



CHRISTIAN CHAPEL

A C A D E M Y

EARLY EDUCATION PROGRAM

Parent Handbook

2023-2024

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www.cca-columbia.com

Welcome to Christian Chapel Academy

Christian Chapel Academy (CCA) is committed to educating and equipping students to become Spirit-empowered servant-leaders of God who respond in obedience to His call to be transforming influences in society. Situated on a 10-acre campus in the heart of Columbia, Missouri, CCA is a day school serving more than 200 students ages 6 weeks – 8th Grade. CCA is Columbia's second-oldest Christian school, with roots extending back to 1971. It offers families a Christ-centered education delivered through caring faculty, challenging Bible-based curriculum, small classes and a wide variety of opportunities for students to pursue excellence in the arts, athletics and community service. Above all, CCA is focused on helping each student discover and achieve his/her full God-given potential.

School Hours and Supervision

- Academic School Hours: 8:00 am – 3:00 pm
 - Extended Care 7:00 to 7:30 am and/or 3:15 to 5:30 pm
- *Holidays and breaks may have adjusted hours

Ages 6 weeks to 4 years

Developmentally Age Appropriate Classrooms Play Based

Extended Care

Full Day Program

Kindergarten Readiness

Open Year Round

The Relationship of C2 Church and Christian Chapel Academy

Christian Chapel Academy (CCA) is a ministry for children and families of Mid-Missouri for the purpose of offering a unique approach to a Christ-centered education. As a ministry of C2 Church, CCA will serve as an extension of the overarching mission, vision, values and beliefs of C2 Church. Our faculty and staff will live out the character of Christ as we provide your child(ren) a high-quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life-giving community.

C2 Church OUR MISSION

✳ Our mission is to be more than a church...we are a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arm's reach of every heart and home in mid-Missouri and around the world.

OUR VISION

✳ Our vision is to live the C2 life [Living out the Great Commission and Great Commandment] within arm's reach.

OUR VALUES

✳ YOU CAN BELONG BEFORE YOU BELIEVE

At C2, we recognize the fact that everyone is on a journey. We don't ask that you get all your ducks in a row before you become a part of our family.

OUR BELIEFS

✳ The Bible is the Inspired Word of God

The Old and New Testament are verbally inspired by God, the only written revelation from God to man. The Bible is infallible and the authoritative rule of faith and conduct for mankind (II Timothy 3:15-17, I Thessalonians 2:13 & I Peter 1:21).

✳ There is One True God

God is called by many different names because of the different dimensions of His personality, but God is one (Deuteronomy 6:4). God is super-dimensional and eternally self-existent (John 8:54-59). God is omniscient, omnipresent and omnipotent. He is the creator of the heavens and the earth (Genesis 1 & 2). While God is one, He has revealed Himself in three persons: Father, Son, and Holy Spirit (Matthew 28:19).

✳ Jesus Christ is the Son of God

Jesus Christ is the eternal Son of God. The Scripture declares His virgin birth (Matthew 1:18-23); His sinless life (Hebrews 7:26 & I Peter 2:22 & I John 3:4,5), His miracles (Acts 2:22 & 10:37-38), His death on the cross as a substitute for us all (II Corinthians 5:21, I Peter 2:24 & I Corinthians 15:4), His bodily resurrection from the dead (Matthew 28:1-6 & I Corinthians 15:4) and His exaltation to the right hand of God (Acts 1:9,11 & Philippians 2:9-11).

✳ The Fall of Man

Man was created in the image of God (Genesis 1:26). By a voluntary act of the will, Adam and Eve disobeyed God (Genesis 3:6). That first sin had several repercussions: Man was excommunicated from the Garden of Eden (Genesis 3:23), a curse was pronounced (Genesis 3:14-19), the process of physical

death began (Genesis 2:17) and man died spiritually (Romans 5:12-19). Sin separated humankind from God (Ephesians 2:11-18) and left man in a fallen and sinful condition (Romans 3:23).

✠ The Salvation of Man

The only means of salvation is Jesus Christ (Acts 4:12 & John 14:6). He died on the cross to pay the penalty of our sins (I Peter 2:24). He offers each of us a pardon for our sins (Hebrews 9:26) and wants us to become children

of God (John 1:12). When we put our faith in Christ, it triggers a spiritual chain reaction. We become the Temple of the Holy Spirit (I Cor. 6:19). Our names are written in the Lamb's Book of Life (Rev. 3:5). We become citizens of heaven (Phil. 3:20-21).

