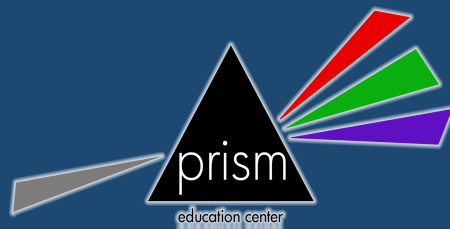


PRISM EDUCATION CENTER



Building a Standard of Excellence

2016-17 Parent Handbook



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History

Prism Education is a community-based non-profit organization founded and incorporated by a team of devoted individuals in 2009. The organization is led by a committed Board of Directors. Misty Newcomb serves as the “hands-on” member of the Board of Directors and as the Executive Director of all programs run by Prism Education Center.

The faculty and staff at Prism Education Center are committed to developing children of knowledge, insight, integrity and wisdom, who will impact every sphere of society by expressing and representing a standard of excellence.

Prism Education Center was started by members of a local church, The Community, that meets in Fayetteville, Arkansas. Prism was birthed out of a desire of these founding families to enroll their children in high-quality academic programs. However, they also held in their heart a concern for the families in Northwest Arkansas who had the same aspirations for their children.

With that vision in their minds and that concern in their hearts, these individuals started Prism Education Center in 2012 at the South Campus. In August of 2013, Prism expanded to a second facility, Prism North, for older students. Finally, in October of 2013, the school expanded to include a third facility, Prism Willow Heights, for children 6 weeks to 5-years of age.

Prism Board of Directors*

| | |
|-------------------------|--------------------|
| Chairman of the Board | Steve Schultz |
| Executive Director | Misty Newcomb |
| Vice-Chair of the Board | Kristie Spielmaker |
| Secretary | Terrell Spencer |
| Treasurer | Tyrel Denison |
| Member | Ben Lagrone |
| Member | Malachi Nichols |

*The full biography of all board members can be found online at our website at www.prismeducationcenter.org.

Licensing and Accreditation

Prism’s preschool programs are licensed by the Department of Human Services Child Care Licensing Unit. As such, we comply with the rules set forth in the Minimum Licensing Handbook found at the DHS Division of Childcare and Early Childhood Education website. Prism Education Center will provide this handbook free of charge to any parent requesting it within one week of receiving written requests. In accordance with minimum licensing requirements, children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.

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effective 07/01/16

All of Prism Education Center's preschool programs participate in the Arkansas Better Beginnings program, and the private school is accredited through AdvancEd.

Prism Education Center complies with all civil rights provisions of federal statutes that prohibit discrimination in programs and activities receiving federal financial assistance. As such we do not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission or access to buildings, programs, or services offered by Prism, as well as with regard to hiring or employment practices.

Partnerships

One of the key principles embraced by Prism Education Center is that of shared ownership and community. It is of great benefit to the students in our program to have a strong, cooperative relationship between the school, the parents, and the wider community. The following organizations have partnered with Prism Education Center in various ways to provide the programs at Prism Education Center.

The Community

Prism Education Center was founded by The Community (TC), a local church affiliated with the Congress-WBN network of churches. TC provides oversight and additional financial resource for Prism Education Center. TC has been a strong supporter of Prism Education Center and has assisted Prism Education Center by providing volunteer support and hosting numerous fundraisers for Prism.

Public Organizations

Prism Education Center leases 3 facilities. The South and North campuses are leased as part of the City of Fayetteville's Community Development Block Grant Program. The Willow Heights Campus is leased in a partnership with the City Housing Authority. As part of this program and the generous support received from sponsors including The Community, Prism Education Center is able to provide over half of its students with full or partial tuition assistance. Additionally, Prism Education Center partners with the Work Study Program at the University of Arkansas. Work study students can be found assisting classroom teachers in the preschool program, private school, or after school programs at Prism Education Center. Since 2013, a limited number of preschool students have been funded through the Arkansas Better Chance Program.

Private Organizations

Prism also partners with other private corporations and local, community-based nonprofit organizations. One of the most significant local partners is the Yvonne Richardson Center which provides daily use of their facility for Prism North students. Other local organizations have supported Prism through corporate sponsorships, service projects, and in-kind benefits,

including health care for our employees.

Parents

Parents are encouraged to participate and involve themselves in Prism programs. This takes the form of supporting the values of the school within the home, enforcing school rules, sharing practical aspects of work life with the student body, volunteering in the school, organizing events or special projects at the school, engaging in family nights, participating in school-sponsored or parent-led programs, and providing monetary in-kind donations, among other opportunities.

The foundation of a strong partnership with parents is effective communication. Prism communicates with parents as often as daily through the facebook account, weekly through emails from the Director, monthly through classroom newsletters and frequently through notes home. Additionally, teachers utilize email, text messaging, and notes to communicate frequently with parents. Additionally, Prism hosts two formal parent teacher conferences each year to provide more extensive feedback on student progress.

