Crossway Academy Parent Handbook

2026-2027

9111 Monroe Rd. Suite 100
Charlotte, NC 28270
Est. 2011

Crossway Academy Mission Statement

Crossway Academy (est. 2011) specifically meets the academic and social needs of children in a therapeutic day-school setting who are experiencing difficulty in the traditional, special education or home school setting. Crossway Academy provides a comprehensive school environment that includes specialized curriculum and group occupational therapy, physical therapy, feeding and speech and language therapy.

The team at Crossway Academy believes in customizing a curriculum and a treatment plan that is unique to the child and family's culture and desires to meet developmental milestones that are the child and family's goals during the journey to independence. Working together to bridge the gaps on the journey, Crossway Academy staff strives to bridge the gaps for each child while on the journey to independence by obtaining the tools for a solid foundation toward the goals on the journey.

http://www.crosswayacademy.com/

Our Learning Communities (K-8)

Nest

Teachers

- **Bailey Krieg (Behavior support)**
- **Andrea Parkin**
- **Clarissa McMurray**

Our Philosophy

Nest is where strong foundations begin. Our youngest learners develop through play, relationships, movement, communication, sensory experiences, and exploration. Rather than expecting children to fit into a classroom, we build the classroom around how children naturally learn.

Our Goal

To establish the developmental building blocks that support lifelong learning by developing:

- Communication and language
- Emotional regulation
- Play and social interaction
- Fine and gross motor skills
- Independence with daily routines
- Curiosity and confidence

Students in Nest learn best through hands-on experiences, sensory exploration, music, movement, structured play, and meaningful daily routines.

Anchor

Teacher

- **Sharlyne Perkins**

Our Philosophy
Anchor is built upon the belief that functional life skills should be embedded into every academic experience. Students learn best when instruction is meaningful, authentic, and directly connected to their daily lives.
Rather than separating academics from functional learning, Anchor integrates communication, math, literacy, therapy, vocational readiness, and independent living skills throughout the school day.

Our Goal
To prepare students for greater independence at home, in the community, and in future employment by emphasizing:

- Self-advocacy
- Functional communication
- Community participation
- Independent living skills
- Daily routines
- Safety awareness
- Executive functioning
- Meaningful academics

Every activity is designed to increase confidence, independence, and quality of life.

Compass & Summit

Teachers

- **Hannah Weide**
- **Julie Mills**
- **Amina Mansour**

Our Philosophy

Compass and Summit provide rigorous, individualized instruction aligned with the North Carolina Standard Course of Study while recognizing that every learner reaches the curriculum differently.
Students receive appropriate accommodations, therapeutic supports, executive functioning instruction, and individualized teaching strategies that allow them to access grade-level concepts while continuing to develop communication, social skills, self-regulation, and independence.

Our Goal

To help students become confident learners by developing:

- Strong literacy and mathematics skills
- Critical thinking and problem solving

- Executive functioning
- Social communication
- Self-advocacy
- Emotional regulation
- Collaboration
- Academic confidence

Students are encouraged to ask questions, solve problems, take risks, and become active participants in their own learning.

Pathfinder

Teachers

- **Dionte Forney**
- **Jordan Leaphart**

Our Philosophy
Pathfinder is designed for students preparing for life beyond middle school. Learning extends beyond the classroom into the community as students build the academic, vocational, social, and executive functioning skills needed for adulthood.
Students learn through authentic experiences, project-based learning, leadership opportunities, career exploration, and increasing independence.

Our Goal
To prepare students for high school, employment, post-secondary opportunities, and adult life by focusing on:

- Leadership
- Executive functioning
- Career exploration
- Community-based instruction
- Financial literacy
- Independent living skills
- Self-determination
- Collaboration and responsibility
-

Pathfinder students are encouraged to become confident decision-makers who understand their strengths and advocate for themselves as they prepare for the future.

The Crossway Difference

No matter which classroom your child joins, every student experiences the same commitment to individualized learning through the Crossway Method.
Our program integrates:

- Individualized Development Plans (IDPs)
- Therapy-informed instruction
- Small class sizes
- Movement throughout the school day
- Executive functioning supports

- Social-emotional learning
- Functional life skills
- Community-based learning
- Family collaboration
- High expectations with individualized supports

We believe learning happens best when children feel safe, connected, understood, and challenged.

As we begin this new school year together, we are excited to partner with your family. Thank you for allowing us to be part of your child's journey. We cannot wait to celebrate every milestone, every achievement, and every success that this year will bring.
Welcome back to Crossway Academy—we are so glad you are here!

