



Prince William Academy
Infant, Toddler, and Preschool Family Handbook
2023-2024
Updated 3-5-24

Dear Prince William Academy Families,

Welcome to Prince William Academy!

For those of you who are new to Prince William Academy (PWA), it is our great pleasure to welcome you and your children to our community. For those of you who are returning, we are grateful that you have chosen to entrust us with your children and we look forward to working with you once again.

Our students—from babies through 8th grade—need support from all of us to reach their potential as great thinkers, leaders, and global citizens. Our staff’s commitment to work together with our PWA parents as partners benefits our students’ academic, social, and emotional growth in our ever-changing global environment. And parent/teacher/school partnerships are more important than ever as we help our children navigate the challenges that have arisen following the COVID pandemic. We look forward to working with you, and hope that you feel free at any time to contact us with questions, concerns, or observations about your children or our school environment.

In this handbook, you will find school policies and procedures, health and safety measures, and a great deal of other useful information. Please note that the policies and procedures contained herein are subject to change without notice.

We look forward to a terrific year! We are fortunate to be here together, and we pledge to do our very best to ensure that your children thrive at Prince William Academy.

Sincerely,

Dr. Samia Harris, Founder and Executive Director

Dr. Rebecca Nykwest, Vice President and Director of Communications

Dr. Shiree Slade, Head of School

About Prince William Academy: Our School Vision, Mission, Philosophy, and Curriculum

Our mission informs everything we do at Prince William Academy, from academics to playtime, to social interactions among students.

Mission

Prince William Academy empowers each student to meet their full potential through academically challenging programs and an emphasis on character development. We cultivate respect for the fundamental value of diversity and for one another as we prepare our students to excel in a global environment.

Vision

Prince William Academy strives to become a model of twenty-first-century education by intentionally growing our school and its programs; constantly adapting to advancing technologies and pedagogies; and maintaining a holistic approach to teaching that nurtures a life-long love of learning.

At Prince William Academy

- We respect the individuality, safety, integrity, and equality of all our students.
- We strive to provide the finest education for our students.
- We strive to provide the finest childcare for our students.
- We respect the professionalism and dedication of our teachers and childcare attendants.
- We believe in constant communication with parents.
- We encourage our students to interact with society.
- We set high standards for academic excellence.
- We provide challenging and age-appropriate programs for every child.

Academic Philosophy and Program

Prince William Academy's preschool programs emphasize phonics and language acquisition, number recognition and foundational concepts in the core subjects of math, language arts, science, and social studies. Our well-balanced program also incorporates music and movement, physical education, art, technology, and foreign languages at each level of preschool.

Enrollment Information

Non-Discrimination Policy

Prince William Academy does not discriminate in its admissions procedures, hiring practices or administration of its educational policies, programs and procedures on the basis of sex, race, ethnicity, skin color, religion, nationality, or sexual orientation.

Required Records

Upon enrollment at Prince William Academy, parents must provide the following records for their child's file, to be kept in each child's file:

- Family data and emergency contact form
- Registration packet to include all signed permissions
- Medical emergency authorization form
- Virginia Health Form, or include current physical (note: all preschool students must have had physicals done within the timeframe specified in the health information below)
- Immunization records
- Birth certificate
- Allergy Action Plan (applicable for any food allergy, no matter the severity)
- Asthma Action Plan (if applicable)
- Medication Administration Form (for any medication a student must or might take while at school)
- Former school information and records (where applicable)
- Selection of language classes (Jr K only)
- Handbook acknowledgement page, signed by parent(s)

All forms should be signed and dated as specified before your child starts school.

Note: We must have current physicals and vaccination records for all students. Parent must update these forms as required and submit them to the front office.

Children 6 months and younger: every two months

Children 6 months through 24 months: every 6 months

Children 24 months and older: annually

Enrollment Contracts and Tuition

Prior to enrollment, parents enter into a contract with Prince William Academy. Infant and toddler and preschool contracts are for the duration of 12 months, starting the month when the student is enrolled. Jr K contracts run through June 30th. Payments may be made in 11-month or 12-month installments, or in full prior to the start of the school year.

Voluntary Withdrawal

Parents who wish to withdraw their child during the school year must inform the office of their intent in writing 60 days prior to the withdrawal date. All balances must be paid and all books returned before progress reports or transcripts can be released. Refunds will not be issued without a 60-day notice; clients will be responsible for all payments due. In rare circumstances such as emergencies, clients may receive a refund or early termination of their contract without giving 60 days' notice. Such exemptions are given at the discretion of school administration.

