head lice

Please make sure your child is WELL (minimum of 24 hours) before they return to co-op. If a child develops what appears to be illness during class, you will be contacted to pick your child up from class immediately.

**MEDICINES**

Arrows staff, teachers, or any parent teachers/helpers will not assume the responsibility of dispensing medicines to any student. For those children who may need emergency medications such as Epi-Pen injections, inhalers etc., please discuss this with the Director so we can make special arrangement in these cases. Please indicate any medical concerns/allergies on your enrollment form.

**RESTROOM POLICY**

Staff, teachers, and parents are NEVER to go alone with a child (other than their own) into the restroom. If you must enter the restroom to briefly assist a child, you must prop the door open. Restroom supervision is limited to female staff/parent helpers only—no men please.

## **SAFETY**

Each classroom has a safety binder with all student's names, allergies, mom cell numbers, etc... Please be confrontational if you notice anything/anyone concerning. If you have a bad feeling or concern about a situation, please don't look the other way or think someone else will notice/handle it. Don't hesitate to involve the Director with any issue that might pose a safety issue to anyone on campus.

## **CLOTHING GUIDELINES**

After much discussion and prayer, and understanding that one person's definition of modesty may differ from another's, we ask that our staff, parents and students mutually respect our fellow brothers and sisters in Christ as you attend Academy each week.

**“Be devoted to one another in brother love. Honor one another above yourself.” Romans 12:10**

Please remember that modesty is not what YOU feel comfortable wearing, it is about what makes those around you feel comfortable. Please consider that we have many different families with different views on this topic. We have an opportunity to extend grace to others by dressing more modestly than we might normally be comfortable with.

Specifically, we request that girls (including moms) avoid short shorts/skirts, spaghetti straps, shirts that are low cut, and especially tight-fitting clothing. We ask that boys wear pants that fit properly around their waist. We do not allow student piercings other than ears for our young ladies. We ask that all students refrain from extreme hair coloring.

## **LOST AND FOUND**

Arrows has a designated Lost and Found box. Please check this box on a regular basis. We will donate items left behind from time to time and are not responsible if your items are donated!

## **SNACK/LUNCH**

Please send a healthy, high protein snack with your child to eat during break. Students need to bring a lunch if they are a full-day student. Please do not send anything that needs to be microwaved. Also, all students need to come with a filled, labeled water bottle each day. To avoid permanent damage to carpeting, there are NO red drinks/juice allowed. Arrows is a PEANUT FREE facility—please do not send anything containing peanuts or peanut butter (this policy may be waived if we do not have any students with nut allergies in a given year).

## **BUILDING STEWARDSHIP**

We are blessed to have our own facility for our programs. It is important that we respect the building and staff as much as possible. Please pick up after yourself and others if needed. Respect the staff and property by WALKING QUIETLY in the halls and by not going in staff/office areas.

## **SNOW / ICE DAYS**

In the event of snow/ice, classes MAY be canceled for the day. Please listen to local news via radio, television, or websites. If the Medford School District is closed or delayed, Arrows classes may be cancelled. Cancellations will be emailed to all members and posted on our private Facebook page by 7:30 a.m. Snow days will NOT be made up on later dates. Tutors will make every effort to email instructions for at-home work on a snow day.

## **MOM'S CONDUCT**

We want to be uplifting and encouraging to each other....please be aware of how easy it can be to gossip or have a negative spirit. Don't be afraid to leave a negative conversation. We want to honor the Lord by talking about "things that are true, noble, right, pure, lovely, admirable, excellent and praiseworthy" (Phil. 4:8). Especially be aware of conversations that are happening around children—even preschoolers. Hot button or graphic topics (like physical intimacy, LGBTQ issues, murder, rape, etc...) should never be discussed while in a classroom. It is our goal at Arrows that moms and students leave each program day feeling emotionally and spiritually lifted up and discussing/debating hot button topics tend to create dissention and disunity. Again, feel free to change the subject if this kind of discussion is taking place at Arrows.