School Hours

Pre-K Students Arrival and Dismissal:

Arrival location: Front of building 9111, park and walk to Classroom door
Arrival Drop off Time: 7:45am - 8:15am
Late Arrival: after 8:15am, *must* check in at front office

Dismissal location: Front of building 9111, park and walk to Classroom door
Dismissal Pick Up Time: 2:15pm

Elementary Students Arrival and Dismissal:

Arrival Drop off location: Front of building 9111, park and walk to Classroom door; Back of building through carpool line (based on class assignment)
Arrival drop off time: 8:20am - 8:30am
Late Arrival: after 8:30am, *must* check in at front office

Dismissal Pick up location: Front of building 9111, park and walk to Classroom door; Back of building through carpool line (based on class assignment)
Dismissal Pick up time: 2:45 pm - 2:55 pm
Late Pick up: after 2:55pm (See Afterschool Pick up and charges)
Afterschool Pick up: Monday through Thursday 3:00pm - 5:00pm, from the Multipurpose Room

Middle School Arrival and Dismissal:

Arrival Drop off location: Front of building 9111, park and walk to Classroom door
Arrival drop off time: 8:20am - 8:30am
Late Arrival: after 8:30am, must check in at front office

Dismissal Pick up location: Front of building 9111, park and walk to Classroom door
Dismissal Pick up time: 2:45 pm - 2:55 pm
Late Pick up: after 2:55pm
AfterSchool pick up: Monday through Thursday 3:00pm - 5:00pm, from the Multipurpose Room

Tardy/Late Drop-off for Elementary & Middle School students: Small group instruction begins at 8:45am. If students arrive tardy after 8:30am, they will need to report to the front office as the morning carpool will have stopped. If students arrive after 8:40am, parents/guardians will be asked to wait until the end of the transition block before students will be picked up from the front office. Please see “Our Instructional Model” under “Academics” for additional information.

Late Pick Up for Elementary & Middle School students: Students that remain in the school past 2:55 pm on a school day between Monday and Thursday will be brought to the Afterschool Care and will be charged the daily rate for Afterschool Care (see “Afterschool Care”). There is NO Aftercare on Fridays. Late Pick Up on Fridays will be charged $1.00 per minute past 2:55pm. Following the 3rd instance of Late Pick up, teachers will inform the Head of School.

Tuition and Payments

As parents and guardians of Crossway Academy students, you are responsible for upholding the contract signed regarding tuition. This contract outlines the financial commitment for the entire academic year beginning July 1, 2026 and ending June 1, 2027. Please be aware of the following policies regarding tuition:

Tuition Payments: All tuition payments are due according to the schedule outlined in the contract. It is essential to make payments on time to ensure the continued provision of educational services and resources for your child.

Early Withdrawal: Should your family decide to withdraw your child from Crossway Academy before the end of the school year, the tuition contract remains in effect. This means that the full tuition amount agreed upon in the contract must still be paid in accordance with the original payment schedule.

Financial Obligation: The financial obligation for the tuition is binding for the entire school year, regardless of the student's attendance. Early withdrawal does not absolve the responsibility to fulfill the terms of the contract.

Communication: If your family encounters any financial difficulties or extenuating circumstances, please contact the school administration immediately to discuss possible solutions or arrangements.

Payment Schedules: Tuition is due on time, per the contract choice, prior to the receipt of the state grants. Once the grants have been received, any overpayment made by the parents will be refunded by Crossway.

NC Grants: Invoices will be adjusted once the NCSEAA, ESA+, and Opportunity grants have been received by Crossway.

Academics

Crossway Academy follows the North Carolina Standard Course of Study and Common Core State Standards that are modified and adapted for the special needs of each child, as needed, through various curricula.

To ensure that your child follows the appropriate skills progression, we use a multi-curricular framework that aligns with the standards of instruction in North Carolina. Please see below.

North Carolina Standard Course of Study
North Carolina Extended Content Standards
Occupational Course of Study

Language Arts and Literacy- Language Arts and Literacy class focuses on basic reading, writing, linguistic, and communication skills. Periods of reading, writing, syntax, and vocabulary are all major focal points of this class. Through these exercises, children are expected to develop reading and writing skills that meet the needs of each student. Learning to Read curricular materials are Micheal Heggerty for Phonemic Awareness, and Letters and Sounds for Phonics. Reading to Learn curricular materials are: ReadWorks and EL Education in addition to other supplemental literacy curricula.

Mathematics- Math class will cover the five basic strands in Elementary and Middle School Mathematics: Number Sense and Numeration, Measurement, Geometry & Spatial Sense, Patterning & Algebra, and Data Management and Probability. Math curricular materials are: Dimensions Math.

Science- Science instruction provides the opportunity for all children to be engaged and solve problems which require these skills. Science skills and processes give students real situations to apply what they have learned in reading, writing, and mathematics. Science curricular materials include: EL Education.

