



PARENT/STUDENT HANDBOOK

We welcome you to our school and hope that your experience will be a positive and satisfying one. We want to partner with you in bringing up your child. If we can be of assistance to you and your family in any way, please let us know.

Regina Doyen, Principal/ Director

Youth Institute Academy
501-298-5564

3918 Jones Street
Little Rock, AR 72206

P.O.Box 311
College Station, AR 72053

TABLE OF CONTENTS

| | |
|--------------------------------------|---|
| 1. Title IX..... | 3 |
| 2. Greeting to Parents..... | 3 |
| 3. Mission Statement..... | 4 |
| 4. Philosophy of Education..... | 4 |
| 5. Objectives..... | 4 |
| 6. Goals for Students..... | 5 |
| 7. Non-discrimination Policy..... | 6 |
| 8. Admissions Policy..... | 6 |
| 9. Procedure..... | 6 |
| 10. Financial Obligation Policy..... | 7 |
| 11. Attendance..... | 7 |
| 12. Lunch and Snack..... | 8 |
| 13. Bad Weather/Cancellations..... | 8 |
| 14. Our Curriculum..... | 8 |
| 15. Dress Code Policy..... | 9 |

PARENT/STUDENT HANDBOOK

Handbook for Parents and Students
This handbook is designed to provide information to parents and students regarding school policies and procedures. It is intended to be a resource for all members of the school community.

Principal's Message

[Signature]

YOUTH INSTITUTE ACADEMY

201-298-2564

PO Box 311
College Station, AR 72023

2018 Jones Street
Little Rock, AR 72208

TITLE IX

Youth Institute is a nonprofit organization functioning under the 501c3 of City Church, Inc. We admit students of any race, color, and national or ethnic origin. As required by Title IX of the Education Amendments of 1972, YI does not discriminate on the basis of sex in its educational program or activities or employment, except where necessitated by specific tenants held by the institution and its controlling body.

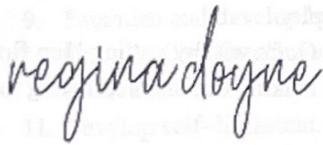
GREETINGS TO PARENTS

We are happy that you have chosen Youth Institute to help prepare your child spiritually, academically, socially, and physically. We are blessed to be able to offer a comprehensive educational program for your infant, preschool, kindergarten, and/or after school students. We are very fortunate to have a staff of dedicated teachers and volunteers and the facilities to fulfill our goal of total care and education for our students.

We are a nonprofit Christian organization and while our program includes a regular instruction in the Bible, we respect the varying denominations, and try not to interfere with personal beliefs. We are deeply concerned with training of the entire personality, and feel that the foundation of all learning is best achieved when based on knowledge found in the Bible.

We welcome you to our school and hope that your experiences will be most fulfilling and satisfied. We want to partner with you in bringing up your child. If we can be of assistance to you and your family in any way, please let us know.

Regina Doyne, Principal/Director



MISSION STATEMENT

To partner with families to prepare students spiritually, intellectually, emotionally, physically, and socially so they are equipped to glorify God by doing His will. We endeavor to prepare students to do God's will as He has given them purpose and design.

PHILOSOPHY OF EDUCATION

The educational philosophy of Youth Institute is based on the belief that all truth comes from God, which is revealed through the Bible. The only inspired infallible and authoritative word of God. Therefore, all knowledge must be based on the Bible. God created mankind to glorify himself, but because of man's sin, a void was created between God and man. God gave his son Jesus Christ as a way to reconcile man to God, excepting the gift of salvation, is the only way man can fulfill God's purpose that is to glorify God.

As children are educated, Salvation, a free gift is offered to all children. It that must be received by faith and faith cometh by hearing and hearing by the word. We provide an education based on God's word, which can bring students into a relationship with Him and can develop them spiritually. YI endeavors to help students to know and do God's will.

OBJECTIVES

The administration of the school will endeavor to provide:

1. A safe, orderly and wholesome environment that is conducive to learning.
2. A well-qualified, christian staff committed to christian ministry and education.
3. The best educational curriculum and tools possible to facilitate learning.
4. Christian leadership and will minister and witness to students, parents, and fellow staff members by word and Christian example.
5. The administrators will endeavor to stay in God's will by putting Him first and the children and families they serve next when making decisions affecting the school.

