



*This is*

# Jubilee Christian Preparatory Academy

*We are in pursuit of a transformed community...*



## Parents' Manual

Accredited by: Georgia Accrediting Commission

Member of: Association of Christian School International (ASCI)

**W**elcome to Jubilee family! Selecting a school for your child is an

important decision, and one that will leave a lasting impression as you prepare your child for the future. For this reason, we are so glad that you choose us. We are committed to excellent service, under a loving godly care.

Please read the parent handbook in all its entirety to familiarize yourself with the expectations of the school and your role as the parent. Policies and procedures are designed to ensure each child's safety and well-being. We encourage your involvement in the school and in your child's classroom. Our management has an open door policy and welcome feedback, questions, comment, and praise.

JCPA curriculums include activities for Toddlers through 3rd Grade with Before and After School Programs. We look forward to working together with you for the success of your child.

On behalf of all of us here at Jubilee thank you for choosing JCPA!

*Here at Jubilee Academy Educate, Equip, and Release...in Pursuit of a transformed Community.*

JCPA is a ministry arm of Jubilee Christian Church International-Glory Tabernacle and a member of the Association of Christian School International (ACSI).

## **STATEMENT OF FAITH**

We believe there is one God, eternally existent in the Persons of Father, Son and Holy Spirit. He is infinite in wisdom and power and is completely sovereign over all creation.

We believe the Bible to be inspired, inerrant, infallible, and only word of God. The Bible is the final authority of all matters as far as the truth of God is concerned and cannot be interpreted apart from the illumination given by the Holy Spirit.

We believe in the virgin birth and deity of the Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of Father, and His personal, pre-millennial return in power and glory.

We believe that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts' sinful man to repentance and total faith in Christ. Upon salvation through Christ man is redeemed. His account is settled, and his name is written in the Lamb's book of Life preserved there by Christ for eternity.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the pre-tribulation coming of Christ and they that are lost unto the resurrection of damnation.

We believe that the church is the local body of believers who work together under the direction of the Holy Spirit to carry out the end-time program of God's which is making disciple of all nation.

We believe in the present ministry of the Holy Spirit. As the third Person of the Trinity, He is God who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of sin.

We believe the bible gives clear definition of the kind of lifestyles and habit that honors God and we also believe that God has commanded that no sexual activities should be engaged in outside of a marriage between man and woman.

## **MISSION**

Provide an environment that fosters learning and development. Instill godly character, using the bible as a vital part of academy curriculum.

## **VISION**

Enhancing the future of today's child through godly values, while pursuing educational excellence relevant for a transformed community.

## **PARENT VISITATION**

JCPA welcomes your visit always. Please sign in at the front desk for visitor's badge. For safety protocol parents are not allowed in the classroom after 8:45am. If you want to have a meal or just check on your student during the school hours kindly speak with the room teacher or an Admin staff. If you are unsure of the best time so as not to interrupt class activities, please speak with the teacher and you will be advised appropriately.

## **DAYS SCHOOL IS CLOSED**

JCPA operates 12 calendar months a year, Monday-Friday 6:30 am–6:00 pm: and 7:00am -5:00pm during school holidays. The school will however be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Teachers' Workshop/Retreat days, Memorial Day, Independence Day, Labor Day, Thanksgiving Holiday, and Christmas Holiday.

Our Pre-school through 3rd Grade follows the Cobb County School calendar for school openings and closings with slight variations; however, special arrangements for childcare will be available.

The toddler class operates 12 calendar months and will be closed only on the days that JCPA is closed.

## **HALF DAY CLOSURE**

JCPA will have half day of school, closing by 2:00pm on these following days.

Friday before our School Fall Festival Fundraising event, Christmas Nativity Drama Night, Christmas Eve, Good Friday and Last Day of School

## **ENROLLMENT IN THE SCHOOL**

To enroll in JCPA, please complete an Enrollment form with a non-refundable Enrollment fee of \$150. This fee secures a place for your child for 30 days. There is also a non-refundable Matriculation fee (Book Fee) for Preschool - 3<sup>rd</sup> Grade for textbooks and workbooks due upon acceptance to JCPA, all these are annually billed.

Entry interview with parents/guardian of student will be required to get commitment and partnership from parents on collaboration in raising a total child spirit, soul and body.

