



Madison Academy | 2024-2025

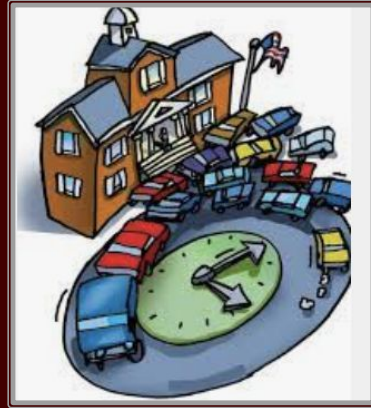
Everything You Need To Know About Little Madison Academy Primary

Information in this presentation helps provide
a smooth transition into the school year.

Please read everything!

Is Your Contact Information Up-to-Date in FACTS and SchoolPass?

Cell Phone

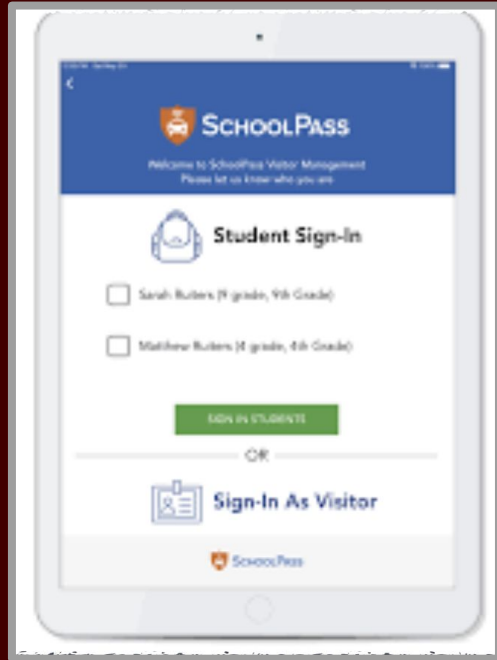


Work Phone



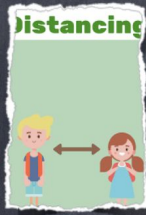
People Allowed to Pick Up
Your Child

Illnesses



- If a child's temperature is 100.4 or above, child stays home.
 - Report absences to school by phone, SchoolPass app, or email.
 - If a child is sick or showing contagious symptoms, keep them home.
-

What to Teach Children Before School Begins



- Stay out of other faces & keep an arms-length distance.
- Wash hands! Wash hands for 20 seconds or sing the "Happy Birthday" song twice.
- Cover all coughs/sneezes in the elbow or tissue & sanitize or wash hands.
- Try to keep hands away from face.

Illness at School

- You will receive calls from 256.517.8620 or 256.469.6400 if your child is sick or hurt at school.
- If your child gets sick at school, pick up your child or make arrangements for your child to be picked up quickly.
- Sick children will be separated from other children as quickly as possible.



AM Car Line

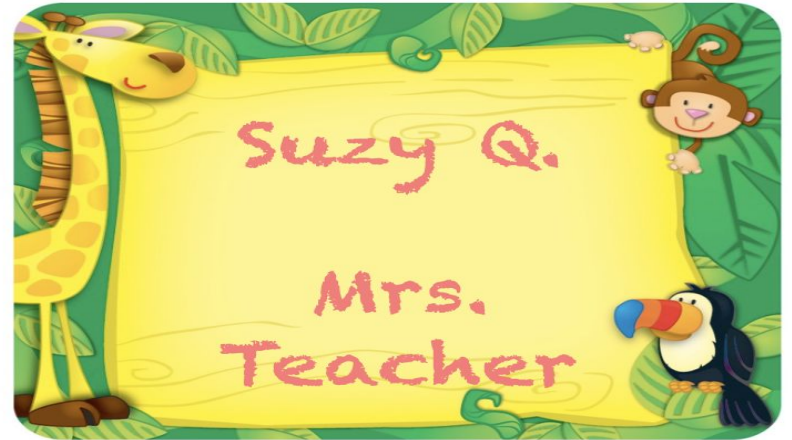
7:15am-7:43am



- If child cannot be in classroom by 7:45 am, enter the lobby & sign child in for the day.
- Car line ends at 7:43 am whether cones are up or not.
- Enter the car line at the parking lot entrance opposite of the Little MA Primary gym and drive around back.
- Allow child to unbuckle before door opens. It is okay to pull over to the side to unbuckle the child before entering the gated area. Leave enough room for cars to pass.
- A staff member will help children out and into the building.