Organizational Structure

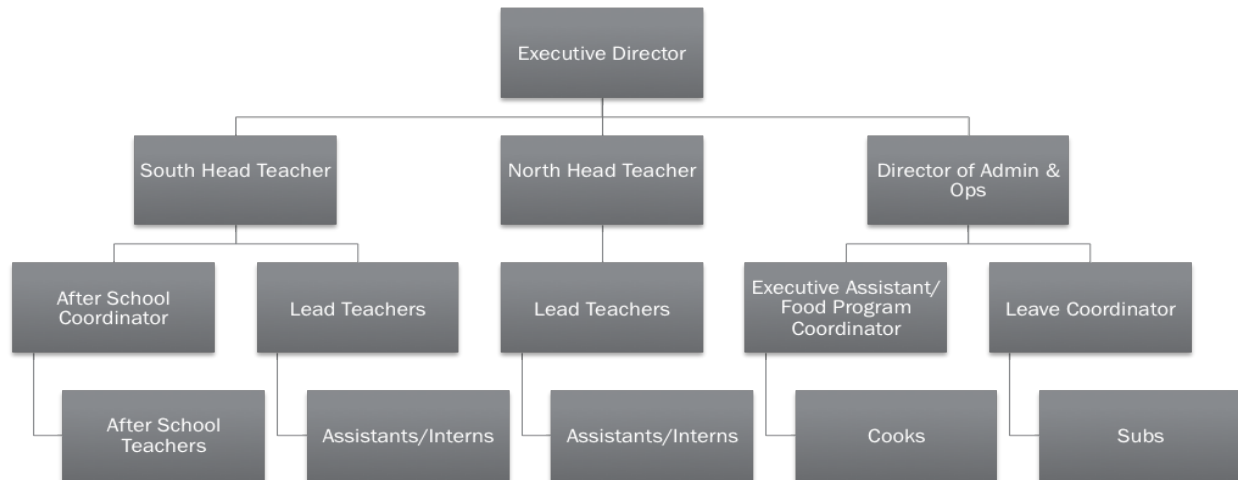
In order to ensure that parent concerns, questions, and needs are addressed in a timely manner, we want all parents to understand how the organization operates and who is responsible for the different areas. The Executive Director oversees all of Prism's programs and operations. However, the lead teacher is the primary point of communication for all parent and student communication. While each classroom has tutors, instructional assistants, and after school teachers who will interact with students throughout the day, the lead teacher oversees all of the various teachers who serve in their classroom. Additionally, Rachel Wall oversees all operational aspects of the organization including billing. Any questions about your invoicing should be directed to Rachel via email at rachel.wall@prismeducationcenter.org.

While the Executive Director is accessible at the various centers throughout the week and by e-mail, the quickest and most effective way to get questions answered is to talk to the classroom teacher for programmatic questions or Rachel Wall for operational and administrative questions. Casie functions as a liaison between the central administrative office and all other campuses and is also available for questions surrounding our food program.

The names and emails of the different program managers of Prism Education Center:

| | | |
|---------------------|-------------------------------|--|
| Rachel Wall | Billing and Operations | rachel.wall@prismeducationcenter.org |
| Casie Shreve | Food Program Questions | casie.shreve@prismeducationcenter.org |

Organizational Flowchart



General Uniform Policy

Prism has a firm belief that school uniforms empower teachers to build a strong culture, reduce distractions in the classroom, minimize differences between students, enable teachers to create a sense of belonging and identity among the children and teachers, and prepare students for a professional environment. For these reasons, a strict uniform policy is enforced. Each campus has slight differences in uniform requirements due to changes in age. As students advance by grade, an increased awareness of personal professionalism is nurtured. The uniform applies to students in grades Kindergarten and above and does not apply to preschool students. However, preschool students are welcome and encouraged to purchase the “Prism Blues” t-shirts.



Ordering Prism Private School Uniforms from French Toast

All polos, dress shirts, vests, hoodies, fleeces, sweatshirts, and polo dresses **MUST** be purchased through French Toast **with a logo**. For ease of ordering, a catalog is available online, or a hard copy can be obtained at your student’s campus. Orders may be placed by

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phone or online. Be sure to use the Prism school code: QS5HDXS when ordering. This allows parents to view only the approved items. French Toast already has the Prism logo set up to allow for quick ordering and delivery. Items other than shirts and polos have also been selected and added to the catalog of approved clothing. Items that may be purchased from other vendors include, pants, shorts, skirts, dresses(non-polo style), cardigans, jackets, hoodies, leggings, tights, socks, and shoes. All uniform items must still adhere to the dress code as stated in the Parent Handbook.



with Prism logo.

Prism South Private School Uniform

See General Uniform Policy on page 6.

- “Prism Blues”
 - Prism Blue* T-shirts or Long-Sleeved Shirts
- Polo Shirts
 - All shirts should be either navy blue, red, light blue, or white (see photo on pg. 6).
 - Long sleeve shirts may be worn under the polo shirts. However, they should be solid colored (no patterns) and should be either navy blue, red, light blue, black, gray, or white.
- Pants or shorts
 - Bottoms must be khaki, black or navy.



Shorts must be sufficiently long to meet the uniform requirements. Appropriate length is considered the width of three fingers above the knee.

- Girls--Skirts or jumpers (see French Toast image on page 6)
 - Bottoms must be khaki, black or navy.
 - Skirts must be sufficiently long to meet the uniform requirements. Appropriate length is considered the width of three fingers above the knee.
 - Tights or wool pants may be worn under the skirts. However, they should be solid

colored (no patterns) and should be either navy blue, light blue, gray, black, or white.

- Sturdy shoes without wheels or blinking lights
 - We strongly encourage parents to choose comfortable footwear that can withstand intense wear and tear as the students do run and play at great length throughout the day.

Prism North Private School Uniform

- Polo Shirts
 - All shirts should be either navy blue, red, light blue, or white. (see polos on pg 6)
 - Long sleeve shirts may be worn under the polo shirts. However, they should be solid colored (no patterns) and should be either navy blue, red, light blue, black, gray, or white.
 - All North students must tuck-in their shirts
- Pants or shorts
 - Bottoms must be khaki, black or navy.
 - Shorts must be sufficiently long to meet the uniform requirements. Appropriate length is considered the width of three fingers above the knee.(See photo pg 7)
- Girls--Skirts
 - Bottoms must be khaki, black or navy.
 - Skirts must be sufficiently long to meet the uniform requirements. Appropriate length is considered the width of three fingers above the knee. Skirts must be appropriate length regardless of whether student is wearing tights or leggings.
 - Tights or wool pants may be worn under the skirts. However, they should be solid colored (no patterns) and should be either navy blue, light blue, gray, black, or white.
- Sturdy shoes without wheels or blinking lights
 - We strongly encourage parents to choose comfortable footwear that can withstand intense wear and tear as the students do run and play at great length throughout the day.
- “Prism Blues” (See photo on pg. 7)
 - Prism Blue T-shirts or Long-Sleeved Shirts are allowed **on Fridays only**
 - Other Prism issued shirts may also be worn on **Fridays only**
- Prism will sell approved Spiritwear throughout the year. Only items purchased by Prism or French Toast may be worn at school in the classroom. Fleeces, cardigans, hooded sweatshirts, and jackets (those that would be worn in class) may be worn **ONLY IF** they are **solid** navy, light blue, red, gray, or white **AND** void of text, logos, or images other than the Prism logo.
- Backpacks
 - Parents can purchase a Prism backpack for \$10 at the South Campus
 - If parents wish to have a backpack other than the Prism backpack it must be completely solid (red, light blue, gray, black, or white) with no patterns, logos, or characters