We are given eternal life (John 3:16). We are adopted and become children of God (Gal. 4:4-7).

Our sins are forgiven and forgotten (Heb. 8:12). We are credited with the righteousness of Christ (Rom. 4:4-5). We are born again (John 3:3). God takes ownership of us (I Cor. 6:20). We receive an eternal inheritance (Ephesians 1:13-14 & I Peter 1:3-5). The evidence of salvation is two-fold. The internal evidence is the direct witness of the Holy Spirit (Romans 8:16). The external evidence is the fruit of the Spirit (Galatians 5:22, 23). We become a new creation (II Cor. 5:17) and are transformed into the image of Christ (II Cor. 3:18).

● The Ordinances of The Church

Baptism in Water

The Scripture teaches that all who repent and believe in Christ are to be baptized by immersion (Matthew 28:19). Baptism is a public profession of faith in Christ. It is symbolic of the death, burial and resurrection of Christ. It is a declaration to the world that we have died to sin and have been raised with Christ to walk in the newness of life (Romans 6:4).

Communion

The Lord's table consists of two elements: the bread and cup. Those elements are symbolic of the body and blood of Christ. Communion is a memorial of Christ's suffering on the cross and a celebration of our salvation. It is an opportunity for a believer to examine himself and experience forgiveness.

✠ The Church and Its Mission

The Church is the body of Christ (I Corinthians 12:12-27) and has a three-fold purpose: to evangelize the world (Acts 1:8 & Mark 16:15-16), to worship God (I Cor. 12:13) and to equip for ministry (Ephesians 4:11-16 & I Cor. 12:28, 14:12).

✠ The Holy Spirit

The nine fruits of the Spirit (Gal. 5:22-23) are the by-product of a Spirit-filled life and evidence of spiritual maturity. The nine fruits of the Spirit are different manifestations of the Spirit to build up the body (I Cor. 12:1-11). We are instructed to diligently seek the gifts (I Cor. 12:31, 14:1), but they must be exercised in an orderly way (I Cor. 14:26-33) in the context of love (I Cor. 13:1-13). The baptism in the Holy Spirit empowers believers to demonstrate the works and ways of Jesus.

✠ The Final Judgment

There will be a final judgment in which the dead will be resurrected and judged according to their works (Matt. 25:31-46 & Romans 2:1-9). Everyone whose name is not found written in the Book of Life, along with the Devil and his angels, will be consigned to everlasting punishment in the lake of fire (Rev. 20:11-15). Those whose names are written in the Book of Life will be resurrected and stand at the judgment seat of Christ to be rewarded for their good deeds (I Cor. 4:5)

Introduction

Program Description

Christian Chapel Academy (CCA) welcomes all children! Our purpose is to provide a caring, nurturing and safe place for children between the ages of 6 weeks to 5 years of age. Our developmentally appropriate classrooms provide children with unique learning opportunities. Emphasis is on enjoying the environment, indoors and outdoors, by exploring a variety of activities within the limits established by the teaching staff. Planned experiences enable children to grow emotionally, socially, intellectually, physically and spiritually using their natural abilities, interests and temperaments to develop positive feelings about themselves and their world.

Structure

We are a privately owned outreach program of the Christian Chapel Academy (CCA) and C2 Church. The CCA School Board and C2 Church Board oversee the operation of Christian Chapel Academy.

Hours of Operation

The preschool is open year-round, Monday through Friday from 7:00 AM to 5:30 PM.

CCA's nursery program for children 6 weeks-12 months provides year-round nurturing care. Our goal is to create an atmosphere for your child that is as close as possible to being at home. The options we have are:

- Monday-Friday
 - o School day: 8 am- 3 pm
 - o Full day: 7 am- 5:30 pm

Enrollment Policies

Admissions and Enrollment

Christian Chapel Academy (CCA) is equipped to provide your child(ren) a high-quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life-giving community. Admittance to CCA is given after a thorough evaluation of each student beginning at age 4.

CCA does not discriminate admissions on the basis of race, color, national or ethnic origin, ancestry, religion or religious creed, disability or handicap, sex or gender, or any other characteristic protected under applicable federal, state or local law.

The process involves the following steps:

Step 1 – Visit Christian Chapel Academy

Set up a personalized tour by visiting the CCA website or contacting 573-874-2325.