Tuition and Payments

As a not-for-profit school, we rely on the timely payment of tuition by our school families. Tuition is due on the 1st day of each month. If the 1st falls on a weekend, tuition must be paid by the following Monday. **A late fee of \$50 will be assessed if tuition is not paid by the 3rd of the month.**

Invoices are sent via email each month.

Payment may be rendered in the following ways

- By automatic ACH withdrawal, via Tuition Express (preferred method–no fees)
- By check, paid at the front office
- By debit or credit card online*
- By credit card, paid over the phone by calling the office*
- By money order

*all card payments incur a 2% processing fee.

We do not accept cash.

All clients are asked to submit a credit card authorization form. Any fees that remain unpaid by the 5th of the month may be automatically withdrawn via the credit or debit card on file, along with a \$50.00 late fee, and a 2% processing fee, if applicable.

PWA reserves the right to refuse service due to an outstanding balance.

Discounts/reimbursements are not given for absences or missed school days, snow days, teacher workdays, or holidays. **The tuition amount paid each month is a yearly tuition divided according to the contract (11 or 12 months or part thereof if a child starts school after the beginning of the month) and is not dependent upon the number of days in the month, teacher workdays, or holidays.**

Before and Aftercare Fees

We offer before and aftercare at our school. Parents may sign up for these programs and pay a monthly fee, or pay for services as needed. Please notify the office if you ever need to drop your child up earlier than scheduled, or pick them up after dismissal. Parents will be billed for before or aftercare use on their monthly invoices. The cost for before and aftercare is \$15/hour.

Children who are not picked up at dismissal time will go to aftercare. If they are not enrolled in our aftercare program, parents will be billed accordingly.

PWA closes for the day at 6:00 pm. **A charge of \$7 per minute is assessed for children picked up after 6:00 pm.** Failure to pick up your child before closing three times will result in dismissal from our aftercare program for the remainder of the term. All late pickup fees are due when you pick up your child.

Attendance Policies and Procedures: Dropoff and Pickup, Attendance, and Dress Code

Attendance

Students should be dropped off on time (between 8:20 and 8:30) so that they can begin their day together in the classroom in an organized fashion. If you'll be bringing your child late, please inform the office.

Absences

Please notify the front office if your child will be absent. If your child is sick, we ask that you notify the office immediately.

Pickup Times and Procedures

Parents are expected to pick their children up at the time specified by their contract. If you will be picking up your child later than scheduled, please notify the office to make the necessary

arrangements. Children (not enrolled in aftercare) who are not picked up within 15 minutes of their scheduled departure time will be sent to aftercare. Parents will be responsible for covering the cost of this care, at \$15.00 per hour or portion thereof.

Only people specified in the student's file are allowed to pick that student up from school.

In your enrollment paperwork, please specify the names of individuals who are authorized to pick your child up from PWA. Parents may also email the office at any time to add someone to the list. Identification will be required of this person, so please advise them to bring a photo ID.

We will not release students to any unauthorized person, so please be sure to make arrangements as far in advance as possible if someone new will pick up your child. In such cases, a student will not be dismissed until we have something in writing from you giving permission.

Dropoff and Pickup Procedures

Infant and toddler families should utilize the back parking lot, off of Cotton Mill Dr., to enter the center. A code to open the back gate will be provided prior to your first day. Siblings of infants and toddlers who are enrolled in preschool may also enter through the infant and toddler center.

Preschool students will be dropped off and picked up from the front door of the building. At drop off, parents may either allow a staff member to escort their child to class, or accompany their child themselves.

Drop-off and Pickup times:

Before and Aftercare students may be dropped off starting at 7:00 am, and must be picked up by 6:00 pm.

Infants and toddlers: 7:00 am – 6:00 pm (flexcare)

8:30 am – 4:30 pm (set care)

Preschool and Jr K: 8:30 am - 3:00 pm

After 3:15, preschool students who have not been picked up will be sent to aftercare, and applicable fees assessed.

Snow Days

Prince William Academy sets its own policy regarding snow days. We will try to open whenever possible, even if county schools are closed.

If we do close for regular school and preschool, we will still try to open for childcare. All enrolled infants, toddlers, and preschool students may attend at no additional charge. We will not implement our regular curriculum on childcare-only days.