Name Tags

Each child will wear a name tag provided at Orientation for the child's Phase-In Day.



Morning Drop-Off Option



- Front doors open at 7:15 am
- Students are considered late if not in classroom by 7:45 am
- Park along sidewalk & walk child into the lobby or at least the front doors.
- Little MA staff will make sure children get to their class safely.
- Be sure and lock your car doors!

HUNTSVILLE CITY ORDINANCE:
DO NOT TURN LEFT ONTO MADISON
PIKE WHEN EXITING CAMPUS !



Security Guards/Gates

Madison Academy added a gate at the Old Madison Pike entrance and a security shack/guard at the Slaughter Road entrance for the 2024-2025 school year. The gate will be closed 8:20 am - 2:00 pm on school days. All traffic will enter the Slaughter Road entrance during those hours.





Morning Procedures

- 7:15 am-7:25 am: Children sit in the Ark Room with their belongings.
 - 7:25 am-7:45 am: Children go straight to classrooms.
 - No breakfast is served.
-

Dress Code

- Any brand khaki-colored bottoms/jumpers
- Any brand black-colored pants - jogger or chino material (joggers are allowed)
- No sweatpants
- Shorts, skorts, dresses, jumpers should be longer than fingertip length
- Shirts should not hang lower than bottom of shorts/skirt or expose midriff
- Khaki jumpers need shirts underneath
- Dresses/skirts/jumpers need any type of shorts/leggings underneath
- All approved MA Spirit Wear purchased through the Corral are allowed
- Shirts must be one of the approved colors: white, maroon, gray, black, or gold Monday through Friday
- Only MA jackets, sweaters, pullovers, sweatshirts worn inside the building
- Any jacket outside the building is fine
- There are no restrictions on socks, leggings, accessories
- Wear athletic shoes or tennis shoes with a rubber sole
- Read the Little MA handbook for more information

Discontinued Spirit Wear Notice:

- Plaid skorts, skirts, and jumpers
 - Pink polos



Spirit Wear

Spirit Wear is available
in The Corral (school
store).

It is located in high
school lobby (lower
level of main building)
OR order on-line at
www.macademy.org.





Wear tennis shoes!

For sunny months of the year, apply long-lasting sunscreen before school.

- Water fountains are not available.
- Classroom faucets will be used to refill water bottles.
- Parents provide WATER in a spill-proof water bottle labeled with child's name.
- Refrain from metal water bottles.
- Refrain from sending disposable water bottles or other bottles that topple over and spill easily.



Opportunities to Visit Little MA Primary

- Chapel (7:55 am - 8:10 am)
- Lunch
- Lead or help with a classroom craft
- Read to the class
- Help with a class party
- Attend Family Fun Nights
- Attend a special event



Little Madison Academy Primary's Lunch

Cost: \$4.25 (subject to change by Chef Advantage)

- Lunches will be charged to a prepaid lunch account.
- Menus are provided weekly in Parent Square and school website.
- If a child does not have a lunchbox, the school assumes the child is buying unless notified.
- Those bringing lunch can purchase a milk or water bottle for \$1.



Lunch Visitors

- Visitors may eat a school lunch or bring in lunch for themselves/student.
- Notify the school by 8:30 am if visitor is eating a school lunch.
- Cost of a visitor's school lunch is charged to the student's lunch account.
- Visitors will sit at a parent table with their child.
- Limit visits to 10 per school year to allow students an opportunity to socialize and connect with classmates.



Lunch Times:



PreK4: 10:40 am-11:10 am

Kindergarten: 11:20 am-11:50 am

1st Grade: 12:00pm-12:30pm

Dear Parents

(of elementary school aged kids)

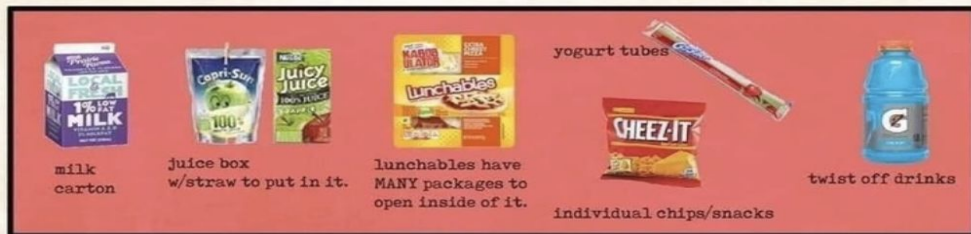
When your kids come to school we will have to help them open LOTS of the things you pack for lunch.