Social Studies- Social studies instruction introduces important concepts and generalizations from history, geography, and other social sciences through an integrated study of children and their families, homes, schools, neighborhoods, and communities. Social Studies curricular materials include: EL Education.

Health- Health instruction teaches about physical, mental, emotional and social health. It motivates students to improve and maintain their health, prevent disease, and reduce risky behaviors. Health education curricula and instruction help students learn skills they will use to make healthy choices throughout their lifetime.

Physical Education- Allegro Movement. See “Specials” and sensory motor activities throughout the day. Classes will also perform opportunities for learning how to play games like kickball, t-ball and basketball.

Occupational “I Can Work”- This curriculum serves to introduce and educate young adults with special needs and who are interested in working in their community. This program is geared toward middle school and high school students. Additionally, this program can support recent graduates, ages twenty-one through twenty-five who are transitioning from school to the workplace. While our middle school students will incorporate this curriculum into everyday practice, our elementary aged students will receive exposure to, connection with, and integration into the elements of this curriculum, as well.

Social Emotional Learning and Self Regulation Skills- At Crossway Academy, we incorporate the instruction in and emotional regulation support through the Zones of Regulation. The Zones of Regulation is a curriculum created to teach children self -regulation and emotional control. In addition, our Language Arts curriculum has a social-emotional learning dimension woven throughout the language lessons called Habits of Character for building social interaction, emotional intelligence, and support for building strong, ethical character.

Our Educational Model
This model is closely aligned with general education in that the children have longer content blocks and that our instruction will be a project-based learning style that incorporates hands-on learning and experiences with multi-sensory and multi-disciplinary approaches to learning. Also, this model and time-table is structured in a way that provides students the opportunity to receive instruction from more than one teacher. Each student has one teacher for Literacy with a different teacher for Math, for example.

The Home Room classes are grouped closely by age and respective grade levels, while their content groups are grouped academically and developmentally, so not necessarily by age or grade. This allows for students who may require accelerated instruction in Math, for example, to receive that level of instruction in a group of students who also require that acceleration. And the same is true for students who require remediation, while all students are still receiving specially designed instruction that is tailored to their specific and unique needs and abilities.

Each student will transition through 4 different small groups each day. The 4 instructional groups include Literacy, Math, Explore, and Outdoor Expedition. Explore is an extension of Literacy and Social Studies, while Outdoor Expedition is an extension of Math and Science. Each Literacy and Math small group is led by one of our Classroom Teachers. Each Explore and Outdoor Expedition small group is led by one of our Learning Coordinators. The rotation schedule of small groups is unique to each small group with each child transitioning through each of the content groups each day.

Important Note for Small Group Instruction: The integrity of the instruction provided in each of our small groups is of the utmost importance to us as educators who strive to provide the highest quality instruction for each of our students daily. In supporting consistency

throughout and maintaining the integrity of the group instruction, it is imperative that the instruction be provided in a consistent, low-distraction environment with as few interruptions as possible. It is for this reason that we ask that students arrive at school on time. We understand that there will be times when a student must be tardy and we fully understand that. It is in these circumstances that we then ask that if you are tardy you wait with your student until the end of the small group transition block. The front office will alert the teacher of your student's arrival prior to the transition time and your child will be picked up from the front office prior to the following small group transition. Please note and refer to the small group instructional time blocks if for any reason your child is going to be tardy.

Communication with Teachers during Small Group Instruction: Please refrain from attempting to contact your Teachers during the school day. Classroom Teachers and Learning Coordinators are providing high quality, individualized and specialized instruction to your students. If you need to contact the teachers for a non-urgent matter, please use email or the Remind app and allow 24 hours for teachers to respond. If you have an urgent matter, please call our front office at 704-847-3911. If there is an urgent matter involving your student, one of our staff will contact you immediately. Please refer to the "Communications" section of the handbook for detailed information regarding contacting teachers and staff during the school day.

Therapy/Therapy Groups

- **Occupational Therapy**
  At Crossway Academy, each student will be part of OT groups bi weekly in their natural environments. These groups will be led by an Occupational Therapist. The OT will work closely with all teachers and students for these sessions weekly. Throughout the day various skills will be addressed, such as: executive functioning, motor planning, fine motor skills, sensory processing, life skills, and social/emotional skills. In collaboration with the teachers and staff, brain breaks, sensory breaks and adaptations to their natural environment will be provided. Occupational therapy services are geared towards all learning styles including: verbal, tactile and visual instruction, as well as modeling for expected behaviors. Through these daily interactions, students will develop, promote and maintain skills required for functional participation in their daily lives; in turn encouraging success not only in the school environment, but at home and in the community as well.

