



Crossway Academy

Parent Handbook

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

2024-2025

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/>

School Hours

Pre-K Students:

Arrival location: Park and walk up to Preschool Entrance

Arrival Drop off Time: 7:45am - 8:15am

Dismissal location: Park and walk up to Preschool Entrance

Dismissal Pick Up Time: 2:15pm

Elementary Students:

Arrival Drop off location: Back of building 9111 through carpool line

Arrival drop off time: 8:20 am - 8:30 am

Late Arrival: after 8:30 am, must check in at front office

Dismissal Pick up location: Back of building 9111 through carpool line

Dismissal Pick up time: 2:45 pm - 2:55 pm

Late Pick up: after 2:55pm, Afterschool Pick up is from the Multipurpose Room

Middle School:

Arrival Drop off location: Back of building 9111 through carpool line

Arrival drop off time: 8:20 am - 8:30 am

Late Arrival: after 8:30 am, must check in at front office

Dismissal Pick up location: Back of building 9111 through carpool line

Dismissal Pick up time: 2:45 pm - 2:55 pm

Late Pick up: after 2:55 pm, Dismissal and AfterSchool pick up is from the Multipurpose room

Elementary School begins at 8:30am every morning. Drop off begins at 8:20. Students that arrive later than 8:30am should report to the front office for check-in. School ends at 2:45pm. Students that remain in the school past 2:55 pm will be brought to the after school care and will be charged the daily rate for Afterschool Care.

Middle School Students: School begins at 8:30 every morning. Drop off begins at 8:20. Students that arrive later than 8:30am should report to the front office for check-in. School ends at 2:45 pm. Students that remain in the school past 2:55 pm will be brought to the after school care and will be charged the daily rate of Afterschool Care.

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. 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.

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.

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- Lyfe Sports and Allegro Movement. See “Specials”.

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 and Science 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.

Therapy/Therapy Groups

- **Occupational Therapy**

At Crossway Academy, each student will be part of class OT groups bi weekly. These groups will be led by Brianna, our new Academy Occupational Therapist. Brianna 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 the 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.

- **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 Hannah Gross, MSP, CCC-SLP one time per week. 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 our programs such as **Lyfe Sports Program**. This year we will also have a health and fitness focus through curricular materials from **The Special Olympics and their Power UP health program** as well as

Mindful Movement, which incorporates fun and creative activity based movements to not only build physical strength and flexibility, but also learn skills to support self-regulation and social-emotional learning.

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.
- **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.

Personalized Learning Plans (PLP)

Personalized Learning Plans are individualized, student-centered, data driven plans that provide explicit detail regarding the present levels of performance in all academic and functional areas of development for each student. These plans include detailed descriptions with examples of your students' performance at school, as well as goals for your child based on where they are functioning, where their projected level of functioning is for the next trimester and the remainder of the school year, as well as how these goals will be addressed. These will be sent home at the conclusion of each Trimester:

November 15, 2024
February 28, 2025
June 6, 2025 (Last day of school)

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

Parent Teacher Conferences

Parent teacher conferences will occur on *November 22, 2024*, and *March 3, 2025*. Families will receive their child's Personalized Learning Plan/Report card before the Parent Teacher Conferences. Parents are encouraged to bring in any questions that they may have regarding their student at this time.

Attendance

Absences

Students are expected to attend school every day. An attendance record will be kept throughout the year. If an absence occurs, please send a doctor's note or a note providing an explanation of the reason for the absence.

**Crossway is required by the state of NC to report excessive tardies and absences for school age children (age 7 or older) per the truancy law.

Tardies

It is pivotal to each child's education and the classroom environment that each child arrives on time. Drop off begins at 8:20am and the doors will be closed at 8:30am. If you plan to arrive late please notify the teacher and the Head of School to let them know. Instruction begins at 8:30. If your child is late, the teacher will not be available to meet you in the front office. Parents will be asked to wait for available staff to escort your child to class. Students who arrive after 8:45 will need a written excuse to be admitted into the school. Your elementary school child will have to be dropped off at the front office. Your middle school child will need to be walked to the Middle school door and escorted inside. Please keep in mind this not only disrupts class but your child will also be missing out on instructional time. Excessive tardies will be addressed with parents on a needed basis.

**Crossway is required by the state of NC to report excessive tardies and absences for school age children (age 7 or older) per the truancy law.

Early Release

Please schedule as many doctor or other appointments during after school hours. If you need to pick your child up early, please notify your child's teacher prior to the need for early dismissal.

School Hours

The hours for lower grade students are Monday-Friday, 8:20 AM -2:45 PM and 8:20 AM-2:45 PM for middle school students. **Please make an effort to have your child at school on**

time. It is disruptive to the child and to the class when someone is late. Students arriving at school past 8:30 AM will need to enter through the front lobby, present a written excuse, and will be counted tardy.