If roads are not navigable, we will close entirely for the day, with no school or childcare available. Jr Kindergarten students will have math and language arts online for the day.

Early dismissals will be determined on a case-by-case basis. Parents can pick up their children early due to weather conditions at their own discretion without consequence.

The school uses email and a text message alert system to notify parents of school closures or delays. Please sign up for our text message alert system, and check email in inclement weather.

Text message alert system:

We ask all school families to opt into our text message alert system. Please text PWAED to 33222 to opt in.

We utilize our text message alert system to relay messages regarding weather-related changes to the normal school schedule, and would utilize it in cases of emergency. We do not utilize this system for marketing purposes.

Dress Code

School uniforms are required for Jr K students. Other preschool students do not wear uniforms.

Uniforms with our school logo can be purchased through Flynn & O'Hara; however, logos are not currently required due to supply chain issues. Uniforms consist of a light blue or white collared shirt. Boys can wear navy pants (no jeans) or shorts. Girls can wear a navy skirt, shorts, skort, jumper, or pants. A coordinating sweater or vest can be worn in winter months. Please label all items with your child's name.

On Fridays, Jr K students may wear clothing of their choice, including jeans.

Flip-flops are not permitted at school; students may wear sneakers or other shoes that facilitate ease of movement and play.

Classroom and School Policies and Procedures

Books

Our 3s and Jr K students utilize textbooks and workbooks for academics. All textbooks are the property of Prince William Academy and must be returned upon withdrawal or at the end of the academic school year. Parents are responsible for paying for lost or damaged textbooks, classroom books, or library books.

Electronic Resources - Authorized User Policy

Preschool students occasionally utilize classroom computers for activities under close supervision. These include music and movement, and foreign language songs. **Infant/toddler, Preschool and Jr K students are not permitted to bring electronic devices to school.**

Before and After Care

Before and after school care is available for all preschool students for an additional monthly fee. Before care is available from 7:00 until 8:30 am. Aftercare is from 3:15 – 6:00 pm. Parents may choose a before and/or aftercare package, or pay an hourly rate of \$15/hr to utilize the service as needed. Before and aftercare package charges are due in advance, on the 1st of each month, and will be included in the regular monthly invoice. Hourly extended care charges will be billed on the next invoice.

Food Policies

Prince William Academy is an ENTIRELY NUT-FREE school. Please do not pack nuts, or any items containing nuts, in your child's lunch or snack. We have a number of students with serious nut allergies, and ask that everyone pitch in to help us keep these children safe.

Infants and Toddlers

Infants must have formula or breastmilk available at all times at school. Parents should ensure an adequate supply; teachers will notify you via the HiMama! App if your child's supply is low. Teachers will feed the children according to the schedule agreed upon with parents. Parents should also provide baby food from home for children receiving solid foods. Please ensure you have sent your infant or toddler to school with adequate snacks, as well as bottles or a sippy cup.

Preschool and Jr K

Students in our before care program are permitted to bring a breakfast from home. All preschool students should bring a morning and an afternoon snack. Children who stay for aftercare should have an additional snack for late afternoon.

All students 2 and up must have a BPA-free, reusable water bottle. Any drinks brought to school must be in a sealed or leak-proof container. **All containers and water bottles should be labeled with your child's name.**

We encourage parents to pack nutritious snacks and lunches that include whole fruits and vegetables.

Toddlers and preschool students may bring lunch from home, or purchase one here at school. We recommend the use of a thermos or ice packs to regulate the temperature of food brought from home. Microwaves are available in classrooms and teachers will reheat food as needed. Refrigerators are available for use in classrooms.

School Lunch Policies and Procedures

ALL families of children ages 2 and above must purchase a lunch packet at the start of the school year. Any unused lunches from the required lunch packet will be credited back to your account in June. We offer the following packages:

20 lunches: \$100

40 lunches: \$185

Daily lunch: \$100 monthly

The school will notify families when lunch packages are running low. School lunches must be paid for in advance. Monthly lunch is billed on monthly invoices. Lunch packet request forms are available at the front office and in our weekly family email.

Our lunch menu is available at the front desk, and in our weekly emails. We serve entirely meatless lunches on Mondays.