- **Feeding Therapy**
  Feeding Therapy is used for assessing and treating children with feeding and weight/growth difficulties. The therapy uses principles and practices from multiple disciplines including psychology, pediatrics, occupational therapy, dietetics, and speech-language pathology. The approach combines sensory, motor, oral, behavioral/learning, medical, and nutritional factors and approaches in order to fully evaluate and manage children with feeding/growth problems. The approach is grounded philosophically in the stages and skills of feeding/eating found in typically

developing children. This year we have two teachers trained in the Sequential Oral and Sensory (SOS) approach to feeding in addition to our OTs and STs.

- **Physical Therapy**
  Physical and Occupational therapy often share similar or common goals for their clients and offer complementary approaches to intervention. While both therapies address similar goals, the disciplines use different techniques, theories, and approaches to treat clients. Treatment typically includes therapeutic exercise, cardiovascular endurance and training, and training in activities of daily living (American Physical Therapy Association, 1999). As with occupational therapy, in the pediatric setting, PT provides treatment through the use of play. Physical therapy intervention addresses joint function, muscle strength, mobility and endurance. Physical therapists address gross motor skills that involve the large muscles of the body and help to improve children's posture, gait, and overall body awareness.

- **Speech Therapy**
  At Crossway Academy, students will receive group speech therapy sessions from a speech therapist one time per week in their natural environments. In group speech therapy at Crossway, we work to further develop your child's receptive, expressive, and social language skills. Each student will participate in group speech therapy sessions for thirty minutes a week. Activities and games will target a variety of language skills, including sequencing, following directions, answering questions, problem solving, describing, vocabulary, grammar, and much more! Activities will be designed to engage each student in a fun, educational, and relevant manner.

Specials

Specials are a fun and important part of Crossway Academy. The Allegro Foundation will be providing movement therapy once per week. Movement Therapy is offered through **Allegro Movement**. Allegro's basic philosophy emphasizes the total learning process by combining cognitive and muscle memories together to stimulate sequential and conceptual learning, problem-solving skills and communication, while also building motor skills/physical coordination, and eliciting strong emotional and physiological changes in the body. Students will develop gross motor skills, balance and coordination through programs that teach students functional movements throughout a variety of sports movements, games, and activities. We are also once more pleased to offer **Music Therapy**, through **Charlotte Music Therapy**. Music therapy is the clinical and evidence-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional. Our music therapy includes active music making and improvisation on a wide variety of musical instruments, music education and adapted lessons, Neurologic Music Therapy techniques (for speech and language, sensorimotor, and cognitive domains, relaxation techniques and other positive coping skills.

We are excited to pilot a drama club afterschool program. Interested families can sign up at the parent orientation meeting on 8/18/26.

Field Trips

All students at Crossway Academy will have the opportunity to participate in field trips throughout the year. During these field trips, we will ask for parent volunteers to join and assist with the drive.

- **Elementary Field Trips-** Elementary field trips will include outside educational locations that allow our staff to expand upon our curriculum in a thematic, productive, fun, and creative way.

- **Anchor Field Trips-** The curriculum within Anchor is learning how to access the community for functional daily living skills. They will go to the grocery store, laundry mat, library as examples.

- **Middle School Field Trips-** A large part of Crossway Middle School is our community-based education. This program will teach your child how to perform community living skills from utilizing public transportation to using a bank. We will also be interviewing many professionals around the Charlotte area to learn more about future career choices and to receive on-site training in differing fields. Training occurs in the community and the classroom. Classroom instruction focuses on teaching students how to use adaptive aids to enhance community participation as well as preparation, reflection, and written assessments related to their career choices. This program is primarily conducted in the community, so your child will need to carry a wallet or purse/fanny pack daily. This wallet should have a place for an ID card and, if possible, a zipper for change. The middle school will be going into the community for community learning three times a trimester.

Homework

Assigned homework will be project based to include educational development along with social and emotional progress. Homework will be assigned based on each teacher and therapist goals and expectations for the students. Homework given will be based on your child's age and development.

Individualized Development Plan (IDP)

Each student at Crossway Academy has an **Individualized Development Plan (IDP)** that outlines personalized goals and supports based on their unique strengths and needs. The IDP helps guide instruction, therapy, and social-emotional development while promoting consistency between school and home.

IDPs are developed collaboratively by teachers, therapists, and families, and progress is reviewed regularly throughout the year. Parent input is an important part of the process and helps ensure each child receives the support needed to be successful.

These will be sent home at the conclusion of each Trimester:

November 6, 2026
February 26, 2027
June 4, 2027 (Last day of school)

Testing results from the end of year testing will be emailed upon receipt.

Parent Teacher Conferences

Parent teacher conferences will occur on *November 9-13, 2026*, and *March 1-5, 2027.* Families will receive their child's IDP before the Parent Teacher Conferences. Parents are encouraged to bring in any questions that they may have regarding their student at this time.