PLEASE HAVE THEM PRACTICE OPENING THINGS BY THEMSELVES.

These are EASIER to open. If I help them open it, I won't be putting my hands on parts that will go in their mouth.



These are HARDER to open. If you send these PLEASE have them PRACTICE opening it. If I help them open it, I will be putting my hands on parts that will go in their mouth.



If your kiddo can open everything in their lunch, it means less time waiting with their hand up, more time eating and less germs!! (even though we are washing our hands and disinfecting)

Birthday Celebrations

- Make arrangements with classroom teacher to bring birthday treats for the class
- Birthday treats are passed out for dessert at lunch
- You may join your child for lunch
- Favorite treats: donuts, cookies, MINI cupcakes
- Summer birthdays can be celebrated in May or at ½ birthday
- A staff member will hand out birthday treats to the class



Conferences

Contact child's teacher to schedule online or in person conferences

Teachers will contact parents for fall and follow-up conferences

Do not ask for impromptu conferences when the teacher is responsible for children.



Attendance Policies

- Check in before 9:30 am to be considered full-day
- Check in before 11:30 am to be considered ½ day
- Check out after 11:30 am to be considered present ½ day
- A child is not considered absent if checking out after 1:30 pm
- Checkout before 2:15 pm to leave before afternoon car line
- No checkouts in lobby after 2:15 pm

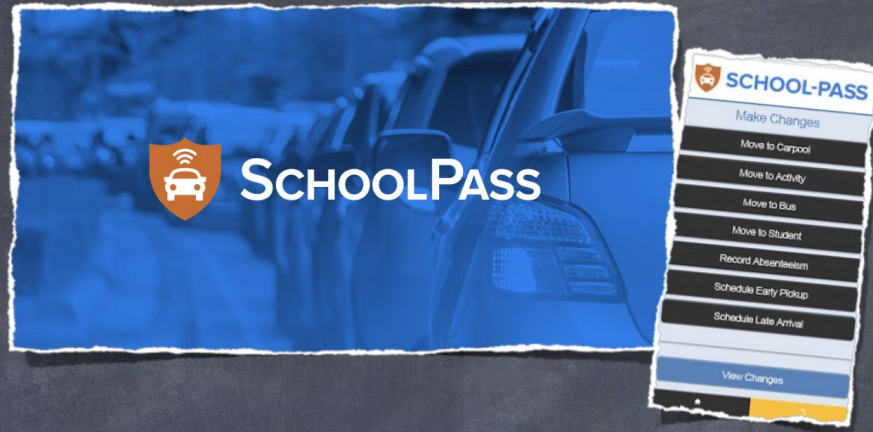


Checking Out Early

Use the SchoolPass app to alert the front office and teacher of absences and checking out early for the day.

Note: You will still need to check your child out through the lobby.





Each family will receive RFID tags.
Instructions for SchoolPass will be
sent before school begins.
Stay tuned for additional
information about SchoolPass!

Need more than 2 RFID tags? See Mrs. Misty or email at
mpersall@macademy.org.

PM Car Line Directions 2:30pm - 2:45pm

- To prevent cars from backing up on Old Madison Pike, arrive for carline no earlier than 2:25pm
- Enter from Slaughter Road or Madison Pike
- Enter Little MA parking lot closest to the gym
- Follow the arrows in the drawing
- Check student out before 2:15pm when needing student to leave early
- After 2:45pm, drive around back (gym side) to check child out by iPad.



Please help!

Do not line up in the car line before
1:30 pm.
It is best to arrive no later than
2:25 pm.



Additional Info About Afternoon Car Line

- Stay alert during active car line to keep car line as efficient as possible.
- Load and unload on passenger side whenever possible.
- All vehicles without RFID tag must park and show ID in the office.
- School contacts parents if person picking up is not on pick up list.
- Teachers/staff available to help child into vehicle.
- Alabama Law: Car seats until age 5 or 40 lbs & booster seats until age 6.
- After 2:45pm: Drive around back (gym side) & check child out through SchoolPass.