- Hats
 - Solid colored beanies or tobogans that are red, light blue, gray, black, or white) may be worn in the cooler months in the fall and winter when students are outside. These will go on sale in September and may be purchased from the school directly. **No beanies purchased outside of Prism are authorized.**

The following are prohibited at Prism North for ALL students unless otherwise noted:

- Visible piercings other than one pair of stud earrings (females only; males may not have any visible piercings)
- Hair dye in unnatural colors (such as pink, orange, blue, purple). The only exception to this rule is blue hair dye on Prism Spirit Day.
- Fingernail polish or fake nails
- Visible logos (other than the Prism logo) of any sort on any article of clothing
- Jewelry, including “gages”
- Visible tattoos (temporary or permanent)
- Additional accessories are not permitted with the Prism uniform
- Any make-up outside the “neutral” color tones
- Eyeliner of any type or color
- Decorative hair accessories. Only simple hair ties and hair bands may be worn
- **No graphics, political, sexual, or religious messaging may be worn on clothing, jewelry, computers or other accessories, other than the Prism logo**

On Tuesdays, students who are 14 years of age or older will wear professional dress as part of their uniform and as part of their career readiness courses.

Professional Dress for both boys and girls:

- White or light blue button down shirt (short sleeved or long sleeved)
- Navy, black, or khaki slacks
- Belt
- Dress shoes

Professional Dress for girls:

- Navy, black, or khaki skirts
- Navy blue or black suit jacket is optional

Profession Dress for boys:

- Navy blue, red, or light blue tie is optional
- Navy blue or black blazer is optional

Uniform Enforcement

If a student arrives at school without all components of their uniform intact, **the student will not be allowed to return to class until uniform standards are met.** A non-refundable charge of **\$15.00** will be added for each article of clothing given by Prism. The student may keep the uniform item(s) or it may be donated back to Prism. The fee for uniform replacement is \$15.00 per item, regardless of whether the item is returned. Should a student wear clothing that is not

permitted, the clothing will be taken from the student, an acceptable alternative will be provided at the expense of the family, and the clothing will be sent home with the student later that day.

Labeling Clothes

Parents are strongly encouraged to label their children's clothing.

Lost and Found

Quarterly, lost and found boxes will be placed at the front of the facility on a pre-announced date. Parents are encouraged to examine the boxes to determine if any of their child's belongings are in the box. Unclaimed items will be donated quarterly.

Campus Hours:

| CAMPUS: | HOURS: |
|----------------|-------------------|
| Prism South | 7:30 AM - 6:00 PM |
| North Campus | 7:30 AM - 3:30 PM |
| Willow Heights | 7:30 AM - 5:30 PM |
| Private School | 8:05 AM - 3:00 PM |

Drop off Policy

Private School (North and South)

Students may be dropped off between 7:30 AM and 8:05 AM. Parents are welcome, and encouraged, to drop students off in the classroom before 8:05 AM. Every private school classroom starts promptly at 8:05 AM. At this time, all parents will be asked to leave the classroom. If the student arrives at or after 8:05 AM, he or she will be escorted to the room by the door greeter. Parents will be asked to leave the classroom at 8:05 AM and will not be allowed to enter the classroom after 8:05 AM in order to ensure the school day starts on time.

Breakfast will not be served after to students who arrive after 7:55. If a student arrives after 7:55 AM, it will be assumed that they have already eaten breakfast. Students who arrive after 7:55 AM will not automatically be served breakfast. If a student arrives after the 7:55 AM arrival time, and a meal is requested, they may be served a snack in the main room. This will unfortunately result in the student missing vital class time. However, because this puts a substantial amount of strain on the kitchen staff and the classroom, students will only be given a late breakfast three times during the year. After the 3rd late breakfast, students will no longer be given a private meal in the main room.

Students arriving after 8:05 AM will be considered tardy. Three tardies result in a documented absence. Prism is required to report ten or more absences. If the student needs to be picked up

for an appointment, he or she will need to be checked out through the sign-out sheet on the podiums at North and South.

Van Transport (South to North)

Prism may offer limited transportation for families with students at both the North and South campuses. Due to limited space, ONLY the first 13 people who sign up will be on the list. The van will leave South at 7:45AM daily. The van will not wait past 7:45AM for any reason regardless if parents call with notification that a student is running late. To find out if spots are available on the van, email info@prismeducationcenter.org. If a student consistently fails to arrive by 7:45 AM to take their spot, their spot will be reassigned to another family in order to ensure that this option provides maximum benefit to families.

Preschool (Willow Heights)

Preschool children may be dropped off as early as 7:30 AM (unless they are registered for the early-bird classroom at South). During the school year, preschool children will be dropped off in their classroom. Prism recognizes that families have different work schedules and morning requirements. Therefore, children are allowed to be dropped off at the preschool between 7:30 AM and 10:30 AM. Children must arrive by 10:30 AM or they will be asked to leave and return after nap time (2:30 PM). Attendance is not mandated for preschool children; therefore, absences will not be reported. The exception to this policy is for students enrolled in the Arkansas Better Chance Program (ABC). ABC rules are located in the 2016-17 ABC Addendum.

After School

The after school programs for both Prism North and Prism South will be consolidated into the Prism South Campus for the 2016-17 school year. Students who are not picked up from the North campus by 3:30 will be transported to Prism South and enrolled in the after school program. Prism South students who are not enrolled in the after school program, but remain at school after 3:30 will be enrolled in the after school program. After School daily rates will be charged to parents.