Step 2 – Admissions Application for Enrollment

Early Education Program

To apply for admission for enrollment, contact the Enrollment Director to ensure there is availability for your child. Once it is determined that there is availability, please submit the online Admissions Application along with the supporting documentation listed below:

1. Complete the online Admissions Application (available at www.cca-columbia.com).
2. Complete the financial agreement in our Tuition Management System (TMS). The application fee of \$50 is non-refundable. A nonrefundable deposit of \$500 is required to hold your child's place, this will be paid toward your tuition when your child begins attending CCA.
3. Submit immunization records issued by physician or health department.
4. Submit a copy of the original birth certificate.

Step 3 – Interview/Assessment - 4 year olds through 8th grade

All student applicants will meet with a member of the administrative staff/teacher for an assessment and interview. The assessment is by appointment only. The assessment is to ensure each student is academically, socially, emotionally, and spiritually prepared for his/her intended grade level.

Step 4 – Admissions Acceptance

Each 4 year old through 8th grade prospective student is carefully screened prior to admittance at CCA to determine whether he/she is academically prepared for this course of studies and has a positive attitude toward the CCA academic and spiritual philosophy. Assessments are not required before entrance for 3 year old and younger students.

Admissions and Enrollment Disclaimer

*Attending CCA is a privilege, not a right. If at any point the administration feels that the relationship with the student and/or parents is no longer healthy, growing, and mutually beneficial, the student can be dismissed from CCA or re-enrollment may not be granted.

Financial Policy, Tuition and Fees

Tuition payment must be made within the schedule set up at the beginning of the year through our Tuition Management System (TMS). A late fee is assessed monthly on any past due charges, and if a family is more than 2 months in arrears, the student(s) will be withdrawn unless the family has made arrangements to bring their account up to date.

Financial gifts to Christian Chapel Academy may be tax deductible when given as a donation. Donation receipts may be requested at the time of donation; all donors will receive a year-end statement of receipt following the end of the calendar year.

Tuition and Fees

All tuition, Extended Care charges and other miscellaneous charges are submitted to our TMS for invoicing. Payments to our TMS are the responsibility of the family, and payments must be submitted within the payment schedule chosen at the beginning of each school year. Our TMS has Return Check and Late Payment fees that will be applied per the TMS policy. Please refer to the TMS Terms and Conditions for full details.

School Closure for Weather or Illness

It is the policy of CCA that **there will be no refunds of school tuition** if the Early Education Program and/or school must close due to inclement weather or school-wide illness where the safety and well-being of our faculty, staff and students are at risk. This statement excludes long-term closures (over 5 days) due to epidemics/pandemics.

Hold Fee

It is the policy of CCA that if the Early Education Program is open, tuition is expected to be paid in full regardless of attendance. Should a family know in advance that they will be gone for 30+ days and wish to hold their spot in the program, they will be required to pay 50% of attendance for that month. This includes extended vacations and summer months of June and July as the Early Education Program runs year round.

Withdrawal and/or Transfer of Students

Withdrawal of students requires the following:

- Written notification or the withdrawal form should be given to the school at least four (4) weeks prior to the student's final day of attendance. Provide reasons for the decision, and a forwarding address, if due to relocating.
- Regardless of cause, **families will be responsible for at least four (4) weeks of tuition** and Extended Care package costs if applicable. Notice may be given prior to the four (4) week time limit, with the last day of attendance beyond the four (4) week period. If notice is given prior to the beginning of school, parents may be responsible for up to four weeks of tuition, since acceptance of the student is considered to be a year-long commitment to CCA.
- All enrollment fees paid are non-refundable. Tuition payment will be required based on the schedule previously agreed to on.
- The Principal/Registrar will notify the teachers.
- All financial obligations must be met in full before transcripts, records or report cards can be released. This includes, but is not limited to: Tuition, extended care, lunch charges, late returning of library books.
- The family is responsible for collecting all of the student's possessions.
- Once all financial obligations are met, transcripts will be forwarded upon the request of the receiving school.

Extended Care

As a service to CCA families, the school offers Extended Care for the students enrolled in CCA. Designated staff will be available to care for students from 7:00 am until the beginning of school at 7:30 am, then from the end of school at 3:15 pm until 5:30 pm. Students will only be

released to parents/guardians or those specifically designated on the Admissions Application. Fees for this service are separate from school tuition. An early drop-off fee will be charged before 7:00 am and a late pick-up fee will be charged after 5:30 pm. These charges will appear on the monthly statement based upon the Extended Care option the family selects. A fee schedule and options for this service is available with the Admission Application. Extended Care fees are subject to change.