## **DAD'S PARTICIPATION**

Fathers play a significant role in their children's lives and can be a wonderful contributor to Arrows! While Arrows greatly benefits from the participation of dads, we also want to be sensitive to the potential co-mingling of moms and dads apart from their spouses. Arrows does not desire to facilitate friendships between married men and women and requests that all members be keenly aware of the enemy that seeks to steal, kill and destroy our families (John 10:10). For this reason, the "Mom's Room" as well as other "mom" events (ie. prayer times and Bible studies) offered during the year are intended for moms exclusively. Depending on the level of involvement by dads each year, Arrows may offer Bible studies for dads as well. Thank you for understanding the heart of Arrows Leadership in this matter.

## **CLASS VISITATION**

Due to space constraints and to minimize distractions, we ask that parents not attend classes with their children on a regular basis, as well as siblings who are not enrolled in the class. Please do not interrupt a class unless absolutely necessary.

## **GUESTS / VISITORS**

Unregistered children may NOT attend Arrows classes without prior permission. Any adult visitors must wear a Guest nametag, and stay with the registered family.

## **T-SHIRTS**

Most years, Arrows has t-shirts printed for all members as a fun way to promote our business sponsors. These t-shirts generally cost \$12 per shirt. We ask that—if at all possible—all members purchase a shirt to show support for our sponsors as well as to wear to field trips.

## **BUSINESS/SELF PROMOTION AT ARROWS**

We ask that all members refrain from any marketing, selling, or any other form of business promotion to fellow members of Arrows, whether during or outside of program days as well as social media. Thank you for your consideration. Arrows publishes a Business Directory once a year in the fall. We are happy to provide each of our members the opportunity to be included in our Business Directory free of charge.

## **BUSINESS SPONSORS**

We are so blessed to have local businesses and individuals that are willing to sponsor Arrows with cash donations each year to help offset operating costs as well as give us extra funds to purchase supplies and provide occasional tuition scholarships. Each business is recognized in various ways including t-shirts, banners, on our website, social media and more.

# Parent & Student Expectations

We represent home education. We should demonstrate exemplary behavior for our peers, our faculty, and for the church which we have been so graciously allowed to use. Please instruct your children that at all times, our actions and attitudes should honor our Lord Jesus Christ.

**“Whatever you do in word or deed do all in the name of the Lord Jesus...” Col. 3:17**

The following rules of conduct are required for all members and students as we strive to be an exemplary organization. Members are to read these carefully, and sign to that effect on the enrollment contract. Parents are ultimately responsible for their own children’s behavior and must ensure that they act in accordance with these rules. These rules apply not only during co-op and Academy days, but also at those times and places that Arrows members are participating in or supporting Arrows sponsored activities.

**In order to function cooperatively and effectively, Arrows expects Parents to:**

- Treat with respect all parents, tutors and leadership. We are a body comprised of parents who come from many different backgrounds and denominations.
- **Read all materials**. Written material, electronic and printed, is the primary method of communication for our group.
- Check Student Folders after each program day. This is an important means of communication. Additional information can be found on the website, Facebook group and by email.
- Adhere to the plans of action and policies that are in place, so that our days together may flow smoothly, with harmony between its members and our host church.
- Come prepared to help where needed. “Many hands make light work.”
- Review with your children the Member Expectations and Discipline Policy found in this handbook.
- Provide your children with the needed supplies for each day & ensure any homework is completed before the next program day. Our tutors work hard to teach your children. You can show your appreciation by ensuring their work is being done & they are prepared for class.

### **To show thoughtfulness and respect for our facility:**

- Any trash created in the classrooms, lunchroom, outside areas, etc... must be thrown away properly.
- Gum is not allowed at Arrows anytime.
- Bathrooms must be kept clean. Toilet malfunction or other water issues should be reported promptly.
- Any spills or messes must be cleaned up promptly and not left for others to handle.
- No heeled shoes or other shoes with wheels.
- No skateboards or other similar toys with wheels.
- No running or aggressive playing is allowed in the hallways or classrooms.
- No dangerous or damaging items are allowed on campus (i.e. baseballs, knives, lighters, matches, water guns, or other weapons [even toy weapons]).