Attendance

Students are expected to attend school daily and arrive on time to maximize learning. Absences and tardiness significantly impact a student's academic and developmental progress.

- A written excuse or doctor's note must be provided for all absences.
- Students arriving after 8:30am must check in at the front office.
- If a student arrives during a small group instructional block, the parent will be asked to wait until the transition period before the student is escorted to class.
- More than 10 unexcused absences or persistent tardiness may result in a meeting with the Head of School to develop a support plan.
- If you need to pick your child up early from school, please notify your child's teacher prior to the start of that school day to inform them of the need for early dismissal. If it is an urgent and unexpected early dismissal, please contact our front office at 704-847-3911.

Drop Off and Pick Up Procedures

- The doors for school will be open for arrival at 8:20am for morning carpool to begin. We ask that the parents not come into the school during drop off or pick up times unless you have made specific arrangements to do so. In this case, please park in front of our building and enter through the main office lobby.
- The doors for school will be open for dismissal at 2:45pm for afternoon carpool to begin. Unless your child is staying after school for therapy, tutoring, or Afterschool care, please pick up promptly beginning at 2:45 PM and ending at 2:55pm for

elementary and middle. Carpool dismissal ends at 2:55pm for elementary students. For PreK, dismissal is 2:15pm. Please see “Late Drop Off/Pick Up”.

- For carpooling in the back of the building, a Crossway staff member will be out to get your child from the car in the morning. All cars must be stopped and put in Park before any child leaves the car. This ensures the safety of all students, staff, and drivers. For the dismissal carpool in the back of the building, a Crossway staff member will bring your student out to your car. If your child is to be picked up by someone other than the typical caregiver, please inform the teacher prior to pick up and include the full name of the driver. Identification matching the given name will be required for the child to be released.

- All students being dropped off and dismissed from the front of the building at their Classroom doors, please park, exit your vehicle, and walk up to your student’s classroom door with your student to wait for their teacher to open the door and receive them.

After School Care

Crossway Academy offers after school care Monday through Thursday from 3:00 PM to 5:00 PM, hosted by our teachers and staff. Enrollment is limited to 6 students per staff member each day.

The program provides:

• Individualized attention in a small group setting

• Social and sensory skill building

• Homework support and structured play

Fees:

• Weekly Rate: $160

• Single Day: $40

• Late Pick-up (after 5:00 PM): $1 per minute

Families may sign up using the After School Care form available online.

Student Expectations

Conduct and Expectations

On the first day of school, the students and teachers will write rules and expectations for the class. It is important that the students take part in the process of creating boundaries and expectations. In addition, a daily/weekly communication sheet will be sent home in each student's folder with academic/behavior progress notes and updates.

At Crossway Pediatric Therapy and Academy, our goal is always to ensure that each student is placed in a learning environment that best supports their academic, behavioral, and social-emotional growth.

To clarify our process, all student placement decisions—whether related to classroom assignment, teacher pairing, or individualized support—are made collaboratively by our multidisciplinary team. This includes input from educators, therapists, administrative staff, and, when appropriate, the family. These decisions are based on objective data, professional assessments, and each child's Individualized Education Plan (IEP) or Individualized Development Plan (IDP).

We do not make placement changes based on personal preference, and we do not target individual students. All decisions are documented with the rationale and data sources used, ensuring fairness, transparency, and alignment with Crossway's mission.

We share this so that you are confident in our commitment to providing a supportive, student-centered environment for every child in our care.

Behavior Policy

- Notification of Incident/Incident Reports: Ensuring the safety and well-being of your child is our top priority. In the event of any behavioral incidents at our facility, our dedicated staff takes immediate action to document the details accurately. We understand the importance of keeping you informed, and that's why, following any incident, parents or guardians will be promptly notified. We kindly request your signature on the incident report, fostering open communication and transparency in resolving issues.

- Violation of Behavior Policy: In more serious situations where up to three incidents result in injury or property damage, our Head of School will be informed. This step is taken to ensure the appropriate actions are implemented, including potential reassessment of your child's placement and the introduction of additional support measures. The Head of School will coordinate with you to pick up your child, allowing for collaborative efforts in addressing and resolving any behavioral challenges. Your involvement is vital in creating a safe and nurturing environment for all children in our care.

ABA Therapists and 1-1 Support Staff Not Employed by Crossway, Inc.
On a *case-by-case basis*, we allow outside ABA Therapists to enter our school premises using the Tier 3 model. To ensure the safety, confidentiality, and compliance of all parties involved, partnering ABA Therapists are required to sign our HIPAA agreement, Outside Vendor Agreement, and provide their ABA company's certificate of liability insurance. Crossway, Inc. reserves the right to dismiss an ABA company from its premises if evidence of unprofessional or unethical behavior by the ABA employees is found. All students receiving ABA services are required to have a Crossway Academy Behavior Support Agreement signed by the parents or legal guardian.