Pick-up Policy

Prism South Private School Pick-Up Policy

The private school day ends at 3:00 PM. Students not enrolled in the after school program at South can be picked up between 3:00 PM and 3:30 PM. Students who are not registered for the afterschool program but remain at the school after 3:00 PM will join the other students for Outdoor Exploration. After 3:00 PM, if students are still at the school, they will be transitioned to the after school program. If students are still at the school at 3:30 PM, they will be charged the daily rate for the after school program.

Prism North Private School Pick-Up Policy

The private school day ends at 3:00 PM. Students enrolled in the after school program at Prism

North will be transported to Prism South between 3:00 PM and 3:30 PM. Students who are not staying for the afterschool program at North should be picked up at 3:00 PM North unless they are enrolled in Homework Help that occurs from 3:00-3:30 PM at North. After 3:30 PM, if students are still at the school, they will be transitioned to the after school program. If students are still at the school at 3:30 PM, they will be charged the daily rate for the after school program and transported to Prism South.

Students must be signed out by a parent or guardian. Once students are signed out by a parent or guardian, **the parent or guardian assumes responsibility for the child**. Students leaving with anyone other than the parent, guardian, or other designated individual will require written notice prior to pick up. Notice may be handwritten or via email.

After School Pick Up Policy

The after school coordinator will gather students from their after school classroom while parents are signing their students out. Students must be signed out by a parent or guardian. Parents who pick up their student after operational hours will be charged a \$10 late pick up fee. After 3 late-pick ups, the child may be dismissed from the after school program.

Preschool Pick Up Policy

Parents or guardians of preschool children will pick up their child in the classroom. Children must be signed out by a parent or guardian. Parents who pick up their child after operational hours will be charged a \$10 late pick up fee. After 3 late-pick ups, the child may be dismissed from the program.

Financial Policies

Prism Education Center prioritizes affordability and accessibility for families regardless of financial standing. Meeting this objective requires a partnership between both parents & Prism Education Center. The following financial policies have been developed to eliminate confusion, and to provide terms and conditions by which parents are responsible to comply.

Rates differ by age and classroom due to class sizes and ratio difference, as well as our sliding fee schedule. Preschool rates are broken down by age in the attached addendum. Fees are calculated on an annual basis and the monthly rates are calculated from this annual cost of services. The cost is constant each month regardless of the numbers of days in a month, holidays, staff development days, or snow closure. Families are obligated to pay the full amount of tuition outlined in their contract.

Financial Assistance

Tuition at Prism Education is based upon a sliding fee scale, whenever possible. The determination of eligibility for our sliding fee scale is conducted by evaluating the information provided on the financial assistance form & financial documentation at the time of initial enrollment and reenrollment each year. After the initial registration period has ended (generally

March/April each year), all further applications for financial assistance will be evaluated on a case-by-case basis. There are no guarantees for additional financial assistance, regardless of eligibility, outside of the defined registration period.

Additional Financial Assistance

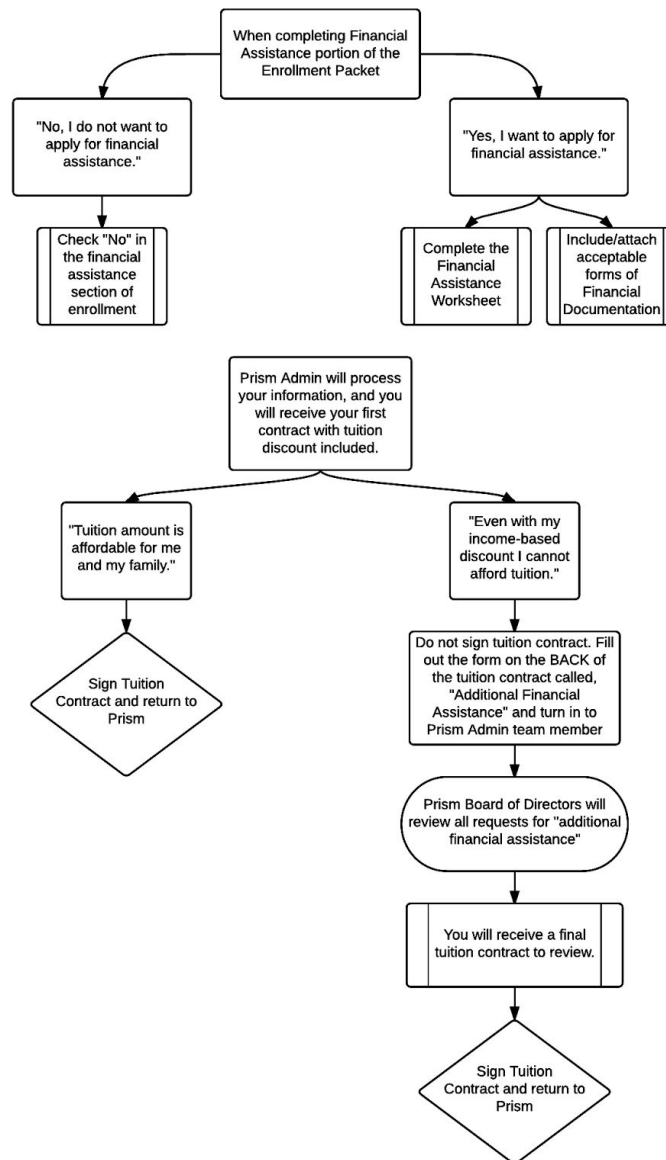
Prism understands that even with the rates offered through the sliding fee scale, some families may still need additional financial assistance in order to be able to afford the cost of monthly tuition. If additional assistance is needed, families must fill out the “Additional Assistance Request Form.” Each application will be considered and evaluated by the Prism Education Center Board of Directors on a case by case basis. Priority consideration is given to current Prism families during the priority enrollment period; however, strict deadlines still apply, so pay close attention to the dates posted annually in the Spring. Please do not contact Misty Newcomb or any members of the Board with requests for discounts directly.