*If you sign your child out for the day at 3:15 pm, he/she must be with you and stay with you until you leave the school grounds. If your child is not signed into Extended Care, he/she may not play outside after school. They must always leave the premises with you and be under your supervision.

Extended Care Fees

Extended Care is billed in 15-minute increments or any portion thereof. These charges will be added to the monthly statement based upon usage. There is no minimum monthly purchase required nor is notification required to use this option. This is a convenience program for our families. The fee is \$10 per hour per child.

Extended Care Late Fees

Children are expected to be picked up PROMPTLY by 5:30 pm. Beginning at 5:31 pm, a \$10 fee will be billed to your account for every 5 minutes per child that is late being picked up. **Public**

Daily Check In/Out

Parents/Guardians are required to check their children in and out each day with either the extended care workers or the classroom teacher. The Preschool Entrance door will be staffed from 7:00am-8:30 am. For security purposes if your student is not dropped off by 8:30 am you will need to use the main entrance to CCA on the north side of the building and use a guest key to get to the preschool area.

*If a person other than the parent/guardian from the authorization list picks up the child, photo identification is required. If an alternate not on the authorization list needs to pick up the child, written notice should be given at drop off. If you are unable to make us aware of someone else picking up your child at drop-off then please call the office. If the person picking up your child is not on the original list you provided us they will be asked for identification.

Attendance

Children should arrive no later than 9:00 am in the morning. We are required to give an accurate lunch count to our chef each morning. The EE2-EE4 classes are busy with instruction and center time before lunch and children are sad if they miss a fun activity or center that day. EE1 kiddos have a very difficult time with naps when they come in later. Please make every effort to have children arrive by 9:00 am.

Student Health, Safety and Nutrition

Illness & Medication

Parents are responsible for keeping a child home when there is any doubt about the child's health. A child that does not feel well enough to participate comfortably in the day's activities needs to remain at home. Please keep children at home if they have: a contagious infection, a fever, vomiting, diarrhea, heavy continuous nasal discharge or a constant cough.

A child must be free from all symptoms for 24 hours before returning to the program. (In the rare occurrence of a pandemic/epidemic, the time frames above may be adjusted to best protect our students and staff. A doctor's note may be required before returning.)

CCA staff cannot administer any medication unless a parent/guardian has completed a medication form. If medication is needed to be administered to your child twice a day, the parents will be responsible for administering the medication before and after childcare. The staff will dispense medication only with written consent by the parent. All medications must be clearly labeled with the child's name. This includes diaper cream that is prescribed by a physician. Prescription and over the counter medications should be stored in its original container with its original label showing the student's name, the name of the medicine, dosage, and times to be administered.

Sick Policy

***If your child becomes ill during the day with any of the symptoms listed below, the school will contact you and ask you to pick him or her up immediately.**

Children will be sent home for the following symptoms:

- Temperature of 100.3 degrees or higher, or had a fever during the night
- Has not been fever-free for 24 hours without fever reducing medication
- Has been on an antibiotic for less than 24 hours
- Severe Coughing (Discoloration of the face or croup/whooping sound while coughing)
- Pinkeye (Red, irritated eyes with discharge)
- Diarrhea (more than two abnormally loose stool) or Gray/White stool
- Vomiting
- Unknown skin irritations (Rashes with open areas and/or suspected of being contagious)

- Unusually dark urine
- Sore throat or trouble swallowing
- Severe itching of body or scalp (these may be signs of lice or scabies)
- Signs of a contagious illness (ex: strep throat, influenza, pink eye, hand foot mouth)

Children must be 24 hours symptom free and medication free including fever reducing medications before they may return to school. If a fever is due to ear infections/teething, we will allow the child to return to school with a written note from the doctor stating they are not contagious.

COVID-19 Policy

Christian Chapel Academy will require that students and staff that have tested positive for COVID-19 remain home for the amount of time recommended by the public health department.

RSV Policy

Christian Chapel Academy will require that students and staff that have tested positive for RSV will remain home for the amount of time recommended by their doctor and will only return with a permission slip from their physician.