## **WITHDRAWAL POLICY**

If you feel the need to withdraw your child from the school, please report to the school office to receive a withdrawal form. Parents are requested to meet with the administration for an exit interview before a student is withdrawn from Jubilee Christian Prep Academy. Transcripts cannot be forwarded to another school until all financial obligations have been met. This, of course, includes remaining tuition, library, extended care, late payment charges, lost books, etc. School transcripts and records will be sent upon request of other schools after the parents have signed a release for such transmission of records. Official school records are always sent to the other schools through the mail; they cannot be released to individuals.

**\*\*\* JCPA policy requires a prior 2-3 weeks' withdrawal notice to the school before your child stops coming or an early withdrawal fee of \$500 will apply\*\*\***

## **RULES AND REGULATIONS**

We are under the licensure of Bright from the Start, Georgia Department of Early Care and Education. We are accredited by Georgia Accrediting Commission. We adhere to all guidelines as outlined in the rules and regulations manual. We are mandated to report all suspicion of child abuse or neglect to DFACS. All injuries that require medical attention are also reported.

## **GOVERNING BOARD**

The Board of Directors governs the organization, provides oversight and strategic planning, sets policy and monitors fiscal affairs. Diversity among the board of directors encompasses gender, age, ethnicity, and educational background. The school has an Advisory Committee made up of community volunteers that joins with the Parent Leadership Organization.

## **REQUIRED FORMS**

Upon admission to the school, the following forms are required prior to the first day of attendance:

- \* Registration form for Enrollment
- \* Georgia Immunization Form #3231/\* Eye/Ear/Dental Form #3300
- \* Transportation Agreement (if applicable)
- \* Vehicle Emergency Form
- \* Parents' Guidebook Agreement (Required)
- \* Social Security Card/\* Birth Certificate
- \*Religious & Family Commitment Form \* Proof of Government Subsidy (if applicable)

## **POLICIES**

For any reason that JCPA deems necessary to ensure the preservation of the safety, health, or general well being of the school in its entirety, we may use our sole discretion and reserve the right to refuse enrollment of any child, or anytime during enrollment to ask parents to make either temporary or permanent alternate care arrangements. Dismissal situations may be but are not limited to the following circumstances: failure to pay tuition in full and on time, repeated late pick up, verbal or physical abuse of any kind by a child or parent toward staff or children, non-compliance with the school policies and procedures as outlined in this handbook. It is important to us that the safety and well being of every child, staff member and family be a priority. Therefore, we ask that you make every effort to communicate with management if problems arise in any situation. We will work together to find a solution that can work for everyone. It is our goal to resolve issues and it may be necessary in some instances that the resolution that works best is to dissolve the partnership and the family to seek other arrangements. JCPA will not permit any form of solicitation.

**NOTE: JCPA does not carry liability insurance.**

We do ask that every child item be appropriately labeled for easy identification. Please note that we will not be responsible for the loss of items like earrings, hair decorations, rings, wrist watches, necklaces, and any other decorative accessories on kids.

**DO NOT BRING ITEMS**

We must protect everyone safety, so please leave toys at home (unless specifically for show and tell) Pillows and large blankets/ sleeping bags. No electronic devices, trading cards, or any other type of object or toy that can cause distractions, are permitted in school. If confiscated, these items will need to be picked up by a parent at the front desk.

Possession of any kind of dangerous object is prohibited. This includes, but is not limited to tools, kitchen utensils, letter openers, lasers, and chains. Imitations, such as toys, will be treated as the genuine article.

Harmful substances are not allowed at school or within the school premises. Furthermore, any items considered of high esteem or possession should not be brought by parents or student to school; JCPA or her staff will not be liable for such.

**SIGN IN/OUT PROCEDURES**

Parents are required at drop off and pick up to sign in and to sign out their child every day. Children attending extended care must be signed in and out at the front desk. Late pick up will attract **\$20 late fee charge** for the first 30minutes and \$1.00 for every additional minute spent. **No child must be left unattended to or unescorted within the school premises.**

**PARENT COMMUNICATION**

Staff is available daily to greet and talk with parents. If a longer conversation is needed, parents/staff may set up an appointment with parents/staff.

Parents may leave written messages for teachers, email, call, or schedule an appointment. Parent Meetings will be held to allow you to give us feedback about our program and to learn more about what is happening at JCPA.

Your child's teacher will often send note home in your child's bag when necessary and you will also receive email from the School Administration and your students class teacher from time to time to keep you updated on events and happening at the Academy.

