

GRACE & GROWTH COLLECTIVE

HANDBOOK

Learning, Creating, Growing in Christ

Welcome & Mission Statement

Welcome to Grace & Growth Microschool! We are delighted to partner with you in your child's academic, spiritual, and personal growth. Our mission is to provide a Christ-centered, hands-on, project-based learning environment where students can explore their natural curiosity, learn at their own pace, and grow in their faith.

At Grace & Growth, we believe each child is fearfully and wonderfully made (Psalm 139:14), and we strive to honor who they are while nurturing a lifelong love of learning. Our goal is to foster a supportive and collaborative community where students are empowered to flourish academically, socially, and spiritually.

School Information

Grace & Growth serves children from Pre-K (students must be four years old by September 1 and potty trained) through 3rd grade, with plans to expand through 5th grade as the school grows.

We maintain a low student-to-teacher ratio of no more than 10 students per teacher to ensure personalized attention and support.

School Hours:

- **1st-3rd Grade:** Monday–Thursday, 8:30 a.m. – 2:00 p.m.
- **Pre-K & Kindergarten:** Monday–Thursday, 8:30 a.m. – 11:30 a.m.
- **Fridays:** Reserved for at-home learning and family connection

Our curriculum, *My Father's World*, emphasizes academic excellence while nurturing character and curiosity. Our approach blends structured instruction with hands-on, project-based learning experiences.

Admissions & Enrollment

Families begin by submitting an application through the website. A brief family interview follows to get to know both parents and students. If the school determines the program is a good fit, families will be invited to complete the full application and submit the registration fee. Enrollment is confirmed upon completion of these steps.

Students are admitted based on age requirements, alignment with the school's Christ-centered values, and the school's ability to meet individual student needs.

Tuition at Grace & Growth Collective is designed to support our hands-on, Christ-centered microschool. For Pre-K and Kindergarten, tuition is \$1,800 paid in full or \$1,950 in 10 monthly payments of \$195. For 1st–3rd grade, tuition is \$2,800 paid in full or \$2,950 in ten monthly payments of \$295. Families with multiple children receive sibling discounts: 5% off the first additional child and 10% off the second additional child. A registration fee of \$200 for Pre-K/K and \$400 for 1st–3rd covers classroom materials for the year. The registration fee is non-refundable.

All monthly payments are due the 10th of the month. The first month is July 10th and the last payment is due April 10th. If you are paying in full, the full payment is due at time of registration.

Late Payments

Failure to submit tuition payments on time will result in a \$100 late fee. A written warning will be issued after one week of non-payment. After two weeks without payment, the student may be unenrolled.

Withdrawal Policy

If a family chooses to withdraw a student, tuition is owed for the final month attended. Families who have paid in full will receive a prorated refund after subtracting \$195/\$295 per month for the months attended.

Early payments are accepted and encouraged. At this time, the school does not offer financial assistance, though this may be considered in the future.

Attendance & Punctuality

Regular attendance is essential for student growth, both academically and socially. Students are expected to attend all scheduled school days and to arrive on time each morning.

School Day & Arrival Procedures

- Students may arrive beginning at **8:15 a.m.**
- The school day begins promptly at **8:30 a.m.**
- Dismissal is at **11:30 a.m. for our PreK and Kindergarten** and **2:00 p.m. for our 1st-3rd**
- Students must be picked up no later than **2:15 p.m.**
- Students should not be dropped off more than 15 minutes before school begins or remain more than 15 minutes after dismissal.

If a student is tardy or absent, a parent or guardian should notify the school as soon as possible.

Make-Up Work Expectations

We understand that students may occasionally miss school due to illness or important family time. We value health and meaningful family connection.

Students are not required to complete make-up work for short-term absences. However, if a student misses an extended amount of school, teachers may provide materials to help maintain progress. At a parent's request, classroom work may be sent home. We encourage families to stay engaged with current lessons so learning remains fresh and consistent.

Participation in field trips and special events requires signed permission slips from parents or guardians to ensure safety and accountability.

Academic Policies

At Grace & Growth, we recognize that children learn at different rates. Blending grades allows each child to progress according to their natural curiosity and abilities.

Hands-on, project-based learning complements structured instruction, providing opportunities to learn through discovery, creativity, and exploration. Students are encouraged to continue exploring their interests at home, particularly through reading, but formal homework is not assigned.

Assessments are individualized, focusing on each child's growth, mastery of skills, and character development rather than standardized test performance.

Student Conduct & Discipline

Student behavior is guided by Christ-centered principles of respect, compassion, service, and honesty. These expectations extend beyond the classroom to the playground, lunchroom, hallways, field trips, and all school-related activities.

Discipline is approached through restorative practices, emphasizing Scripture, restoration, and personal growth. Children are encouraged to seek God and follow Biblical guidance when navigating challenges.

If a student is struggling with behavior, staff will work closely with the child to provide guidance and support. A student may be asked to take a short break from the classroom and return later in the week ready to learn in a positive environment.

If unacceptable behavior occurs during a field trip, the school reserves the right to request immediate parent pickup and/or suspend the student from future field trip participation.

In rare cases where ongoing support is not sufficient, the school may recommend unenrollment if it is in the best interest of the child and the broader school community.

Safety, Health & Liability Policies

Student safety and well-being are top priorities.