Hand Foot & Mouth Disease Policy

Christian Chapel Academy will require that students and staff exhibiting signs of hand foot and mouth disease (example: small pimple-like spots of their fingers, hands, feet and ankles, mouth or having trouble eating or swallowing) will be sent home and may not return until the blisters have dried up or the student has a note from their doctor confirming that it is not hand foot and mouth disease. Most commonly, it takes about 7 days to no longer be contagious.

Lice Policy

Christian Chapel Academy will require that if a child is found to have lice all of their belongings will be sent home to be washed and the child will be sent home. A child may return to school after they have received treatment with either an over-the-counter or prescription lice-killing product. Parents are required to continue to check their child's scalp for 7-10 days after the first treatment. If there are any crawling lice, the treatment must be repeated in order to return to school.

Accident/Injury Procedures

In the event of a minor accident (scrape, bump, fall, etc), parents will be notified by an accident/incident report. The report will be filled out and signed by a supervisor.

In the event of an accident involving a head injury or blood, parents will be notified by a phone call or through ClassDojo, as well as receiving an accident/incident report.

Allergies

Please make sure that the staff knows of any allergies your child may have. Our Registrar will make sure each child's file is updated with the information and share it with teachers and staff. We accommodate food allergies but may request families to provide their child's snack if we feel we cannot adequately protect the child. If during the year the situation changes for your child, please make us aware of it. Parents are required to provide a clearly labeled medical bag with their child's Epi-Pen and other allergy medications to be kept in a secure location in their classroom or Early Ed Office.

Nutrition

The Early Education Program will provide a morning and an afternoon snack. CCA provides a healthy hot lunch for all children. There are choices for children with allergies or who have religious reasons for not being able to eat the meal of the day.

Immunizations

Missouri School Immunization Law requires that children receive a series of immunizations before entry to schools, childcare centers, or family child care homes. The law allows parents/guardians to choose exemptions from immunizations requirements based on their personal, religious, or medical reasons. A Parent/Guardian Exemption form must be obtained from your physician or the Health Department. It will be kept on file with the school Registrar and must be renewed annually until the child comes of school age. Once of school age, one exemption form will be kept on file for the duration of the student's time at CCA.

Child Abuse or Neglect & Permission to Interview Students

Missouri's Mandated Reporter Law ([Section 210.115 RSMo.](#)) All mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. No supervisor or administrator may impede or inhibit any reporting. <https://dss.mo.gov/cd/> and <https://protectmokids.com/>

Upon the presentation of proper identification to the Principal and/or appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview students. Whenever it may be of assistance to, and requested by, the investigating police officer, the Principal or certified designee may be present at such an interview.

Emergency Procedures & Safety

CCA has an emergency plan that will go into effect in the event of an emergency or disaster. Your child will be care for until you are able to pick him/her up. We practice these drills on a regular basis.

-Fire Safety

To help students understand fire safety, the staff will introduce them to simple rules they would need to follow in case of a fire emergency. We will have a scheduled fire drill on a regular basis, generally monthly. We encourage you to reinforce fire safety in your home.

-Tornado/Earthquake

To help students understand our procedures for severe weather, we conduct a quarterly tornado drill. We conduct one earthquake drill per year.

-Active Threat/Intruder Safety

Should we have an active threat/intruder inside or a threat outside the building, staff are trained in the appropriate response and will take immediate action for protection of each student.

Access and Building Safety

General Access

All visitors and guests must use the call button beside the main school or church entrance. This button links to an office staff member via video and voice intercom. When a guest enters the building, he/she is required to stop by the office to sign a guest check-in form and receive a visitor tag, handed to him/her by a staff member. Guests are not allowed to check themselves in or out without staff supervision.

Closed Campus

CCA is a closed campus. This means no visiting students are allowed in or around school during normal school hours of 7:00 am to 5:30 pm. Additionally, students may not leave the property or exit the building without written consent of a parent. Outside doors are locked and secure at all times.

Key Card Access

C2Church and Christian Chapel Academy have installed electronic access on necessary doors to provide a safe and secure facility for our staff, students, families, and guests. All of these doors are operated with an electronic schedule or a credential card that necessary staff and volunteers will be provided with.

Main Door Access

Exterior doors will be scheduled to unlock around specific building events. Entrance may only be granted with an active key card or by school staff.

Visiting Student Procedures

The security of our students, faculty, parents and visitors is of utmost importance and requires diligence, attention to detail, and cooperation. To that end, the following procedures have been implemented. Those students not enrolled at Christian Chapel Academy must be accompanied by an adult and are not allowed in any classroom or activity without permission of the Principal or administrator.