***Kindly note that JCPA uses emails, phone calling, mobile texts alerts, monthly newsletters, fliers posted at the front office, and our school web page as a sole means of communication with parents and families.***

Therefore, we strongly encourage parents/guardian to constantly check these various medium

for information regarding your students and activities at JCPA.

\*Please call the school and inform management if your child will not be attending school for the day or will come in late. The school will call if your child has not attended class for 2-3 consecutive days.

### **AUTHORIZED PICK UP**

All authorized persons for pick up must be on the child's enrollment application. To ensure safety, verbal authorization will not be accepted. A picture ID must also be presented to pick up a child for the first time.

### **DISMISSAL**

To enhance safety at pick up students' dismissal will follow these patterns:

Pre-School-PreK: 3:15pm-3:45pm

Kindergarten-3<sup>rd</sup> Grade: 3:30pm-4:00pm

Students will be released to their parents from the rear outlet gate on the playground. Every family upon enrollment will be given their student postcard name to be display on windshield at pick up.

### ***JCPA Pre-Kindergarten through 3<sup>rd</sup> Graders ASP and Non-ASP Students***

Pre-Kindergarten and Elementary Students are to be taken to the ASP Center after 4:00pm. Every Non-ASP student left after 4:00pm will also be taken to ASP Center and parents will be billed accordingly.

### ***JCPA Pre-School ASP and Non-ASP Students***

Students in this category after 4:00pm will be taken to the care of the Toddler Room teacher at the upper level for After School Program. Every Non-ASP student left after 4:00pm will also be taken to the upper level and parents will be billed accordingly.

### **TUITION**

Tuition payment is through FACTS tuition management company. Families have option of Annual, Bi-Annual, Quarterly or Monthly payment. Desirable payment plan option chosen by families is expected to be done ahead of the time of service. For example, Annual tuition payment is expected to be paid in full by June or last day of July. Monthly payment option is excepted the 4<sup>th</sup> or the 10<sup>th</sup> of each month.

JCPA does not give reduction on tuition for absenteeism or holidays. In the event of inclement weather such as Snow storm or any of the like JCPA will give 10-25% tuition reduction should we be opened for less than 3days otherwise full tuition is due. Tuition must be paid, even if your child does not attend, to hold his/her spot, the only exception is when a child is hospitalized with supporting hospital document.

It is the expectation of JCPA that every family maintain a current financial balance. Account that is 2 weeks may result in disenrollment. **Tuition account with over \$300.00 unpaid balance is automatic disenrollment with the possibility of a collection agent been brought in for debt recollection.** The family involve will be liable for the collection agent fee in addition to the fee owed JCPA.

Also note: Report card, SAT scores, Tax report paper, transcript will not be issued until all the financial obligations are fully met. This, of course, includes remaining tuition, library, extended care, late payment charges, lost books, etc.

***Applicable Discounts: Military /Public Safety personnel and Clergy are eligible for 5% tuition discount with supporting documents. Parent with multiple siblings' discount receives 5% on the sibling with the most tuition payment. Church membership discount 20%. Part-time staff membership discount 30%. Full-time Staff membership discount 50%***

JCPA tuition and ASP payment will solely be made through FACTS Tuition management, however during school breaks and summer camp weekly payment could be made using check, money order, cash, or square card reader, at which time all payments are due the first day of the week and are late by Wednesday with a late fee charge of \$10/student.

Please note that Before and After School fee cannot be prorated; they are weekly/monthly billed. If it weekly it is due on Mondays and considered late by Wednesday with a late fee of \$10/Student, if it is monthly, it will be billed following the monthly bill pattern. Parents, however, have the choice to enroll their students into daily ASP as need arises or otherwise. There is no reduction in tuition for absenteeism or holidays. Daily fee will be applied should the school be opened less than 3 days in a week otherwise a full week ASP will be applied. JCPA provides homework assistance and PM Snack during After School Program.

## EMERGENCY PROCEDURES

If an emergency occurs that requires evacuation of the building, you will be notified as soon as possible and asked to pick up your child at our assigned shelter at 3045 Macedonia Church Powder Springs just across the school building.

If a loss of power, water, heat, or air conditioning occurs at the school, the Center Director will call the proper person to repair the equipment. If the loss of these utilities affects the usual operation of the program, arrangements will be made to send the children home. If the water and/or electricity, or gas are not functioning properly and will not be operational within two hours, staff will begin notifying parents.

In the event of inclement weather, we will follow the Cobb County School system for closings and delays. However, JCPA reserve the right to make any changes to Cobb County School System to fits our operations and curriculum.