Help keep PM car line
moving by pulling over
outside gated area to buckle.

After School Care Options

- After school care charges begin at 3:00 pm
- After 2:45 pm park in the back (gym-side) and enter the back door to sign out child
- Sign out child between 3:00 pm-3:30 pm: \$2 per day/child
- After 3:30 pm: \$16 per day/child
- After school care is charged according to usage





After 2:45pm, pick up children
in back of the school (gym side)

After School Activities



- Madison Academy Athletics (football, cheerleading, soccer, basketball)
Look at Parent Square for registration information
- After the Bell Fun
Information and registration per semester is Mid-August and Mid-January with classes beginning September and January.

Medications

- All medications taken to the office
- Place child's name on medication
- Fill out Parent Prescriber Authorization form available at Little MA office or download from <https://www.alsde.edu/sites/search/Pages/results.aspx?k=PPA%20form> for all medications.
- Never put medications in child's bag.



PreK4 Students Only

Parents of PreK sign required affidavit stating Little MA parents are informed that Little MA is a Christian school not a DHR-regulated school. A notary is present at Orientation to complete DHR requirements. The affidavit is required to maintain school's DHR-Exempt status.

FORM OF AFFIDAVIT for Parent/Guardian

STATE OF ALABAMA

COUNTY OF _____

Before me, a notary public in and for said state and county, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children _____, that affiant has been notified by _____, a representative of _____ church/school, that said church or school has filed notice and is exempt under law from regulation by the department of human resources.

_____, Parent/Legal Guardian

Sworn, or affirmed to and subscribed before me this _____

Day of _____, 20_____.

_____, Notary Public

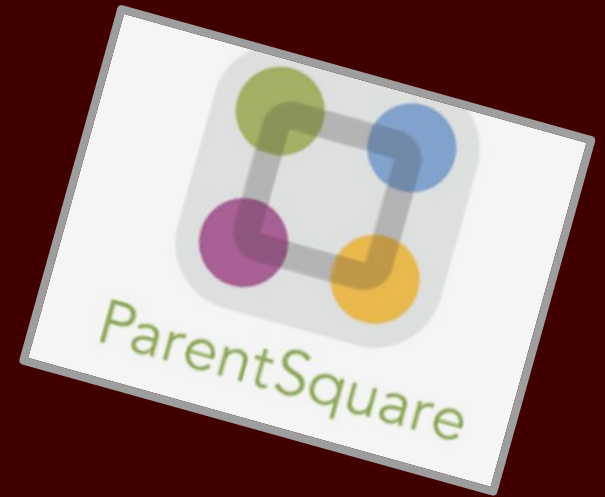
To-Do List

- Email or turn in updated Alabama Immunization record (must have expiration date)
- Preschool parents sign affidavit
- Bring school supplies to Orientation
- Supplies ordered through EPI will be delivered to classroom



Little MA Communication

- Each child receives a blue communication folder that goes to and from home in the child's bag
- The following is published through Parent Square weekly:
 - Teacher newsletters
 - News from the Ark
 - President's Notes
- You will receive a Parent Square invite by email
- Alerts are sent out through text and email



Parent's Association

- The Parent's Association formerly called LAMA, volunteer to benefit the school. PA is the school's largest support group.
- Volunteer as much as your schedule permits .
- You will receive information about membership at Orientation.
- Serve the school, meet other MA families, and make friends!



Phase-In Days



- Half the class will attend school all day on August 7th and the other half will attend school all day on August 8th. After School Care is provided for those in attendance that day.
- All students will attend beginning Friday, August 9th.
- Phase-in Days allow students to learn routines/procedures and get to know classmates and teacher in a smaller setting.
- Little MA Primary and the elementary school coordinate to have siblings attending the same day. Middle/High school phase-in days are also considered.
- If there is a day that works better with your child care schedule, email Mrs. Jodi at mccaghrenj@macademy.org.
- Phase-in day and teacher reveal letters will be emailed on separate days a week apart.

Little Madison Academy Primary



Thank you for making Little Madison Academy Primary your school choice! We are looking forward to a wonderful 2024-2025 school year!

Phase-In days: August 7th and 8th

Orientation: August 5th

Teachers will send out an email for parents to sign-up for a 15-minute time slot for parents and children to see room, meet the teacher, and drop off school supplies/paperwork.

Teacher Reveal emails will go out a week before Orientation.