Each child is responsible for bringing their own lunch, and accommodations are made for allergies or dietary needs as appropriate. Students engage in daily indoor and outdoor activities to support physical development and socialization.

Parents volunteering for field trips must meet school safety requirements, including background checks, valid driver's licenses, and proof of insurance.

Illness Policy

To help prevent the spread of illness, students who are sick must remain home. Children may return to school only after being symptom-free for at least 24 hours without the use of medication. This includes fever, vomiting, diarrhea, or other contagious conditions.

Accidents & Injuries

While every precaution is taken to provide a safe learning environment, accidents may occasionally occur. Parents will be notified promptly regarding any injury and informed of how the situation was handled. In extreme emergencies, emergency responders will be contacted immediately, followed by parent notification.

Student Safety, Records, and Privacy

At Grace & Growth, the safety, well-being, and privacy of every student are our highest priorities. In accordance with Idaho law (Idaho Code §§16-1605 and 18-4511), all staff are mandated reporters. This means that if a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are legally required to report it immediately to the Idaho Department of Health & Welfare or local law enforcement. Failure to report suspected abuse or neglect is considered a misdemeanor under Idaho law.

Grace & Growth maintains a confidential record for every student, which includes enrollment and contact information, proof of identity and birthdate, health and emergency details, academic progress, and behavioral observations. In rare situations where a student's record must be flagged—for example, if notified by law enforcement that a child is missing or runaway—these records are handled with strict compliance to Idaho law. Any requests for flagged records are reported to law enforcement before information is released, and the flag is removed only once the child's safety has been verified.

While private schools are not required to follow FERPA in the same way as public schools, Grace & Growth follows FERPA-inspired practices to protect student privacy. Records are confidential and accessible only to authorized staff, and parents or guardians may review their child's records at any time. No information will be shared with outside parties without written parental consent, except as required by law.

When a student transfers from another school, Grace & Growth requests the student's records within fourteen days of enrollment. Likewise, when records are requested for a student transferring to another school, the school complies within ten days, unless a record has been

flagged for safety concerns. Any suspicious or inaccurate documentation received at enrollment is immediately reported to law enforcement, as required by law.

Grace & Growth also maintains emergency procedures for medical incidents, fire, natural disasters, and other safety situations. Staff are trained to respond quickly and appropriately, and parents are contacted immediately in the event of serious incidents.

By enrolling a child at Grace & Growth Collective, parents acknowledge that the school complies with all applicable Idaho laws regarding safety, reporting, and student records and that staff are committed to maintaining confidentiality, privacy, and the best interest of each child.

Parent & Family Responsibilities

Parent Involvement

Parents play a vital role in the Grace & Growth community, and we ask families to partner with the school in supporting both academic and spiritual growth. Communication is maintained through weekly newsletters, email, and direct contact with teachers. If a concern arises, the classroom teacher should be the first point of contact, in a private manner, to ensure clarity and timely resolution.

Parents are encouraged to volunteer in classrooms, assist with field trips, help with school events, and participate in projects whenever possible. For all field trips, a parent or guardian is required to meet the class and accompany the students. All volunteers must complete a background check before participating. In rare circumstances, the school may dismiss or suspend a volunteer if necessary.

Every family is also expected to support fundraising efforts, which help offset field trip costs, reduce out-of-pocket expenses, and sustain the school's growth. Families are asked to support the school's Christ-centered mission and model values of kindness, respect, and service at home.

Technology & Media

Students at Grace & Growth experience minimal screen time, with technology used primarily to assist teachers in instruction. Personal devices, including cell phones, are not permitted during the school day.

Photos or videos of students are taken only with parental consent and may be used for school communications or promotional purposes.

Students are encouraged to engage fully in learning, fellowship, and spiritual growth without the distractions of personal devices.

Field Trips & Extracurricular Activities

Students participate in project-based field trips designed to extend learning into the real world.

Our goal is to cover the cost of these trips through school funds; however, additional fees may apply depending on the destination or special activities. Any additional costs must be paid by the stated deadline in order for students to participate.

Parents or guardians will drive students to field trip locations and accompany their students during the duration of the field trip.

Service projects and community activities are integrated into learning, giving students opportunities to apply their faith and knowledge in practical ways.

Faith Practices

Daily prayer, Scripture reading, and reflection are foundational to life at Grace & Growth. Students are guided to live out Christ’s teachings through service, compassion, and faith-based conflict resolution.

Christ-centered values are integrated into every aspect of the school day, helping children develop both academically and spiritually.

Dress Code

Grace & Growth does not require uniforms. Students are encouraged to wear clothing that is comfortable, modest, and suitable for hands-on activities and outdoor play. At school, we get messy, so clothes should be ones that can handle dirt, paint, or water. Closed-toe shoes are required; flip-flops, spaghetti straps, or tops with inappropriate graphics are not allowed. Hats, gloves, and weather-appropriate clothing are recommended for outdoor lessons.

Acknowledgment & Agreement

By signing below, parents and guardians acknowledge that they have read and understood the policies outlined in the Grace & Growth Microschool Handbook. Signing this agreement confirms their commitment to supporting the school’s Christ-centered mission, upholding student expectations, and partnering with the school to nurture academic, spiritual, and personal growth.

Parent/Guardian Name & Signature: _____ Date: _____

Student Name: _____ Date: _____