***If you have a child that carries a pocketknife on a regular basis or who might be tempted to bring one to show to friends, please be proactive in sharing our no-knife policy with them at the beginning of the program year.***

### **To show thoughtfulness and respect for our tutors:**

Parents should respect the tutors' requests and work to ensure they are honored. Students should:

- Arrive to class on time.
- Complete assignments as requested and be responsible to bring them back if asked.
- Raise your hand rather than interrupting.
- Listen attentively in class. Do not visit with classmates while the tutor is speaking.
- Willingly participate in class activities with a positive attitude (no bad attitudes!)
- Inappropriate attitudes, language or jokes are not acceptable and are subject to discipline.
- Keep the hallways quiet while classes are in session.
- No electronic games, music devices, or cell phones may be used in the classroom. **We strongly encourage all students to leave electronics at home. Student cell phones may be confiscated by the Director without warning if there are any concerns or issues. Confiscated phones must be reclaimed by parents.**

***A note about bad attitudes and body language:*** At Arrows, we strive to provide engaging classes that have a balance of fun and academics. Still, an occasional student may decide that they do not "like" a particular class or even attending Arrows at all. This negative outlook will affect the other students and teachers and can negatively change the dynamics of an entire class. Students who regularly display bad attitudes through their words, actions and body language will be held to the same standard of discipline (three offenses=student being dismissed from class, etc.) that are outlined in the next page as any other discipline issue. Examples of this include:

- Complaining to classmates and/or teacher about the class, activities, etc...
- Ignoring directions
- Refusing to reasonably participate in class (including games, activities, etc.)
- Putting one's head down on class tables during class instruction/activity times
- Wearing hats/hoods to intentionally cover one's face
- Not completing reasonable class assignments on a regular basis with no good reason

**To show thoughtfulness and respect for all participating families:**

- Conduct yourself in a way that your words and actions promote unity and encouragement.
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping about one another. Handle conflict privately and biblically.
- Fulfill your required service hours faithfully, as others rely upon you to do your part.
- Our goal is to have exemplary behavior. Students are expected to exercise good judgment when interacting with each other, not participating in and/or discussing boyfriend/girlfriend behavior at Arrows classes and activities.

**To show thoughtfulness and respect for Arrows leadership:**

- Bring input and opinions to the Leadership Team and coordinators in a responsible and respectful manner.
- Handle personal conflicts privately and biblically; avoid unnecessary gossip to leadership.
- Recognize the hard work of the staff and afford them a good measure of grace and gratitude.

# Discipline Policy

We are a Christian organization and believe it honors God when our students are respectful of adults and their fellow students.

Arrows employs a color card behavior system to help motivate students towards good behavior. It also serves as a communication tool between our various teachers and parents. All children Kinder-6<sup>th</sup> grade will have three squares in the back of their nametag: green, yellow and red. Co-op students have these in their name tags. Academy teachers may employ a different color card system which will be communicated to you them.

## **For discipline issues, the following process will take place:**

- First offense –The student will receive a clear warning from the teacher or other adult.
- Second offense –The student will be asked to turn their card to the YELLOW card. The teacher will sign the yellow card and hopefully write a word or two about the offense (i.e. “disrespect”, “not following directions”). The parent will be contacted by the teacher for in-class offenses or by a Leadership Team member for an out-of-class offense.
- Third offense –The student will be asked to turn their card to RED. The student’s parent will be located and asked to supervise their student until the next class begins (Academy students will sit with the Director for a time).The parent may be asked to sit with their student in class the following co-op/Academy day.

If a student has their card turned to red on a regular basis (every week or almost every week), the student and parent will meet with the director or another member of the leadership team to see if the student desires to remain a part of Arrows.

