

# PARENT HANDBOOK

Welcome to  
**King' s Academy of  
Fine Arts**

September 2009 - May 2010

Multi-Arts Program

+**MUSIC**



**ART**

**DANCE/CREATIVE MOVEMENT**

**Ages 30 months - 5 years**

**340-2840**

**King' s Grant Presbyterian Church  
745 Little Neck Road  
Virginia Beach, VA 23452  
[www.kgpc.org](http://www.kgpc.org)**

**Parent Handbook**  
**September 2009 - May 2010**

**King's Academy of Fine Arts is designed to provide children with learning experiences through fine arts during their early years. Each day, students will explore music, visual art and dance/creative movement.**

**PROGRAM**

**Classes are available Wednesday and/or Thursday from 9:00 to 11:30 a.m. at King's Grant Presbyterian Church. Students may attend one or two morning sessions per week. The year begins on September 9/10, 2009 and concludes on May 26/27, 2010. Virginia Beach City Public School holidays will be observed.**

**Children, 30 months to 5 years of age are welcome to enroll. Birthdays should occur by March 9/10, 2007. Children should be toilet-trained (or very close).**

**Each class is limited to 8 students and will be grouped according to age and maturity. There are 3 rotating classes 45 minutes each in length. A 15 minute snack time occurs after the second class.**

**Class I 9:00 - 9:45**

**Class II 9:45 - 10:30      Snack Break 10:30 - 10:45**

**Class III 10:45 - 11:30**

### **STAFF**

**The staff at King's Academy of Fine Arts is committed to educating young children through music, visual art and dance/creative movement. Teachers are required to have a strong background in early children education. Each staff member has undergone medical and criminal record screening.**

### **COMMUNICATION**

**Please call the office (757) 340-2840 if your child will be absent. The office will notify an Academy Administrator.**

### **FACILITY**

**Classes take place in the Susan M. Sauer Education Wing of King's Grant Presbyterian Church. Each classroom has been chosen to accommodate this program.**

**The music room has ample space to play instruments and move freely.**

**The art room has child-size tables and chairs as well as a sink and bathroom for easy clean up.**

**The dance room is equipped with mats and is the largest area which ensures that each child has space to move creatively.**

## **REGISTRATION**

The King's Academy of Fine Arts application must be accompanied by a copy of a state issued birth certificate. Upon acceptance, we also need a copy of your child's medical (immunization) history, and a signed release form.

A \$50.00 non-refundable enrollment fee is required to hold a space for your child. Make check payable to **KGPC** (King's Grant Presbyterian Church) with a **memo to KAFA** (King's Academy of Fine Arts).

## **TUITION PAYMENT POLICY**

Tuition is \$75.00 monthly for one day a week attendance and \$150.00 monthly for two days a week attendance. Monthly checks should be made out to **KGPC** with a **memo to KAFA**.

Tuition is due **the first week of every month**. After the seventh of each month, installment is delinquent; a \$10.00 late fee will be applied to tuition.

Tuition may be placed in the Tuition Box on the entry registration table or mailed to:

King's Grant Presbyterian Church  
King's Academy of Fine Arts  
745 Little Neck Road  
Virginia Beach, VA 23452

## **WITHDRAWAL POLICY**

**A 30 day written notification by a parent/guardian is required. Students are welcomed and encouraged to continue attending the program during the 30-day period.**

## **ARRIVAL & DEPARTURE**

**Enter and exit through the double doors at the front of the building. Doors will open at 8:50 a.m. and classes begin promptly at 9:00 a.m. Pick up your child promptly at 11:30 a.m.**

**Teachers will only allow children to be picked up by those persons authorized on the child pick-up/release form. For the safety of your child, please send a signed note to an administrator or preschool staff if alternate pick-up arrangements are made.**

**While we acknowledge the temptation to stay and linger in your child's classroom, we ask you not to do so. It is important we begin classes promptly. Please say your goodbyes at the entry registration table.**

## **YOUR CHILD'S HEALTH**

**Please make sure to keep your child at home if he or she has had a fever within the last 24 hours, during the first few days of a common cold, or if your child has a persistent cough. If a child becomes ill while in class, parents will be called immediately. No**

medication of any kind will be administered.

### **WEATHER INFORMATION**

In the event of inclement weather King's Academy of Fine Arts may be closed. We will follow closings of the Virginia Beach City Public Schools. Tuition cannot be pro-rated or credited due to an absence on the student's part or due to severe weather.

### **SUPPLIES**

Supplies are included in the enrollment fee and the tuition fee.

### **SNACK BREAK**

A 15 minute snack break will be given from 10:30 to 10:45. Please provide a healthy, dry snack for your child. Do not send snacks that require utensils. You may send a cup with a secure lid or a juice box for a drink. If your child has special dietary requirements, please alert an Administrator. Do not allow children to bring candy, gum, or other sweet treats.

### **TOYS & TREASURES**

We strongly discourage children from bringing toys, stuffed animals, or other playthings from home.

## **CLOSING PROGRAM**

**On Friday, May 28, at 5:30, there will be a closing program for all students. Parents, relatives and friends are invited. This will be a celebration of MUSIC and DANCE presented by the children. We will also have an ART EXHIBIT to display their masterpieces.**

**Our Academy is committed to providing a safe, caring and nurturing program where the children will learn the joys of Fine Arts that they will carry with them their entire lives. We will always work toward the development and encouragement of a positive self-image in every child.**

**It is our privilege to serve you. WELCOME!**

### **Staff**

**ART: Colleen Thompson 615-5717  
DANCE: Nancy Clemons (909)957-4145  
MUSIC: Claudia Moorad 498-8058**

### **Administrators**

**Carol Bibbs 340-1598  
Janet Phelps 340-0591**

# CALENDAR 2009/2010

	WEDNESDAY	THURSDAY
SEPTEMBER 09	9 16 23 30	10 17 24
OCTOBER 09	7 14 21 28	1 8 15 22 29
NOVEMBER 09	4 11 18	5 12 19
DECEMBER 09	2 9 16	3 10 17
JANUARY 10	6 13 20 27	7 14 21 28
FEBRUARY 10	3 10 17 24	4 11 18 25
MARCH 10	3 10 17 24 31	4 11 18 25
APRIL 10	14 21 28	1 15 22 29
MAY 10	5 12 19 26	6 13 20 27

CLOSING PROGRAM: Friday, May 28, 5:30 P.M.

SUMMER CAMP: June 21–25, 2010, 9:00-11:30