School Day Schedules and Procedures

Lunch Schedule

Our typical lunch schedule is as follows:

Toddlers (under 2): 12:00 pm – 12:30

Preschool 2s and 3s: 11:45 – 12:15 pm

Jr K: 11:45

Birthday Parties and Special Events

Parents are allowed to arrange small in-class parties for their child's birthday; arrangements must be made with the child's teacher and the front office in advance. **Parents may choose a pizza party, or may send individual snack items with ingredients clearly listed. Small cupcakes are permitted, but we ask that you do not send large cupcakes or cakes.** Balloons, decorations, and gift bags are permitted and we ask that any treats provided be individually

packaged and easily distributed. Parents must provide any plates or cutlery needed for an in-class birthday celebration.

Personal Items at School

Please note that Prince William Academy is not responsible for any lost or stolen items. We strive to ensure that your child's belongings are taken care of with respect, but it is the parent and child's responsibility to make arrangements for belongings. All personal belongings must be clearly labeled with the child's name. Items of value should be left at home. **Preschool students are not permitted to bring electronic devices or phones to school.**

All students should have a change of clothes, including underwear, in their cubbies to have on hand if needed. Please label all items with your child's name, and be sure to change them out according to the weather.

Naps

Licensing regulations prohibit the use of pillows or stuffed animals during nap time.

Infants and toddlers should have a fitted crib sheet for naptime. It will be washed as needed at school, and sent home on the weekends for washing.

2s and 3s preschool students and Jr K students have a rest period every day. Parents should provide a fitted cot sheet and blanket for nap time. Bedding will be sent home on Fridays for washing. Naptime is from approximately 12:30 until 2:30.

If you do not wish for your 3s or Jr K preschool student to have a nap, a special classroom may be available following a 30 minute rest period.

Health Policies and Procedures

Vaccinations

Prior to attendance, all students must have a VA Health Form completed and signed by a physician.

We require all students to be up-to-date on vaccinations according to their age. We must have vaccination records on hand, and **these must be updated every time your child receives a new vaccination or booster shot.** We require the same vaccinations as the public schools.

In very rare cases, we may accept medical exemptions to vaccinations. We will only accept medical exemptions signed by a physician.

Students are not required to be vaccinated against COVID-19.

PWA is a community, and we expect each member of our community to look out for others. Please keep sick children at home so that they do not spread illnesses to others.

Keep your child home if they have:

- A temperature of 100F or above.
- Conjunctivitis (pink eye).
- Impetigo.
- Diarrhea (more than one instance in a 12 hour period).
- Vomiting.
- Cough or cold symptoms.
- Contagious disease (i.e., roseola, strep, fifth disease, chicken pox, scarlet fever, Coxsackie's virus, croup, hand/foot/mouth, etc.).
- Head lice (child must have 1 treatment and parents must agree to additional treatment 10 days later).
- COVID-19
- Ringworm.

We know that keeping a child home may impose difficulties. However, please understand that bringing an unhealthy child to school can affect the health of other children and staff.

Any child exhibiting symptoms of illness will be sent home.

Illnesses at school

If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during the school day at Prince William Academy, parents will be notified and will be expected to pick up their child within 45 minutes. **If, while your child is present at school, you will be more than 45 minutes away, please inform the school and your emergency contacts. Someone must be available to pick up your child at school if they become ill. There can be no exceptions to this rule.**

If a parent cannot be reached within 10 minutes of our first attempt to call, the front office will call emergency contacts. Please ensure that at least two emergency contacts are people able to pick up your child within 45 minutes. And please ensure that your emergency contacts know that they may be called upon to pick up your child if you cannot be reached.

Please notify the office immediately if you believe your child has been exposed to a contagious disease. School administration will notify you if and when it is necessary to keep your child at home.

Parents will be given notice if a case of a contagious illness has been confirmed in their child's classroom, including COVID-19. Notices will include information on symptoms and general information on the contagion.

COVID-19 Information

COVID-19 Diagnosis

- Parents are asked to notify the school if their child tests positive for COVID-19.
- There is no longer a quarantine period in place. Students must be fever-free for 24 hours before they return to school.
- A negative test is not required to return to school.

Masking

As a private business and school, PWA reserves the right to require mask wearing any time administration deems it necessary. Parents will be notified if a mask policy needs to be put into effect, and are expected to provide masks for their children to wear to school. If masks need to be worn at school, all children ages 4 and above will wear them inside the building.

We strongly recommend that children who are able should wear a mask for 5 days upon returning to school after being sick with COVID-19.