Drop Off and Pick Up Procedures

The doors for school will be open at 8:20 AM. We ask that the parents not come into the school during drop off or pick up times. A Crossway assistant will be out to get your child from the car. All cars must be stopped and turned off before any child leaves the car. This ensures the safety of all students and drivers. Unless your child is staying after school for therapy, tutoring, or after school care, please pick up promptly beginning at 2:45 PM for elementary and middle. Carpool dismissal ends at 2:55pm.

After School Care

Crossway Academy is pleased to offer after school care. The after school program will be hosted by our teachers and teachers assistants and is available to Crossway Academy students. Students can be picked up as late as 5:00 pm for After School care. With an interdisciplinary approach to after school programming, children will receive individualized attention and work in a small group setting. Focus will be on socialization and listening skills, homework assistance, body awareness, and FUN! Due to the increase in student enrollment, and our desire to keep the student to teacher ratio low, we will not be accepting more than 6 students per staff member per day in the after school program. Please complete the form in the link below to sign up for After School care.

The cost of the Academy After School Club is as follows:

- After School Care \$140 per week
- Single Day After School Care \$35
- Late Fee: \$1.00 per minute after 5:00 pm

Please use this [link](#) to sign up for AfterSchool care.

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 weekly communication sheet will be sent home in each student's folder with academic/behavior progress notes and updates.

Behavior Policy

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.

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 Employed by Crossway, Inc.

ABA Therapy is a valuable resource for many of our students, and we welcome the collaboration with ABA Therapists to support their unique needs. Crossway can provide in house resources and referrals for students of Crossway in need of behavioral modification using Tier 1 and 2 BCBA support.

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. However, to ensure the safety, confidentiality, and compliance of all parties involved, 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.

Student Dress Code

Uniforms for students will be shirts with Crossway Academy logo, jumpers with the logo, khaki or navy shorts, skorts or pants. On Fridays, students may wear Crossway Academy t-shirts and shorts, skorts, jeans or pants. Closed toe shoes should be worn every day. Uniform orders should be placed at Landsend.com.

Crossway has some thrifted uniforms in storage available on a first come first serve basis. Please sift through these uniforms and take what you need.

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**.

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.
- Special Olympics Committee: This committee will coordinate with Crossway Academy Staff to assist with plans for the Special Olympics competition.
<https://sonc.net/local-programs/mecklenburg-county/>
- 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.

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.

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
- Members at Large

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.

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.

Elections

Elections for the 2024-2025 Crossway Academy Parent Support Organization (PSO) Executive Board will take place during the week of September 9th, 2024. Voting will be conducted via Google Forms to ensure a smooth and accessible process for all members. Nominations for the various officer positions open the week of the 26th, and we encourage all interested parents and guardians to consider running or to nominate fellow members who demonstrate leadership and a commitment to enhancing our school community. Your participation is vital to the success of our organization!

Meetings

General PSO meetings are held monthly during the school year, with at least one annual meeting in September for officer elections. 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. 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. If you or someone in your home has been diagnosed with COVID-19 your child must stay home for two weeks and follow CDC guidelines
2. If you or your child have confirmed or suspected COVID-19 and **have symptoms**, you can end home isolation when:
It's been at least 24 hours with no fever without using fever-reducing medication **AND**
Your symptoms have improved, **AND**
At least 10 days since symptoms first appeared.
If you test positive for COVID-19, but **have not had any symptoms**, you can end home isolation when:
At least 10 days have passed since the date of your first positive COVID-19 test, **AND**
You have had no subsequent illness.
3. If a student has a fever of 99.3 degrees or more, the student should stay home for a minimum of 3 days unmedicated and fever free
4. If a student has vomited or had diarrhea the student should stay home for 24 hours **after** the episode.
5. 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.
6. If a student's eyes are red with watery or pus drainage, check with your pediatrician to rule out Pink Eye before sending the student to school.

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 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 to one per day 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, and completed class papers. 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. A school newsletter will be sent home weekly using Constant Contact on the first day of each week. 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. 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.

Messages

Staff can receive messages through the Remind App. Parents are asked to refrain from calling the staff or therapists away from the students unless the need is urgent. Once the message is received, we will get back to you during after school hours.

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.

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 posted on our website, and will be sent to your phone directly via email and 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 lori@crosswayacademy.com.

Parent Forms

The following forms will be provided at open house and through email and are required by August 7, 2024. If they are not received by the first day of school, your child is not able to attend.

- Handbook Agreement Form
- Contact Information
- Waiver and release
- Field trip release and volunteer form
- Emergency contact form
- Medical release form
- Consent for social media
- Parent Student Organization (PSO) Sign Up
- PSO Handbook
- Medication authorization form (as needed)
- RBT consent
- Room mom roles
- Incident reports
- Contract for volunteer hours

Forms can be found at the following link: [FORMS](#)

*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.



Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher.

Thank you,
Lori Keller, Head of School

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

Signature: _____

Date: _____