For persistent discipline issues, the parent may be asked to remove the student until the student agrees to respect Arrows rules and policies. Extreme offenses may result in immediate dismissal from Arrows entirely. Dismissal from the co-op incurs the remaining tuition obligation as previously agreed. Dismissal from the Academy qualifies as a removal from the program and is eligible for partially refunded tuition.

## **PHYSICAL AGGRESSION**

Arrows has a zero tolerance for physical aggression. This includes hitting, kicking, biting, shoving, bullying, etc. If a child exhibits aggressive behavior, they will be removed *immediately* from all classes for the day. If this happens a second time, they will be removed from class for a 4 week period and re-admittance will be at the discretion of the Board.

## DROP OFF PROCEDURES

- Students may be dropped off each morning between 8:30am and 8:50am. Parents have the option to park and walk their child to class if desired.
- Drop off is directly in front of the 2<sup>nd</sup> set of double doors. The staff or parent standing at the door letting them in will have an orange vest & clipboard and will document their arrival.
- Students should go directly to their classrooms upon arrival (unless they need to use the restroom).
- Late arrivals: Parents arriving after 8:50am will need to park and walk their child(ren) to their class(es).

## PICK UP PROCEDURES

*Parents are more than welcome to park and walk up to pick up their child(ren).*

We have two separate pick up sessions—our Prek/Kinder at Noon and our full day students at 2:40. The pick up procedure is the same for both:

Students will line up inside at the 2nd set of double doors (same doors as drop off). Parents are to pull up to the pick up zone and the teacher will place students in their parents' cars.

The playground is available from 2:40-3:15 if you would like to park and **supervise your children** while they play. We ask that everyone leave campus by 3:15pm.

### **Late Pick Up:**

Students not picked up after 2:55 will go back to their teacher's classroom or will remain with the Director until you arrive. A late pick up fee is assessed for children picked up after 3:15pm. This fee is \$5 for every 15 minutes after 3:15

## **IMPORTANT SAFETY NOTES FOR PICK UP/DROP OFF**

- **STUDENTS WILL NOT BE RELEASED TO ANYONE THAT IS NOT LISTED ON THE FAMILY RECORD AS APPROVED.** If you need your child to be picked up by someone else, you MUST let us know ahead of time and you must give us your family password (you create at the beginning of the year). Anyone not listed as an authorized pick up person must also show ID at the time of pick up. If we do not have approval from you, and/or they do not show matching ID, your child will not be released and will remain with the Director until a solution can be reached.
- **PLEASE USE EXTREME CAUTION WHEN PASSING CARS IN THE DROP OFF/PICK UP LINES. DRIVE SLOWLY THROUGH OUR PARKING LOT!!!!**
- Please be sure ALL drivers in your family who will drop off/pick up are aware of all of our policies for these important parts of our day.

# Academy Admissions

Open enrollment begins each year in March with priority given to returning families. Completion of the application process does not guarantee acceptance. Accepted students are automatically enrolled on a probationary status for the first semester. All classes are subject to a minimum number of enrolled students and may be cancelled prior to August 15<sup>th</sup> if minimums are not met (refunds are given in this case).

Our application process is as follows:

## Step 1: Connect with our Director

Information meeting dates can be found on our website and Facebook pages

## Step 2: Required Reading

Because parents at Arrows Academy are making a choice to be highly engaged in their children's education, we ask that each parent take time to read our philosophy of education before turning in their application.

## Step 3: Admissions Application

Access the online application at [www.arrowschc.com](http://www.arrowschc.com). Applications are not considered complete unless accompanied by the proper application fee.

## Step 4: Family Interviews

We will contact you to schedule an interview with parents and one or more of our board members and/or tutors. Your children are requested to join us as well and we will briefly discuss your family's goals as well as Arrows Academy's philosophy of education.

## Step 5: Admission, Contract & Payment Plans

Admission decisions will be sent to the email address on the application. Upon acceptance, the Family Contract will be sent by email. Please remit this contract as well as registration fees as soon as possible. The administration will also be in contact to set up a monthly payment plan at this point. A student is not considered enrolled and their spot is not held in the class until the contract and supply fees are paid.