Medications

Our staff members who hold a certificate of Medical Administration Training may administer medicine to your child at school if needed. Any time medication needs to be given at school, parents must provide a form stating the need for the medication, the frequency of administration, and the dosage. This applies to both prescription and over-the-counter medication.

Certain prescription medications (asthma inhalers, epi-pens, nebulizers, or any over-the-counter medication to be kept on hand for more than 10 days) will require a form signed by the child's physician. Any prescription medication must be in its original container, with the child's name, physician's name, dosage, and frequency of administration clearly on the prescription label.

Allergies and Emergency Medical Information

ANY allergies to food, chemicals, insects or other items **MUST** be listed in the "Allergies" section of your child's information form. This information will be placed on a master list and posted in all classrooms, to be utilized by staff or authorized personnel only. All staff will be informed of a child's allergies, and instructed to avoid these items or products.

If your child has a food allergy you MUST fill out an Allergy Action Plan, which tells the school what procedures should be followed if exposure to the allergen is suspected or known to have occurred. This must be filled out for any allergy, regardless of the severity of the reaction it produces.

If your child requires an epi-pen, you must provide two; one for the classroom and one for the office. An epi-pen will be taken along on any off-campus outing.

Renewing Medications and Forms

When a medication is given to the office, the office will send a calendar invitation to the parents reminding them of when forms or medications must be updated. It is the parents' responsibility to provide the school with new medication or updated forms, signed by a physician where applicable, before the date of expiration. It is a violation of licensing requirements for the school to have outdated medication or forms on hand, so we appreciate parents' cooperation in helping us ensure that their child's medications and permissions are up to date at all times.

Emergency Procedures

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child's health form. An Accident Form will be sent home for all injuries. Sick children will be isolated from other students and have their condition monitored as they await pick-up. Parents will be informed of any First Aid given to their child. If their child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy.

In cases of emergency such as broken bones, puncture wounds, or loss of consciousness, the child will be transported by ambulance to the nearest medical facility. Health forms on file will include child and parent information, emergency numbers to utilize when parents cannot be reached, and a medical release to seek treatment. These forms must be filled out and on file before your child can attend school. Payment for any resulting medical bills is the sole responsibility of the parents.

Behavior and Discipline

Preschool rules

All students must have the opportunity to meet their potential in a safe, caring environment. For this reason, Prince William Academy has adopted a common set of school rules to help create a positive learning environment for all our students. All students are expected to follow the school rules in order to provide an environment conducive to learning and fun. When we work together as a team to encourage positive behavior and enforce our policies when necessary, we create an environment in which children can thrive.

Children in our preschool program are learning to socialize and interact with their peers, and our teachers are there to guide them through these stages of development. In the preschool, children learn to listen to and respect the authority of their teacher, and to recognize the boundaries that govern positive social interaction. We know that as they learn toddlers and preschoolers will test different behaviors, including physical aggression. We work with each child in an age-appropriate manner to redirect such behaviors and help them develop productive strategies for managing feelings and interactions with others.

Hitting, punching, slapping, pinching, biting, or otherwise attempting to cause physical harm to another person will be addressed immediately within the classroom, and parents will be notified when such behavior occurs. Teachers will address these behaviors first by talking with the child and working to redirect the behavior with strategies to help the child handle feelings in different ways.

However, in cases where disruptive or dangerous behavior persists in spite of the teacher's best efforts, the child will be sent to the office, and parents will be asked for a conference to develop strategies for addressing the behavior at home and at school. If these efforts do not result in improvement within the time frame specified in the behavior plan developed between parents and administration, the student may not be allowed to continue at Prince William Academy. We strive to maintain a healthy and positive classroom environment for all students, and do not permit ongoing negative behavior by any child to persistently disrupt learning or compromise the safety of other students.

Preschoolers are learning to respect the school and its property, to care for their own belongings, and to respect the belongings of others. It is an ongoing process!

Positive School-Wide Recognition

Preschool students are praised throughout the day for positive behavior. Jr K students also participate in our Citizen Scholar Awards, which are held monthly to recognize students who exhibit specific virtues, such as "Courage," or "Persistence."

Diapering and Toilet Training

Infant and Toddler and 2s parents must provide diapers, wipes, and any ointments to be used for their child, and are responsible for maintaining a supply of these items at school. Children in diapers are changed as needed, and diapers are checked at very frequent intervals. Infants, toddlers, and 2s will receive a daily report via HiMama that includes frequency of diaper changes and bowel movements. Teachers will also use the app to alert parents when supplies need to be replenished.