Teachers of the school will work towards the following:

1. Teachers will work with students, parents, school and community to provide an atmosphere of mutual respect and trust.
2. Teachers will challenge students to learn by providing well organized, interesting and fun learning experiences.
3. Teachers will uphold biblical standards in their personal lives, and they will support school policies and practices by word and action.
4. Teachers will minister and witness to students, parents, and fellow staff members by word, and Christian example.

Students are expected to strive towards the following goals:

1. Students will behave in a respectful manner. Obeying the rules of conduct set forth by the standards of the Bible. God's infallible word as the basis for all rules.
2. Students will succeed, academically, spiritually, and physically by mastering the precept set forth by the curriculum, and by YI staff.

Parents are asked to do the following:

1. Parents will become actively involved in his or her children's education and development by knowing the staff visiting the school often and supporting the programs by keeping the lines of communication with teachers and staff of the Youth Institute open, keeping staff informed of relative issues at home/school,. Parents agreed by enrolling their child/ren in YI that they will support school policy and parents will not undermine the authority of the school.

GOALS FOR STUDENTS

The following are the aims of Youth Institute and are presented here so that you, the parent, can clearly see our major goals for your child. We want your child to:

1. Make the adjustments to school life as pleasantly and positively as possible.
2. Develop a feeling of security and responsibility as a member of a group and be able to function positively within that group.
3. Become aware of and interested in the world about them.
4. Learn how to plan, think, reason, and increase their power of observation.
5. Develop, increase and enrich vocabulary and communication.
6. Develop interest and skill in the use of equipment and materials.
7. Develop power of concentration and increase attention span.
8. Learn to listen and follow simple directions.
9. Establish and develop habits of cooperation, fair play and sportsmanship.
10. Grow in Christian character and exalt Jesus Christ as a model in all areas of behavior.
11. Develop self-discipline.
12. Develop a love for learning.
13. Become a school and community leader and a patriot.
14. Develop personal confidence and positive self-image.

NON-DISCRIMINATORY POLICY

Youth Institute does not discriminate on the basis of an individual's race, color, sex, national or ethnic background however exception is made wearing. This is necessitated by specific tenants, held by the institution and its controlling body.

ADMISSIONS POLICY

It is and will be the policy and practice of Youth Institute not to discriminate on the basis of race, color, sex, national or ethnic origin in the admission of students.

PROCEDURE

Requirements for New/Returning Students:

1. Satisfactory completion of all application forms and fees.
2. Copy of birth certificate
3. Copy of current immunization records
4. I understand that as a parent it is my responsibility to support the school, it's administration and it's teachers in decisions that they make regarding students. I also understand that parents must go through the proper channels in conferencing with teachers or administration and when doing so, must behave in an appropriate manner. Any misbehavior on the part of a parent in dealing with the teachers or administration could result in immediate dismissal of a student.
5. All students must obey YI's dress code
6. Parent cooperation and support.
7. All financial obligations satisfied- all accounts must be zero
8. I understand that non-support by parents are grounds for dismissal of a student.
9. I give permission for Youth Institute to use my child's photograph and/or name in school publications, including but not limited to newsletters, newspapers, television releases, school website, school facebook and instagram page, and promotional material.

Priority admission procedures:

- 1st to all current students at YI
- 2nd to all students whose parents are on staff at YI
- 3rd to students who already have siblings enrolled at YI
- 4th to those students on the waiting list
- 5th to all other qualified students/ walk-ins

FINANCIAL OBLIGATION POLICY

Youth Institute exists to serve its students and their families and to provide academic, spiritual, and physical education in an encouraging Christian environment. While this mission is clearly the reason for the schools existence, YI operates within the business world and enters into a financial agreement to ensure quality and fiscal responsibility.

Remember, tuition is paid on the position the student occupies at the school, not necessarily the time spent at school. Parents who choose not to bring his/her child for any reason are still responsible for full fees.

Part time students are defined as students who come to school half a day or 2 days a week. They do NOT receive vacation or sick-day credit. As with **all our students**, part-time students **pay during holidays. Thanksgiving, Christmas, and Summer breaks are excluded.**

Tuition is due the Friday of the prior week of service, by the end of the school day (6:00pm). If payment is not received by the following Monday at 9:00am, a late charge of \$10 will be added every day that the payment is not made. If there is no attempt to pay on schedule, the child's name will be dropped from the class roll and the child will not be permitted to enter class. Accounts are subject to this policy after 2 weeks of non-payment. Children left after 6:00pm will be charged \$1 a minute beginning at 6:00, due immediately.