## HEALTH & WELLNESS

It is important that our students remain healthy and safe. Children are prone to share germs as they have a high level of hand to mouth contact.

The following symptoms or signs of illness may prohibit your child from being allowed to stay in school.

Blood in stools, diarrhea (we will call parents after the second instance to help you plan your day. On the third instance, you will be asked to pick up your child.

Eye Drainage  
Fever over 100  
Infestation of lice  
Mouth sores  
Persistent abdominal pain  
Skin rash/ringworm/other contagious disease.  
Runny Nose, Respiratory distress  
Unusual color of skin, eyes, stool, or urine (including pink or red eye with white or yellow discharge)  
Vomiting, Unexplained irritability, lethargy, and/or persistent crying.

For your child to be excused from outside activities, parents must provide a physician note. If your child becomes ill while in our care, we will notify you and/or those on our emergency list immediately, and your children may not return until the symptoms or signs are treated and the child is symptom free for 24 hours with a doctor's note. We require that arrangement be made within a one-hour period for pick up. Children need to rest comfortably at home and in most cases, we will need you to provide a physician's note before returning to school.

In the event of a communicable disease JCPA will take every necessary precaution to prevent an epidemic. All parents will be notified through email and by phone. In addition to the posting of information on the school doors a letter will be sent home with the children.

### **Sick Child Release Form**

When a child is being asked to be pick up for school due to illness, such child will be released to parent/guidance with a 'sick child release form' the form is to be filled out and signed by the child's physician and brought to school before the child can be admitted back to school.

### **MEDICATION**

If your child needs to receive medication prescribed by a physician, the following guidelines MUST be followed; Medication must be in its original container including the original box, labeled with the child's name, expiration date, dosage, frequency, and prescription number.

We do not give medicine prescribed as twice daily. You may give those dosages at home. A fully completed medication form must accompany the medication each week. In the event of an adverse reaction to medication, parents will be notified by phone and email and the emergency contacts will be contacted. Parents are required to pick up medications once we are no longer dispensing them. Please note we do not dispense over the counter medication. Students may not carry medication inside their backpack, it must be handed over to the class teacher or at the

front desk after medication form, had being filled out.

### **MENU/MEALS**

JCPA serves breakfast, lunch, and 1 snack (afternoon). Breakfast is served from 7:50am-9am; Lunch at 11:30am -12:30pm and PM snack is served at 4:15pm.

### **STUDENTS SAFETY PRECAUTIONS:**

No fighting, hitting, pushing, or play fighting at school. Instances that include but not limited to instigating, encouraging students to fight are not permitted or a bullying act will not be tolerated and on the 3 warning will lead to suspension.

Verbal or physical threats of any manner will not be tolerated. Students will be required to follow all playground rules and walk on the playground. Students are expected to line up for class in an orderly fashion without pushing, yelling, or causing a disturbance. Students need to wait quietly for their teacher to meet the line. Students should always walk in school.

### **DEMONSTRATING RESPECT & RESPONSIBILITY:**

Respect yourself and always treat others with respect. Racial or ethnic slurs, name calling, and bad language will not be tolerated.

Show respect to all staff members and all adults at school.

Take care of all assigned school materials and equipment, including textbooks, computer, playground equipment, and any other school property.

### **BEING READY TO LEARN:**

Students must come to school each day prepared to learn. Students will be required to complete and return all class work and homework as assigned.

### **TARDY/ UNEXCUSED ABSENTS:**

Students need to be in class and seated by 8:30am otherwise will be considered tardy for the day; should a child be tardy two times in a week an email will be sent to parent/parents seeking for improvement of act. If the tardiness continues a conference will be held between administration and parents. A child must have spent up to 5 hours of instructional time in school for them to be marked present for the day; this means that if a child comes to school after 11:30am he/she will be marked absent for the day. The only exception is for medical reason with supporting document.

### **DISCIPLINE POLICIES**

\*Expectations for behavior are based on child's developmental stage, some behaviors are age appropriate. Physical behaviors like hitting, biting, kicking will not be tolerated. We will appraise and reward

appropriate behavior and set forth acceptable behavioral model to help guide students in the right direction. Discipline shall include positive guidance, re-direction and setting clear-cut limits that foster the child's ability to become self-disciplined.