Behavior Support Requirement
Crossway Academy is committed to providing a supportive learning environment for all students. As part of this commitment, students who have been enrolled with the requirement of an ABA Therapist, Registered Behavior Technician (RBT), or a designated behavioral one-on-one support person ("Behavior Support Personnel") must have their assigned support person present during school hours.

Attendance Contingency:

Procedures for Absence of an Outside Agency RBT

1. Notification:
   RBT must notify their agency BCBA and Classroom Teacher in advance.
   For urgent absences, they must contact both parties immediately, prior to the student coming to school.

2. Coverage Arrangement:
   The outside agency is responsible for providing a replacement RBT and must inform parents and the Classroom Teacher of the replacement and arrival time.
   Parents should also be told when and what time to meet the replacement RBT at school. Students will not be marked tardy if the replacement RBT is to be later than the start of school.

3. No Coverage Available:
   If the agency cannot provide a replacement, they must inform the parents and school staff before the student arrives.

4. Optional School Coverage:
   Per the Crossway Pediatric Therapy and Academy Behavior Support Agreement, parents may request a Crossway-employed RBT at a rate of $30/hour, paid directly to the school.

    - Parents must contact the Classroom Teacher, who will check availability with the Crossway BCBA.

5. No Replacement or Declined Option:
   If parents decline the Crossway ABA option or no Crossway staff is available, the Classroom Teacher will inform the parents that the student must stay home.

Student Dress Code & Uniform Policy

Crossway Academy students are expected to wear uniforms to promote a cohesive, distraction-free learning environment.

• Tops: Crossway-logo polos or jumpers

• Bottoms: Khaki or navy shorts, pants, or skorts

• Shoes: Closed-toe shoes are required daily

• Fridays: Crossway t-shirts and jeans or uniform bottoms

The link for Crossway Academy uniforms is:

https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900153859

Or you can look the school up by school number **900153859**.

Gently used uniforms may be available upon request. Please provide your child's size to Staff.

Uniform Policy Violations:

- First Violation: The first time your student comes to school out of uniform, you will receive a Verbal Notification from your child's teacher.
- Second Violation: The second time your student comes to school out of uniform, you will receive a Written Notification from your child's teacher.
- Third and Following Violations: The third violation and any following violations will result in a $10.00 Uniform Fee being charged to your account.

Parent Support Organization

Crossway Academy cannot be successful without the dedication of not only the Crossway Staff, but commitment of parent volunteers. Involvement in your child's school helps you meet other parents, get to know the staff, and create an all-inclusive approach to educating your child. We ask you to become part of the Crossway Family. Information and sign ups will be available at the Back To School Night.

- Seasonal Event Committee: This committee will work with the Crossway Academy staff to help plan and put on seasonal events hosted by the academy.
- Teacher Appreciation Committee: This committee will work together to plan teacher appreciation week events. This may involve coordinating with fellow committee members in person or virtually and arranging for in-person volunteers to help carry out the teacher appreciation week plans.
- Spirit Wear Committee: This committee will work to develop and assist in the selling of spirit wear to parents and children.
- 100 Gardens Committee: This committee will work to coordinate volunteers for our 100 Gardens at Crossway project. This can include, but is not limited to, support with the project inside the classroom, support with setting up the Crossway Farmer's Market, support with coordinating partnerships in the community through our garden, etc.
- Community Partner Leaders: The community partner leaders are parents of students who would like to help coordinate outings and field trips to, as well as visitors from, our community throughout the school year while supporting and enriching the social, occupational, and daily living skills of our students. This may involve working with the middle school teachers to reach out to local businesses to coordinate these events.

Buy Out Volunteer Hours: We understand that the commitment of 6 volunteer hours may be difficult to achieve for some families. If you are unable to commit to volunteering for all or some of these hours there will be an option to buy out your hours at a rate of $40 per hour, payable to Crossway Academy.

Families can sign up to volunteer at parent orientation on 8/18/26.

PSO Mission Statement
The Crossway Academy Parent Support Organization (PSO) aims to enhance and support the educational experience at Crossway Academy. We strive to foster a closer connection between school and home by encouraging parental involvement and parent-to-parent collaboration and improving the environment at Crossway Academy through volunteer and financial support for school events.

Membership
Membership is automatically granted to all parents and guardians of Crossway Academy students. No membership dues exist, and each household is entitled to one vote during meetings.