## Step 6: Co-teacher Training & Back to School Night

Parent involvement is key to your students' success in our Academy. Co-teacher training and Back to School Night are critical to establish positive working relationships between the tutor and parent/student. The parent serving as the primary co-teacher will attend training intended to establish a healthy partnership with the tutor. Back to School Night is a separate event where students are invited to come with parents to meet the tutors and tour the facility.

# 2020 -2021 Tuition Schedule and Fees



## PREK & KINDERGARTEN

(potty trained & age 4 & 5 by September 1)  
8:50am—Noon

New Family Application Fee: \$30

Registration Fee: \$75

*(Registration fee increases to \$90 on July 1<sup>st</sup>)*

Supply Fee: \$50

**Annual Tuition: \$1750**

**10 monthly payments: \$175**

## PREK & KINDERGARTEN AFTERCARE

Noon-2:40

Billed by semester

**Per Month: \$75**

*(fee is based on enrollment and is subject to change)*

## ELEMENTARY

8:50am—2:40pm

New Family Application Fee: \$30

Registration Fee: \$75

*(Registration fee increases to \$90 on July 1<sup>st</sup>)*

Supply Fee: \$50

**Annual Tuition: \$2200**

**10 monthly payments: \$220**

## DISCOUNTS

### Prepayment Discount

3% of annual tuition if paid on or before July 1<sup>st</sup>

2% of annual tuition if paid on or before Sept  
1<sup>st</sup>

### Multiple Child Discount

\$150 discount per child (does not apply to PreK)

### Full Time Ministry Discount

Discount for full time ministry personnel – see  
administration for more information

## PAYMENT PLANS

Annual tuition can be paid in ten equal monthly  
payments due on the 1<sup>st</sup> of each month. **Monthly  
payments begin in August for the following school  
year.** At least ONE payment (and all fees) must be  
made in order for a student to begin attending class.  
Accounts must be paid in full on or before May 1<sup>st</sup>,  
2020.

\*Students may not re-enroll for the upcoming  
school year until the previous year's balance is paid  
in full.

\*\*Payments made after the 10<sup>th</sup> are considered  
late and will incur a \$15 late fee.

## Tuition Information and Policies

- ❖ A student's account must be current by the first day of classes in order to attend. Half of the total balance must be paid on or before the beginning of 3<sup>rd</sup> Quarter in order to continue attending the Academy. Please communicate with the administration early on if you realize these deadlines are going to be a concern for your family.
- ❖ If a student is withdrawn after classes have begun, refunds of any overpaid tuition is at the discretion of the board and is usually made at a 50% refund rate for 30 days following the withdrawal, and 100% refund for any funds pre-paid beyond 30 days.
- ❖ If a student is withdrawn prior to the first day of school, the application fee is non-refundable. The registration fee is 50% refundable. Any paid tuition and supply fees are 100% refundable. Please allow up to 30 days for refund processing.
- ❖ ALL FEES ARE NON-REFUNDABLE after the first day of school.
- ❖ Returned checks will incur a \$25 processing fee.

# Leadership and Contact Info

## Arrows Board / Leadership Team

Lisa Itzen <i>President</i>	971.344.2506	<a href="mailto:lisa.itzen@gmail.com">lisa.itzen@gmail.com</a>
Annie Sporer <i>Vice President</i>	541.951.1757	<a href="mailto:annie.sporer@gmail.com">annie.sporer@gmail.com</a>
Laura Cisson <i>Secretary</i>	828-461-8564	<a href="mailto:thecissons@yahoo.com">thecissons@yahoo.com</a>
Bailey McCoy <i>Hospitality Coordinator</i>	541.778.8821	<a href="mailto:bailey@automotionllc.com">bailey@automotionllc.com</a>
Becky Abrams <i>Director</i>	541.292.2199	<a href="mailto:becky@arrowschc.com">becky@arrowschc.com</a>