Please notify teachers if your child has or is prone to diaper rash. If you wish for us to utilize ointments or creams, you must fill out a Medicine Administration Form, which you can get from the front office.

Toilet training takes place primarily at home, but our teachers are willing partners in your efforts to establish this routine. We expect that toilet training will be taking place sometime during your child's time in our 2s preschool class. Children cannot move up into the 3s preschool class until they are able to use the toilet.

School Work and Grading System

Preschool students do not have homework until they reach Jr K. In Jr K, teachers may assign enrichment exercises or workbook pages for students to complete at home. In Kindergarten children will have homework, so doing some in Jr K can help set up a routine for success.

Children in 3s and above have workbooks at school to help them grasp foundational concepts in number skills and letter and sound recognition.

Progress Reports and Grading Scale

Progress reports will be made available four times per year, via a digital gradebook. Parents will be given login information and user instructions before the end of the first grading period.

Preschool students do not receive letter grades, but are assessed on various benchmarks, referred to as "standards" according to our grading system:

BL = Beginning Learner. Student is new to subject matter and is being introduced to skills during the grading period.

DL = Developing Learner. Student is making good progress on acquiring skills, and has mastered some of the core concepts covered during the grading period.

SL = Secure Learner. Student has mastered most of the concepts taught at his/her level and has strong knowledge of material covered during the grading period.

Conferences

Please notify your child's teacher if you would like to schedule a conference. Teachers will make every effort to meet virtually or in person with you before and after school hours. Teachers arrange for individual conferences at least once per year.

Extracurricular Activities

At times the school offers extra curricular activities through third-party vendors after school. Parents will receive information during the school year, and these activities are often available to children ages 3 and up.

School Communications

Preschool parents will receive regular updates from teachers, or grade level coordinators regarding in-class activities and special events. Teachers are always available to discuss children's progress or any parental concerns, and can be reached via email.

Please do not call or text your child's teacher during school hours so as not to disrupt teaching time. If you need to get a message to your child's teacher, the front office will gladly relay it for you. You can reach the front office by calling 703-491-1444 or emailing office@princewilliamacademy.com.

Infants and toddler and preschool 2s and 3s teachers send daily updates to parents via an online app, HiMama!. When a child enrolls, parents will be given information on how to utilize the app. Teachers send updates and photos, and let parents know when certain supplies, such as diapers, need to be replenished.

PWA sends a weekly email each Friday to all families containing need-to-know information, school-wide updates, lunch menus, calendars, pictures of our week, and links to important forms. Parents should ensure that the office has their preferred email address to be included in the email list. **This email is our primary means of relaying information, so parents should be sure to refer to it each week.**

The office will also send out important messages regarding inclement weather, changes to schedule, etc. Please ensure that you open any email from the PWA office.

Monthly invoices are sent via email.

Text Message Alert System

PWA utilizes a free text message alert system to notify parents of changes to schedule, school closings due to inclement weather, and other vital information. This is the most effective way to spread the word quickly when needed, so we ask all families to opt in to this program. **Please simply text PWAED (all caps) to 33222.** You should receive a welcome message promptly. Please let the office know if you need assistance with this.

Contact Us

Our website is www.pwaed.com. You can also visit our Facebook page (Prince William Academy, Lake Ridge, VA) to connect with other parents or to receive and view updates and pictures.

PWA Contacts:

Front office: office@princewilliamacademy.com or 703-491-1444

Head of School, Dr. Shiree Slade: sslade@princewilliamacademy.com

Vice President, Dr. Rebecca Nykwest: rnycwest@princewilliamacademy.com

Admissions Director, Ms. Amanda Smyth: admissions@princewilliamacademy.com

Assistant Preschool and School Programs Director,

Ms. Shakeria Reid: sreid@princewilliamacademy.com

Please sign and return the following page to acknowledge receipt and review of this handbook and the information contained therein.

-----Cut and Return to the Office-----

Parent-Student Handbook Acknowledgement

I _____ have read and understand all the Policies and Procedures in the above document and am aware of my parental responsibilities to follow and abide by the polices/procedures set forth by Prince William Academy. My child's name indicates that we have discussed these policies and rules together. This form must be submitted to the office upon receipt and review. Please note: failure to sign this form does not remove the expectation of adherence to the school's policies and expectations.

_____ Parent/Guardian Name Date _____
_____ Parent/Guardian Signature

_____ Child's Name