Disciplinary measures shall be clear, consistent and understandable to the child, and shall also be explained to the child before and at the time of any disciplinary action. \*At the height of misbehavior faculty shall selectively use 1-3 mins 'time out' or 'thinking time' as we refer to it, while the child is still being kept within the caregiver visual contact, only to enable the child to regain control of himself or herself and to think about their action. All these shall be done taking into consideration the child's developmental stage, tolerances, and ability to learn from "time out. \*Please refrain from questioning or reprimanding your child's classmates over any class incidents.

\* Depending on the severity of an issue, your child maybe subject to a day or more suspension, with no refund or change in tuition. This is meant to be a period for the child to reevaluate their actions. If we feel we are unable to correct the behavior, we will require your help in finding a solution. Should your child's behavior become too aggressive to maintain a safe or learning environment we may ask you to seek other arrangements.

## ELEMENTARY SCHOOL DISCIPLINE POLICIES

Jubilee Christian Prep Academy School follows a progressive disciplinary plan for our Elementary School. The School Administration reserves the right to assign consequences out of progression when behaviors are considered dangerous or extreme. Each referral for disciplinary action will be reviewed individually. The school will work closely with parents to assist each student in exhibiting appropriate behavior always. Violation of the school rules may result in disciplinary action including one or more of the followings:

- Consequences given as part of individual classroom discipline plans.
- Referral to the Administrative Officer or Administrator.
- Corrective Counseling
- Parent contacts, by phone and/or in writing as necessary.
- Assign written consequences, such as sentences, themes, or behavior contracts or plans.
- Conferences, or Student Study Team Meetings, including parents, the student, teachers and an administrator as needed.
- In- school suspension with parental permission (a school day spent in the principal's office)
- 1-2-day Suspension from school.

### After School Program Policies:

- ***Students are not permitted to use their phone while in after care.*** The school computer can be utilized should student have need to go online for any of their school homework. And they may also use the school phone should they need to get in touch with parent, only in an emergency

when the school phone is not accessible can student be allowed the use of their phone while in ASP.

### **NO BULLY ZONE:**

- JCPA is a NO BULLY ZONE. The act of bullying is against the character or virtue of the spirit of God we are endeavoring to instill in our students. Kindly report any suspected or case of bully to the Administrator.

### **REFERRAL TO SPECIALIST**

Faculty and room teacher based on observation and expected milestone per age of a child might suggest referral to certain health specialties on behavior/speech. Kindly note that JCPA staff only provide suggestion/advice your child's physician or an expert in such field will have a better judgment.

### **USAGE OF OTHERS/SCHOOL PROPERTIES:**

Students from Pre-kindergarten and above will be expected to show respect for other people properties as well as the school properties. We will work with our student to be self-regulated; however, in the event of any damage to school or other properties the responsible child's parents will be notified for replacement of the damaged property.

### **DISENROLLMENT**

Every effort will be made to work with children and parents in our program. However, there are instances when it may become necessary to dis-enroll a child. In the unlikely event this occurs, parents will be notified in writing that the child will be dis-enrolled on a specific date and officially dropped from the program.

Instances that may result in disenrollment include but are not limited to: Disruptive behavior- children who demonstrate behavior that is harmful to themselves or others. All incidents of disruptive behavior will be documented, and parents will be informed.

Delinquent payments, late pickup- leaving children in the center after closing hours or after their program ends without deciding with the center staff.

Failure to provide necessary documents.

Parent disruption of the program- abusive language and threatening behavior by adults that are harmful to children, staff, other parents, volunteers, self or center.

Non-compliance- Parents who do not comply with the guidelines outlined in this JCPA parent handbook.

### **PARENT/TEACHER CONFERENCES AND PARENTS ORIENTATION**

Room Teachers will hold two Parents-Teachers conferences within a school year to discuss each child's

development and academical progress. JCPA will also holds two parents' orientation meeting per school year; first one in August at the beginning of the school year and the second one in January or February.

### **PARENTS AND TEACHERS' PARTNERSHIP CLUB (PTPC)**

Every parent is encouraged to be actively involved in the school PTPC. This parents' body meets regularly at announced time to partner with JCPA board for the benefits of each student and progress of the entire school.

### **FIELD TRIPS PROCEDURES**

Parents will be notified about upcoming field trip through emails. Every child parents/guardian will be required to complete transportation, medical emergency and vehicle emergency forms (Annually) in addition to signing up for each posted field trip agreement form (State requirement) and pay applicable field trip fee before a child will be allowed on a field trip.

Furthermore, for safety staff and students must wear the school field trip T shirt and blue jeans to go on the trip. Under no condition will a child be allowed on school field trip without all the above conditions been met.