Officers
The Executive Board of the PSO consists of the following positions:

President
Vice President
Secretary
Parent Ambassadors

Each officer serves a one-year term, with elections held annually in September. Officers may hold their positions for a maximum of three consecutive terms. Interested families can sign up at the parent orientation meeting on 8/18/26.

Duties of the Executive Board

The Executive Board of the Crossway Academy Parent Support Organization (PSO) oversees the implementation of the organization's mission to enhance and support the educational experience at Crossway Academy. Their key responsibilities include fostering a closer connection between school and home by encouraging parental involvement and collaboration among parents. Additionally, the Executive Board is crucial in improving the school environment by supporting school-run events and organizing volunteer efforts. By facilitating these initiatives, the Executive Board ensures that parents are actively engaged in their children's education and that the school community thrives.

New Appointees
New appointees to the PSO Board will take their places for the 2026-27 school year by September 1, 2026. We encourage all interested parents and guardians to consider contributing your time and efforts as members who demonstrate leadership and a commitment to enhancing our school community. Your participation is vital to the success of our organization! If you have unique talents or skills that you are able to contribute to our school community, please reach out to express your interest!

Meetings
General PSO meetings are held monthly during the school year, with at least one annual meeting in September for the appointment of new officers. Attending members can vote, and absentee or proxy votes are not permitted.

Involvement Opportunities
We encourage all parents and guardians to participate actively in the PSO. Your involvement is crucial to our mission of supporting Crossway Academy and enhancing our children's educational experience.

For More Information
For additional details or questions about the Crossway Academy PSO, please attend our meetings or contact any Executive Board member.

Thank you for your support and dedication to making Crossway Academy a vibrant learning community!

Health and Safety Issues

Medication

- Over the Counter Medications: The parent/guardian must complete a medical form and OTC permission slip in order for a student to receive any OTC medications. All OTC medications must be in the original packaging.

- Prescription Medications: All prescription medications must be brought to school by the parent/guardian in the original packaging with proper labeling and an authorization form completed. Emergency Seizure medications, Epi pens, and inhalers will be permitted in the school in a locked container. The prescription authorization form must be completed prior to the school administering medication.

When to Stay Home (non COVID-19)

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is a guideline to make the decision.

1. Fever: If a student has a fever of 99.3 degrees or more, the student should stay home for at least 24 hours, and until fever free without using fever-reducing medication.

2. Vomit/Diarrhea: If a student has vomited or had diarrhea the student should stay home for at least 24 hours following the episode, and until the vomiting/diarrhea have ceased. If the vomiting/diarrhea are accompanied by a fever, please follow the policy and guidelines regarding the return to school after a fever.

3. Rash/Skin Irritation: If a student has any rash that may be disease related or the cause is unknown, check with the pediatrician before sending the students to school. If teachers/staff notice a rash on your child, you will be notified immediately and asked to check with your pediatrician before returning to school.

4. Pink Eye/Redness/Drainage: If a student's eyes are red with watery or puss drainage, check with your pediatrician to rule out Pink Eye before sending the student to school. If teachers/staff notice these symptoms in your child's eyes, you will be notified immediately and asked to check with your pediatrician before returning to school.

5. Lice: If a student is found to have head lice or live lice are observed, the student will be sent home. The student may return to school after appropriate treatment has been completed

and no live lice are present. Parents should notify the school if their child has been diagnosed with head lice so appropriate precautions can be taken while maintaining confidentiality.

6.Hand, Foot, and Mouth Disease: If a student is diagnosed with Hand, Foot, and Mouth Disease, they should remain home while they have a fever or are not feeling well enough to participate in school activities. Students may return to school once they have been fever-free for at least 24 hours without the use of fever-reducing medication and are well enough to participate, even if a mild rash is still present, unless otherwise directed by their healthcare provider.

7. COVID:
If you or someone in your home has been diagnosed with/tested positive for COVID your child must follow current and updated CDC guidelines.

- Stay home for 5 days and isolate yourself. You are most likely infectious during these first 5 days.

- If you had no symptoms, you may end isolation after 5 days.

- If you had symptoms and your symptoms are improving:

1. You may end isolation after day 5 if you are fever-free for 24 hours (without the use of fever-reducing medication).

- If you had symptoms and your symptoms are NOT improving:

Continue to isolate until,

1. You are fever-free for 24 hours (without the use of fever-reducing medication)

2. Your symptoms are improving.

Emergencies and/or Illnesses

If your child becomes ill or injured at school, you will be notified immediately. The office will call the parents whenever the student has a fever over 99.3 degrees, is vomiting, has diarrhea, has significant pain, repeating complaints, or anything else that is out of the ordinary. Be sure the school always has current phone information to contact you in the event of an emergency. If the parents are unable to be reached, the person listed under emergency contacts will be called.