Scholarship Maintenance Policy

Due to the large demand for scholarships, individuals who receive scholarships must demonstrate every effort to reach the full potential of the programs at Prism. These efforts include, adhering to the classroom rules, attendance, homework completion, and assigned school work completion. Failure to comply with Prism policies and procedures will result in the loss of scholarship. Full-pay families may also be refused or dismissed from the program should parents or students not comply with program policies.

Scholarship Application Process (Financial Assistance)

PLEASE NOTE STRICT DEADLINES, which are published annually in the Spring semester:



Mid-Year & Yearly Income Changes

Prism Education Center only requires families to provide income documentation once per year during the enrollment period. However, families are encouraged to be open and honest if income fluctuates mid-year. If a sudden income change occurs mid-year, please fill out the Additional Financial Assistance form, stating the exact nature of the financial need. It is unlikely that additional financial assistance can be provided mid-year, but each request will be considered on a case by case basis. Likewise, families are not guaranteed the same tuition discount rates each year. Financial assistance amounts are evaluated on a yearly basis, both for new and existing families, and are determined based on income level and household size.

Tuition Payments

*revised 06/26/2016
effective 07/01/16*

Tuition payments are expected to be received *on or before* the date in which it is due, as outlined by the payment contract, typically on the 1st or 15th of each month. If a payment is not received within **5 days** of the specified due date according to the payment contract, a **3% late fee** will *automatically* be assessed. If an account is 10 days past due, the child will not be allowed to attend until payment is made. When a payment becomes past 14 days late, families may be asked to leave the program. Unpaid bills will be turned over to a collection agency.

It is understandable that occasional hardships may exist that make timely payment a challenge. In these situations, it is the responsibility of the parent to communicate these issues up-front, so that a resolution can be negotiated before late fees begin to accumulate. Once a late fee is assessed, it cannot be reversed. After the second negotiated hardship, an additional fee of \$20 will be charged to establish a payment plan.

Child Custody & Tuition Payment Policy

As stated above, if the full tuition balance is not paid within a 10 day period, suspension will go into effect until payment is received. If payment is not received within 14 days, the family may be asked to leave the program.

Prism does not make exceptions to this policy for families with split or shared custody or split payment agreements or for any other reason. Nor will Prism Education Center act as a mediator or negotiator between parents who are in disagreement about financial responsibilities as they relate to the child. If full payment is not received for the enrolled child, the child will be suspended from the program in accordance with our late payment policy, regardless of legal or verbal agreements made by parents.

The admin team will collaborate with families to set-up billing options that best meet the needs of both families. Ultimately, however, tuition payments must be made in *full* to guarantee student participation in our program.

Early Termination

Thirty-days written notice is required prior to termination. Personal communication is appreciated; however, an official 30-days notice will not be started until a written notice is received by the Admin office. Notice must be given either directly to Rachel Wall or e-mailed to info@prismeducationcenter.org. Notice given to a teacher through verbal conversations does not satisfy the written requirement. Payment will continue to be due until 30-days after receipt of written notice. Unpaid bills will be turned over to a collection agency.

Schedule Change Request

Life circumstances, including schedules, may change during the school year. Should a different schedule, other than the one contractually agreed upon, is needed, please fill out a Schedule Change Request Form found under the "Parent Info" tab on the website. These forms may also be requested as a hard copy from the Admin Office. This form must be turned in to Rachel Wall or e-mailed to info@prismeducationcenter.org. Completing the form does not guarantee the

request can or will be granted; however, schedule changes will not be considered without the completion of a Schedule Change Request Form. Verbal and/or email submissions will not be considered without the accompaniment of a Schedule Change Request Form. Approved decreases in schedule will go into effect 30 days from receipt of request. A new tuition and schedule contract will be signed at that time. A request for an increase in schedule to include more days or hours will be granted as space allows. If spots are not available when requested, your information will be added to a priority consideration list for current families requesting changes. Once a spot becomes available, notification will be made.

Income Guidelines for Sliding Scale Fees

| | 1 Person Household | 2 Person Household | 3 Person Household | 4 Person Household | 5 Person Household |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| If household income falls at or below the annual income on this row, families will eligible for a 70% discount | \$12,950 | \$16,020 | \$20,160 | \$24,300 | \$28,440 |
| If household income falls at or below the annual income on this row, families will be eligible for a 50% discount | \$21,600 | \$24,650 | \$27,750 | \$30,800 | \$33,300 |
| If household income falls at or below the annual income on this row, families will be eligible for a 20% discount | \$34,500 | \$39,400 | \$44,350 | \$49,250 | \$53,200 |

Summer Tuition Rates

School Age

School-Age Summer Tuition Rates may be different than private school rates. These rates are published annually in the spring prior to each summer program.

Preschool

Summer tuition rates remain the same for families as those listed in the addendum unless the student's schedule changes. Changes made outside of this enrollment period will follow the schedule change requests listed above.

Intersession

School Age Intersession Programs

Effective during the 2016-17 school year, Prism will no longer offer school age intersession

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programs. However, Prism does have a database of babysitters who may be called upon during these dates and school personnel would be willing to help parents make those connections.

Preschool Intersession Programs

Rather than closing completely for extensive breaks, Prism provides intersession periods during holidays. The goal is to balance the needs of families while maintaining a competitive and supportive atmosphere for our teachers. During low-attendance periods, such as holidays and spring break, Prism stays open but programs are limited, and may actually combine students in different classrooms for intersession periods. No additional fees are collected for intersession, but preschool children are required to register in advance for intersession days.