### **Field Trip Chaperon Policy**

1. Per the state regulations, every parents/chaperon attending school field trip are required to have a record of criminal background check. Kindly note that you may not follow us to any field trip even if you did not want to be a chaperon, without a police criminal background record check on file with JCPA.
2. Chaperon will also be required to drive their own vehicle except if there is an available sit on the school van. Or if there is a need for an additional adult supervision on the school van.
3. Every chaperon will be required to sign an agreement to oversee a minimum of 3-5 students while on the field trip.

### **UNIFORMS POLICY**

JCPA has a uniform policy, available for purchase at School Outfitter by Land's End or Uniform Source. Students must be in their appropriate uniform for each day of the week. Outlined below is the appropriate uniform for each day of the week:

#### **Daily Uniform for Both Boys & Girls**

**Monday:** Oxford Blue Shirt & Khaki Bottom

**Tuesday:** Oxford Blue Shirt & Khaki Bottom

**Thursday:** Oxford Blue Shirt & Khaki Bottom

**Friday:** Oxford Blue Shirt & Khaki Bottom

*NB: Girls have the option of Oxford Blue Peter Pan Collar Shirt with school logo or the Unisex Oxford Blue Shirt with the school logo.*

### Wednesday: Chapel Uniform

- Boys: Khaki bottom, White Oxford Shirt & a Navy Blue vest with school logo along with Burgundy/Feather Gray Necktie.
- Girls: Peter Pan White Blouse with 'Jubilee' embroidered on the left collar. Jumper Style

*NB: New students have allowable grace period of one month to wear White T Shirt and a Khaki Bottom while they are awaiting the arrival of their uniform. Parents whose student come to school not wearing appropriate school uniform will be called upon to bring the right uniform for their student or they will be charged \$5.00 for a dress down. JCPA does not allow student wearing non-school uniform on their birthday.*

*Shoe and belt should either be black or brown. Toddlers through Kindergarten shoe must be without shoelaces for safety.*

### CASUAL FRIDAY (The Hands That Helps Project)

JCPA students and staff dress down every other Friday to benefit children in need; in pursuit of our desire to be 'The Hands That Helps'. This is an optional exercise for all students; however, if you choose to participate the cost per head is \$3. If your child would not be participating at any time, we encourage them to be dressed in the appropriate school uniform for the day. Parents have option of making a one-time donation of \$60/year or \$6/month towards the Hands That Helps Project.

### CURRICULUM

The Academy primary curriculum is Abeka. Our curriculums are designed to provide and challenge a balance of educational experiences that actively involve each child in learning activities, while instilling the knowledge and the fear of God.

### REFERRAL

We hope you will recommend us to friends, neighbors, and colleagues. Upon a referral enrollment and after the referred child has been in attendance for 60 days, family qualifies for up to \$100.00 cash benefit. Please ask the person you are referring to write your name on the referral section of the enrollment form.

*Thank You!*

Kindly note that we reserve the right to revise or add on any policy at anytime. We will, however, notify you of such changes. We look forward to this awesome opportunity to partner with you in raising a total child that will turn out to be the joy of the whole earth. With you and Us together with God all things are possible!

**Operation Hours**

Monday through Friday: 7.00am–6.00pm

**School Hours:** 8.30am–3.30pm

**JUBILEE CHRISTIAN**

**PREPARATORY ACADEMY**

**(Jubilee Academy)**

3000 MACEDONIA ROAD,

POWDER SPRINGS, GA 30127

Ph: 678-384-0656. Email: [admin@jubileeprep.com](mailto:admin@jubileeprep.com) Website: [www.jubileeprep.com](http://www.jubileeprep.com)

Facebook: The Amazing World of JCPA



**JCPA Parents Manual**  
**Acknowledgement/Agreement Page**

*Kindly sign the statement below and return to the Front desk staff. And by signing you are agreeing to understanding and complying with JCPA policies.*

We/I have read and understood the content of JCPA Parents' Manual; and we understand that we are responsible for following the policies therein.

*If you have more than one student attending JCPA, kindly list each student name and class. (Please Print)*

Parents' Name: \_\_\_\_\_

Parents' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student(s) Name: 1. \_\_\_\_\_ Class: \_\_\_\_\_  
2. \_\_\_\_\_ Class: \_\_\_\_\_  
3. \_\_\_\_\_ Class: \_\_\_\_\_