Parents of students withdrawing from daycare/after school programs are required to give (2) weeks, written notice or must pay two weeks of tuition. New and returning students are subject to a \$50 registration fee per student or \$100 per family.

ATTENDANCE

Families that utilize daycare vouchers are not expected to miss more than 6 days of school during a month, or they risk losing their vouchers. Please consult with your DHS Family Support Personnel to answer any questions regarding absences and your voucher status.

All students are expected to arrive by 9 am. To receive breakfast students must arrive between 8:30AM-8:45AM. Please notify the school if you will be absent or late.

LUNCH AND SNACK

All students will be expected to eat lunch in the rooms provided. Daycare students are provided a hot lunch each day and may not bring food in for meals as required by child care licensing. After School students and daycare students alike are provided a snack each day.

BAD WEATHER/CANCELLATIONS

Any announcement concerning early dismissal or cancellations of school in case of ice snow or storms will be announced on local television stations. We are in the Pulaski County Special School District. However, our students come from all over the central Arkansas area. Therefore, if North Little Rock School District, Little Rock School District, Pulaski County Special School District, or Jacksonville North Pulaski School District is canceled or scheduled for a late start, the Youth Institute will also. Normally, all three local stations will carry this information. Often weather conditions prevent decisions before early morning. The school Facebook and instagram pages also are used to communicate these events. Please follow @youthinstituteecs on both accounts as well as checking our website at youthinstituteacademy.org

OUR CURRICULUM

Nursery: (6 weeks- 24 months Old Students)

In a variety of delightful exploratory ways , children learn:

- Language and Vocabulary Skills
- Health, Safety and Manners
- Music
- Art, Bible Stories, and verses
- Nursery Rhymes , Story Time and Singing

Toddlers: (Two and Three- Year Old Students)

In a variety of delightful ways , children learn:

- Alphabet and Phonics (letter sounds)
- Counting to 30
- Health and Manners
- Safety and Science
- Art, Bible Stories, and verses
- Nursery Rhymes and singing

Preschool: (Four year olds)

Daily plans for a delightful program for preschoolers include:

- Phonics (alphabet, sounds, blends, words)
- Reading and writing
- Numbers counting to 100 and concepts to 20
- Poetry and Art
- Bible Stories and verses
- Fun activities

Kindergarten- 3rd Grade: (Five year olds)

Daily plans include the following:

- Phonics (letter sounds, special rules, blends, words)
- Reading (450+ word vocabulary)
- Numbers counting and concepts
- Writing
- Art, Poetry, and Science
- Bible stories and verses
- Scheduled Field Trips and Fun Activities

DRESS CODE POLICY

It is the goal of Youth Institute to teach our young people to dress in a way that will glorify God. Styles come and go, but modestly and moderation must remain constant. Faculty and Students are asked to dress and act in a way that will enhance the testimony of Youth Institute. Students identified as a part of this body are requested to dress in a way that will give outsiders a positive impression of the school. This dress code description in no way can cover every instance but is meant to be a framework.

Our preschool students especially 2 and 3 year olds are helped to a less stringent version of this dress code but basically the same spirit of the code. Appropriate clothing that are easily manipulated by a child being potty trained is recommended for those 2 and older. Universally, the smell of any drug or any paraphernalia on students, parents, and their belongings are strictly prohibited. While we do not judge the individual, we must set forth guidelines of dress and behavior that will reinforce and support the mission of YI, which is to help families to prepare our students spiritually, intellectually, emotionally, physically, and socially so they are equipped to glorify God by doing His will.

- Students may not wear any clothing with “unchristian”, sexually suggestive, questionable, unhealthy messages or logos printed on them or may be deemed offensive. No images or words about beer, cigarettes, suggestive sayings or inappropriate message shirts. Christian messages are allowed.
- Students may wear neat jeans, long pants, and shorts (fingertip length) in appropriate weather.
- Students may wear sweatshirts, t-shirts, sweaters, etc. that are not tight and revealing. No sagging. Underwear should not be visible at any time. Shirts

must be long enough to cover midriff, back and front areas when arms are raised above the head or students bend over.

- Students are not allowed to wear hair beads as it is a choking hazard but are allowed to wear clips and barrettes.
- Open toed and/or heeled shoes are prohibited.