Additional Fees

| | |
|---|---|
| Supply Fee, Preschool Supply Fee, Private School, K-5th grade, | \$50.00/semester |
| Supply Fee, Private School, 6th-10th grade | \$100/semester |
| Private School Registration Fee, paid every spring | Full month's tuition Due May 20, 2017 |
| Preschool Registration Fee, paid every spring | \$50.00 |
| Uniform Replacement Fee | \$15.00/item |
| After School Daily Rate | \$10.00/day |
| Late Pick-Up Fee | \$10.00/day |
| After School Monthly Rate | \$150.00/month (non-private school) \$30.00/month (private school students) \$50.00/month (3-6 PM, 3:30-5:30 PM ABC students) |
| Late Fee (charged 5 days past due) | 3% of invoice total |
| Payment Plan Fee | \$20.00 |
| Return Check Fee | \$25.00/check |
| Testing fee for High School Students or Accelerated High School Students | Parents will assume all testing fees for AP, ACT, CLEP, COMPASS or other assessments administered outside of Prism. |
| Concurrent Credit Courses | Concurrent credit fees are set by NWACC and must be paid by the student. |

Outdoor Play Policy

Outdoor Temperature Policy

Students will be taken out for Outdoor Exploration as normally scheduled unless the “Feels Like Index” is below 25 F. Students may also be kept inside for rain, snow, lightning, humidity, or other extreme weather conditions. Students are required to bring weather-appropriate clothing. Those who do not may be required to stay inside rather than go outside if they do not have proper attire.

Inclement Weather Policy

Prism handles snow days in a different manner than most schools for two reasons. First, Prism Education Center consistently schedules more school days per year than any other public or private school in Northwest Arkansas. It is our goal to attend as many of those days each year as possible. Second, Prism Education Center does not provide transportation, and therefore does not encounter the challenges associated with transporting students in large school buses. Therefore, Prism Education Center does not necessarily close when the other local school districts close. Instead, Prism Education Center closes when the University of Arkansas closes. The guidelines are as follows:

| University Decision | Prism Decision |
|--------------------------------------|---|
| Opening at 10:00 AM or Before | Prism will open at the same time the University opens |
| Opening between 10:01 AM and 12 Noon | Prism will open at Noon; Private School will extend until 5:00 PM |
| Opening after 12 Noon | Prism will remain closed |

If the University opens at 10:00 AM, Prism Education Center will open at 10:00 AM. If they open between 10:00 AM and Noon, Prism Education Center will open at Noon, but will ask that all private school students attend until 5:00 PM on days that the school opens later. Finally, if the University of Arkansas opens after 12PM, all Prism campuses will remain closed. This policy is in effect for all campuses.

Since our school year typically exceeds the minimum required days for the state of Arkansas--even after accounting for typical snow days, Prism does not make up snow days. Prism also does not remove days from the calendar when the minimum number of days is exceeded.

Discipline Policy

The purpose of school rules and discipline is to provide an orderly and harmonious environment for all members of the Prism Education Center community and in so doing help all students attain their maximum potential. In addition, rules teach students how to order their lives and

revised 06/26/2016

effective 07/01/16

practice respect for others. Rules thus assist in developing disciplined lifestyles and good character which benefit students their whole lives.

The Prism Education Center Discipline Policy has been developed with the assumption that parents will partner with the teachers and school leaders to ensure children develop holistically and inside safe boundaries. The Prism Education Center rules are not only clearly discussed with students, but they are explicitly taught and are transparently, justly, and consistently enforced. The school's rules are not intended to be exhaustive, but to cover the main principles of conduct and some particularly important specific matters:

- Attendance and punctuality
- Appropriate stewardship of uniform, assignments, and materials
- Respect for our peers
- Respect for authority
- Respect for property
- Adherence to character expectations

Prism recognizes that at times, students will not reach our standard. When this situation arises, our teachers and staff members are trained to help guide the student toward the boundaries of our environment. However, should problems become recurring, Prism fully expects parents to participate in discussions and assist their students and staff in developing a plan of action to bring the child towards the acceptable standard. Detailed student behavior expectations are outlined in detail in the Student Handbook.

Student discipline may include any or all of the following components:

- Redirection
- Private and public warnings or correction
- Natural consequences
- Private conversations
- Conferences with students, teachers, and parents
- Classroom or school-wide meetings
- Temporary removal from classroom activities including academic content time, special clubs, or outdoor time (at the preschool level, this will be no more than one minute per year of age; at the school age level, it may extend beyond those limits)
- And if the severity of the offense mandates, expulsion from the school for either a limited time or an indefinite time

If a student is removed from the classroom or classroom activities, they must articulate either verbally or in writing their plan of action for re-entering the classroom in accordance with Prism's standards. The goal of all discipline is to equip students with the tools they need to live self-governed lives so they are empowered to build healthy relationships and live as productive and contributing members of society.

Open Recognition of Demonstrated Character

The faculty and staff of Prism Education Center take numerous opportunities throughout the year to recognize and acknowledge character. Morning meetings, weekly school-wide assemblies, student and parent nominations, as well as other impromptu opportunities throughout the day provide avenues for teachers to embed character development and

instruction into our program.

Emergency Authorization Form

There may be emergency instances in which Prism Education Center must transport students either for medical treatment or as a result of a disaster that requires students to be evacuated to another location. The locations used for emergency evacuations are as follows:

- Prism North will evacuate to Prism Willow Heights, 10 S. Willow Ave.
- Prism Willow Heights will evacuate to Prism North, 2190 S. Razorback Rd.
- Prism South will evacuate to Prism North, 10 S. College Ave.

Authorization must be permitted to Prism Education Center for emergency transportation for this before enrollment.

Meals

Breakfast, lunch, and snack will be provided to Prism Education Center students daily. Prism is part of the USDA Food Program and therefore abides by the standards and guidelines outlined in this program. Menus are made available in the entryway of each center, and are posted daily on Facebook. Parents are welcome to pack their student's lunch. However, each packed lunch must have a protein, milk or approved milk substitute, two fruits or two vegetables or one fruit and one vegetable. If one of these components is missing, we will provide an alternative. Students may not bring food that is otherwise not allowed for any other student at Prism such as carbonated beverages, candy, potato chips, or other high-sugar/low-nutrient food. Such food will be placed in a student's backpack or folder to be brought home and will be replaced with a substitute from Prism's menu. Cutoff time for breakfast is 7:55 AM. Students that arrive after this will not be permitted to eat breakfast.

Special Snacks

For special occasions, parents are welcome to bring special snacks or treats to share with the classroom. However, minimum licensing requirements specify that all food brought from outside sources must be store-bought and packaged, not homemade. If you would like to bring a special snack, please consult with the classroom teachers one day prior to the event.