Lunch

Students will need to pack a snack, lunch, and water bottle every day with **reusable materials**. We are teaching our students eco-friendly options to support sustainability. Please pack the snack in a separate and labeled bag. Lunches should be packed in a lunch box so

they remain cool until lunchtime. Please limit the items that need to be warmed up and to **under one minute of warming time due to time constraints**. We will be working on eating new foods at school, so please let us know if you need us to assist your child or if your child has any allergies.

Due to severe allergies, Crossway Pediatric Therapy and Academy are Nut Free zones. Please do not bring any nut products into the building. We also have lots of students with allergies to eggs, corn, red dye and are Gluten free and dairy free. Please do not offer food to children that are not your children for their safety.

Communications

Daily Notebook
Students will bring home a daily folder. This folder will regularly contain homework, artwork, completed class papers, field trip permission slips, etc.. Each teacher will send home a weekly academic and behavior sheet to keep you updated on what is going on in the classroom and your child's progress. Please make sure you take the time to go through your child's work with them every day.

Remind App
Each classroom teacher will have a class group set up using the Remind App. You will receive a request to join this group in order to receive updates, reminders, and information on special events, to name a few. Please set up your Remind App with your new class as soon as possible. This is the ***primary means of communication*** with your teacher. All important school updates and reminders will come from your teachers through this app. If parents and teachers need to communicate via phone call, please do not ask teachers for their personal cell phone numbers. The Remind app can be used for phone calls after school hours.

Messages
Staff can receive messages through the Remind App. Parents are asked to refrain from calling the staff or therapists during school hours. If the need is urgent, please call our front desk at 704-847-3911.

Email
Teachers and the head of school are available for communication via email. Please allow 24 hours for teachers to respond as they will be checking email after school hours. All important School information will come through the Remind App and email. Field trip permission slips will come home in paper form in your student's daily folder, but reminders for deadlines will come through Remind and/or email.

Constant Contact
A schoolwide newsletter from the Head of School will be sent home weekly via email using Constant Contact on the first day of each week. Important schoolwide updates and reminders will be sent to parents via Constant Contact using the email addresses you provide in your emergency contact form. The notifications from Constant Contact will be from Crossway, Inc.,

Crossway Academy, Crossway Pediatric Therapy, and The Crossway Foundation. Please ensure you are subscribed to Constant Contact and remain subscribed in order to receive all important updates and notifications from Crossway.

School Closings and Delays

In the event of inclement weather, we will announce school closings or delays by 7:00 a.m. Information will be sent via Constant Contact, as well as through the Remind App.

Birthday Celebrations

Birthdays are important to children. Parents are allowed to send in a special treat to celebrate your child's birthday. This will need to be planned and confirmed with your child's teacher prior to the morning you plan to send the treats. Those with a summer birthday may choose a day to celebrate and plan this with the child's teachers. When planning to hand out birthday invitations to a party outside school hours, we ask that all birthday party invitations be handed out after school hours.

Visitors

All visitors must report to the front office to sign in. Upon signing in, the visitor will receive a name badge that they must wear throughout the entirety of their visit until signing out to leave. Visitors without an appointment are not guaranteed access to the Academy.

Lost and Found

A lost and found bin will be located in the locker room. If your child is missing an item please check this area. Labeling sweatshirts, jackets, and coats are requested and highly encouraged.

Questions/Concerns

Parent/guardian questions and concerns will be heard. Parents are urged to discuss problems with the child's classroom teacher or therapist **first**. If satisfactory results are not obtained, parents should then proceed to contact the Head of School at Shelley@crosswaytherapy.com

Parent Forms

The following Enrollment and Re-enrollment forms will be provided via email and are required by August 14, 2026. If they are not received by the first day of school, your child is not able to attend school until the forms are received. These forms must be completed in their entirety. If they are incomplete when received, you will be asked to resubmit the completed forms.

- Crossway Academy Tuition Contract
- Credit Card Authorization Form OR ACH Bank Draft Authorization Form
- Parent Handbook Agreement Form
- Student Re-enrollment RegistrationForm
- Emergency Contact Form
- Waiver and Release
- Medical release Form
- Field Trip Release
- Parent Volunteer Form
- Consent for Social Media
- Behavior Support Agreement (for those students receiving Behavioral Support)
- Medication Authorization Form (as needed)
- Immunization Record (new students and returning students who require updated information)

*All updated immunization records must be on file by the first day of school for all students (some exemption apply). In order to fulfill our documentation requirements for immunizations parents must supply one of the following:

1. Current immunization records, before the first day of school.
2. A letter stating that your child has not been immunized, and signed by a relevant party, before the first day of school.

2026 - 2027 Parent Handbook Acknowledgement

Please complete and return this form.

Student Name: _____

Teacher:_____

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____