Communication

The primary form of communication at Prism is email. Parents can expect a weekly email from the Executive Director as well, as weekly and monthly communication from teachers. For this reason, if parents are not receiving weekly email communication, they should check their "spam" folder first, and if they are still not receiving emails, contact info@prismeducationcenter.org to be added to the email lists. Also, if a parent's preferred email address changes, he or she should notify info@prismeducationcenter.org.

Sick Child Policy

Minimum Licensing regulations prohibit the admittance of any child into a childcare facility that

exhibits any of the following symptoms:

| Illness | Specifications | Required Period of Absence |
|-----------------------------|--|--|
| Fever | Over 101 degrees/orally, 100 degrees/axillary | 24 hours fever free without the aid of medication |
| Diarrhea | Watery/runny stools that exceed 2 or more stools above what is average for that child, or stools that cannot be contained | 24 hours free of symptoms without the aid of medication |
| Blood or Mucus in stools | Any | 24 hours free of symptoms without the aid of medication |
| Vomiting | 2 or more episodes of vomiting in the previous 24 hours | 24 hours free of symptoms without the aid of medication |
| Abdominal Pain | Abdominal pain which lasts more than 2 hours | Temporary exclusion until symptoms improve |
| Mouth Sores with drooling | Any | 24 hours free of symptoms without the aid of medication |
| Rash | Accompanied by fever and/or behavior change | Check with doctor. In the case of Hand Foot Mouth - we ask that sores are dried up and or scabbed over before bringing students back to school. |
| Conjunctivitis or "Pinkeye" | White, yellow, or green discharge and red "bloodshot" eyes with eye pain or redness/swelling of the skin around the eyes | 24 hours free of symptoms or 24 hours after treatment begins |
| Pediculosis (head lice) | Any | Until after first treatment All nits (live eggs) must be removed before returning to school. |
| Communicable Diseases | Impetigo, Strep Throat, Chickenpox, Influenza, Hand/Foot/Mouth, Rubella, Whooping cough, Mumps, Measles, Hepatitis A, etc. | The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities. |

Medication

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed. Child Care Regulations prohibit any Prism staff member from giving your child medication of any kind

unless you have filled out and signed a Permission to Administer Medication Form. All medication must be in the original, labeled container. Prism will only administer medicine as directed by a doctor. No over the counter medication will be administered to students by Prism staff except in rare conditions and only with explicit parental permission.

New Policies and Policy Revisions

Occasionally there is a need for new or revised policies during the school year. Such changes will be posted online in the parent handbook. An up-to-date version of the handbook will also be available on the website at all times. New or revised policies will be enforced immediately unless otherwise explicitly stated.

Grievance Policy and Open Door Policy

There may be occasions when grievances arise. Should parents have any problems with Prism Education Center, the staff, or the leadership there, we ask that parents approach us first with these frustrations. Prism asks that if at all possible, parents first address the problem respectfully with the individual with whom there is a problem.

The purpose of the open door policy is to encourage open communication, feedback, and discussion about any matter of importance to parents. The open door policy means that parents are free to talk with the Director at any time about their concerns. Most concerns can be solved by discussion with the child's lead teacher; this is encouraged as the first effort to solve a problem.

However, if for any reason parents feel their concern warrants knowledge of the Director, they are welcome to contact her. The Director is usually at each facility during the day, but can be reached by e-mail or by phone as well--though email is preferred. Whatever the concern, complaint, or suggestion, parents will find all Prism teachers and staff are willing to listen and to help bring about a solution or a clarification and we ask that parents maintain an open and solution-oriented disposition as well.

Make-Up Work Policy

A student who has been absent for any reason is required to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the lead teacher to arrange for the collection of homework assignments for a student who is absent. It will be at the teacher's discretion whether to give the make-up work before or after the absence. Failure to complete these make-up assignments may result in the student's inability to be promoted to the subsequent level of work.

Attendance

Student attendance is required. Students who accumulate more than 10 unexcused absences will be reported as truant and may be dismissed from the school. Excused absences include illness, medical appointments, school activities, snow days that result in Prism being opened but

the school district in which the student lives being closed, and pre-excused absences. Regardless of whether an absence is excused or unexcused, the student must complete assigned make-up work. It is important to note that three tardies will count as one unexcused absence.

Homework

Prism assigns homework for all students from Kindergarten to High school. As students grow older, the amount of homework will increase. Homework must be completed in a timely fashion by the student. Students who fail to complete their homework as prescribed by the teacher will be required to complete the homework during a different time on the day it was due including outdoor time, after breakfast, during down-time, or during another time that the teacher sees fit. Students who chronically fail to complete homework in a timely manner may encounter additional disciplinary actions.

Student Handbook

Prism North Students will also be given a student handbook which they are expected to review with parents and teachers. The student handbook clearly outlines the expectations to which students will be held accountable by teachers and Prism staff. Students who fail to comply with the expectations outlined in the student handbook may be dismissed from Prism Education Center's programs.

Technology

Technology Rules and Guidelines

Technology allows students to learn, create, organize, present, and research. Knowledge of technology is a vital skill for the 21st century graduate. Prism educators ensure that students learn how to engage with technology tools in a manner that maximizes their productivity, enables them to discover their potential, and equips them to enter the work environment with superior technological skills and knowledge. Prism's technology guidelines and boundaries ensure that students are using technology only in beneficial, safe ways.

Prism Technology Rules

1. Prism computers and technology equipment are the property of Prism Education Center and are to be used only for activities relevant to the mission and purpose of the school.
2. Computers are to be logged into using only prism email addresses, i.e. student@prismeducationcenter.org
3. Online games and downloaded game apps are prohibited unless instructed by teacher.
4. Computers are to be used only for projects as directed by teaching staff. Class work, web searching, and content creation are guided by staff instruction and must always stay within appropriate material.
5. Computers should not be taken outside the Prism campuses unless directed by a teaching staff.
6. Computers must be signed out before use and signed in upon returning to storage.

7. Users shall **NEVER**:
- Bring food or drink near computers.
 - Violate any software license agreement or copyright, including copying or redistributing copyrighted computer software or data.
 - Save work to computer hard drives unless directed by your instructor or lab attendant.
 - Never delete or copy files from computer hard drives unless directed by your instructor or lab attendant.
 - Load or run personal software programs or games on school computers.
 - Deliberately crash or attempt to crash a system. System crash is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations, which renders it unavailable for use.
 - Install malware of any type, destructive or non-destructive.
 - Transmit or print language or images, which in the opinion of Prism Education Center teaching staff, are obscene, vulgar, or abusive.
 - Leave a computer unattended. All computers must be locked if left.
10. Prism Education Center is not liable for loss of belongings or loss of computer work.

Other Technology Rules

1. Personal electronic devices, including laptops, tablets, phones, and other devices brought from home, may only be used at Prism Education Center during classes without the explicit permission of a teacher.
2. Using a personal electronic device without permission may result in the loss of that device for the day. Upon second violation, student will lose permission to use personal devices for the remainder of the school year.
3. If there is any doubt about whether you are allowed to use a personal electronic device or whether your planned activities on a personal electronic device are appropriate, ask teaching staff.
4. Students are not permitted to send images or content, which in the opinion of Prism Education Center teaching staff are considered obscene, vulgar, abusive, or sexually explicit. This includes content sent out outside of the school day or building.

Violations of any of the above standards will result in the following consequences which will be administered on a case by case basis:

- 1) Removal from technology access for a given time period, dependent upon the level of violation. Repeated violations could limit access to technology indefinitely.
- 2) An email will be sent home to parents to inform them of this decision. It should be noted that this may have implications for completing homework assignments that require technology access.

Additional points of importance

Students should be aware that computers can be used during study hall or directly after school. If students do not have computer access at home then this is an opportunity to ensure homework is completed.

Therapeutic Screening

Prism Education Center provides routine screening for hearing and vision as well as for various types of therapies including physical therapy, speech therapy, or occupational therapy. Parents of students who demonstrate delays will be provided notice if their child demonstrates performance below age-level norms in any of these areas. Such notice will also include optional services provided by independent contractors at the school. Should parents choose to pursue such opportunities, our student support service protocols for therapeutic services will be provided to parents and followed.

Teacher-Therapist Communications

In order to provide a cohesive environment and effective educational programming, information may be shared from teacher to teacher and between teachers and therapists only as it relates to the quality of the child's education and programmatic needs.

Admissions

The School aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices about their child's education, and the ways in which Prism Education Center can assist in helping students to reach their goals. Admission is subject to the availability of places, and where applicable, the funding available to grant financial assistance. Where there are restrictions on the number of places the School can make available, or the amount of funding available for scholarships, competition for places is often very high.

The school maintains a commitment to economic diversity by ensuring that 51% of all available spots are reserved for students who fall below Fayetteville's median income level. If there are vacancies among these reserved slots, the school cannot admit a family who does not fall within these economic guidelines.

Criteria for determining eligibility:

- The student must be able to participate in classroom with age appropriate independence.
- The student must consistently interact with other students in a safe and respectful manner.
- The student must be able to manage feelings of disappointment and excitement in a safe fashion.
- The student must demonstrate personal drive to grow and achieve their goals.
- The student must consistently demonstrate respect and obedience to authority and the boundaries that are set.

The school is bound to operate within the boundaries of the Private School Admissions Policies and Procedures which will be made available upon request.

Donations

Prism appreciates donations; however in an effort to better manage the influx of donations throughout the year, please take into consideration:

- No dirty, broken, or damaged items.
- No Disney, Pixar, Marvel, or other trademarked “character” items.
- No materials that are sectarian in nature.
- Prism cannot physically store large items or large volumes of items unless they are needed in the immediate.
- All classrooms have a “needs” and “wants” list posted outside their classroom, or available by emailing the teacher.

Please follow this process for donations:

1. Only select items in good, clean, working condition
2. Send an email to info@prismeducationcenter.org with details about the items available for donation (photos are helpful but not required)
3. Email will be reviewed and you will hear back from us in less than one week.
4. If donation is accepted, instructions will be sent as to where to drop it off, and a receipt will be offered for the value of the donation.
5. Drop off the donation as planned.

Appendices

Monthly Rate for Infants (6 months to 18 months)

| | |
|-------------------------|--------------|
| Mon-Fri | <u>\$800</u> |
| Mon, Wed, Fri | <u>\$606</u> |
| Tues & Thurs | <u>\$412</u> |

Toddlers (18 months to 36 months)

| | |
|----------------|--------------|
| Mon-Fri | <u>\$700</u> |
|----------------|--------------|

| | |
|-------------------------|--------------|
| Mon, Wed, Fri | <u>\$530</u> |
| Tues & Thurs | <u>\$361</u> |

Monthly Preschool Rates (36 months to 5 years)

| | |
|-------------------------|--------------|
| Mon-Fri | <u>\$685</u> |
| Mon, Wed, Fri | <u>\$519</u> |
| Tues & Thurs | <u>\$353</u> |

Private School Rates: Monthly tuition for the private school is \$610 per month



2015-16 Parent Handbook
Acknowledgement Form

The Parent Handbook includes important information about classroom operations, general operations, and financial operations at Prism Education Center. Some updates have been made to the 2016-17 Parent Handbook. The changes are listed below, and the detailed policies are available on the website.

- Policy updates, additions and revisions
- Email as the primary form of communication
- Uniform policy and uniform enforcement (as it specifically relates to hoodies, sweaters, etc)
- All After School Programs are at Prism South
- Early Termination
- Breakfast Policy
- Pick-Up Policy
- Drop-Off Times
- Van Transportation
- Teacher-Therapist Communication
- Revision of Rates

By signing, I understand I have access to the 2015-16 Parent Handbook on the Prism website, or I may request a hard copy at any time.

Signature: _____ Date: _____

Child(ren)'s Name(s): _____