Authorized Student Pick-Up List

Students may only be removed from the school premises by:

- A parent, guardian, or other person when properly identified and recorded on the student's authorized pick-up list. Photo identification required.
- A person upon written request of the parent or guardian properly verified by the parent or guardian. Photo identification required.
- In case of a one-time occurrence, a parent may call the Early Education Director with information. If someone needs to be added to the family authorized pick-up list on a long term basis, please contact our Registrar so the information can be updated accordingly. Photo identification required.
- For divorced or separated families, please provide the Registrar with a current Custody Plan to verify accurate custody and visitation rights.

Child Release Denied

In addition to the normal check in and out procedures, the Early Education Director or staff

member in charge may deny access to an adult whose behavior presents a risk to the children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent.

If the parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center will ensure that:

- The child is not released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent
- Staff members offer alternatives that will ensure the child goes home safely
- If alternative arrangements are not possible, a staff member will contact the police or other authorities to ensure the safety of the child, staff and other persons involved

Potty Training and Policy

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. This gives you and your child time to learn what potty training routines and rewards work best for you and your child.

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and **must also** show signs of readiness. Positive reinforcements and consistency must be continued at home.

If your child is in the older 2 year old classroom (EE2B), he/she must be wearing pull-ups at all times. Please keep in mind that the activity level here at CCA can distract your child from responding to an urge to use the potty, more so than at your home. Therefore; we will use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups, and a few extra changes of clothing suited for potty training.

Potty Training Policy

Your child must be completely potty trained before moving to the EE3 classrooms. If your child is not completely potty trained by the time they are set to move to the EE3 classroom they will remain in EE2B until completely potty trained. You can set up a time to meet with the teacher or Director to discuss helpful tools for potty training. We want your child to be successful during this process.

Proper Clothing During Potty Training

During potty training, your child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist. Please **DO NOT** dress your child in the following:

- tight clothing
- shirts that snap in the crotch
- pants with snaps & zippers

- overalls, rompers or bib-type clothing
- belts
- one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

Required Supplies

The following items are to be left at CCA and replaced as needed.

- Two (2) changes of clothing, socks (an extra pair of shoes, if available)
- A bag of pull-ups You will be notified when the supply is running low.

Soiled clothes will be returned in a plastic bag at the end of the day.

Discipline Policies

Bible-Based Discipline

Christian Chapel Academy is dedicated to teaching biblical principles to children, this will be reflected in discipline. Classrooms will set clear expectations with students at the beginning of the year, clarifying what obedience looks like. Every classroom will teach students the following phrases:

"Obey God, your parents and teachers."
"Obey quickly, all the way, with joy."

General Policies

Limits are established to assure the safety and well-being of all children and inappropriate behaviors are redirected in a positive way. Disruptive behavior is normal at certain stages of development. Teachers understand this and will take responsibility for stopping unacceptable behavior until children are able to do so for themselves.

If a child is having difficulties with another child:

- The teacher will ask the child if he/she has told their friend they do not like what they are doing to them. The teacher will follow through to make sure this happens.
- If the same child returns and says their friend is still doing the behavior, the teacher will have a discussion with the child about what he/she is doing to their friend and that this is their last warning.
- If the child does the same behavior again, the child will need to sit in time-out. Time-out is to match the minutes of the years of age of the child.
- Before the child will be able to return to playtime or to the activity, they will need to apologize to their friend stating what they are sorry for and ask for forgiveness.
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If a child is disobeying:

- If the teacher/staff has asked the child to do something and they ignore the instruction or tell the teacher "No", the teacher will give the child an option. For example, if a child is being disruptive on the carpet during learning time and will not do what the teacher asks, the teacher will give two options. 1. "You may walk to your seat by yourself or 2. I

can come and help you to your seat." This way the child feels as though they have some control in the situation but the teacher still accomplishes what he/she wanted.

- If the child continues to misbehave, they will be given a verbal warning about missing an activity they would enjoy, for example a craft project.
- If the child is still misbehaving after the verbal warning, the child will miss the activity and will need to apologize to the teacher before rejoining the group. The child may be removed from the classroom and speak to the Director about appropriate behavior, expectations and coping strategies.

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If a child is being physical with another child:

- The teacher/staff will remove the child from the situation so that no others can be hurt.
- The teacher/staff will speak with the child about why physical violence is not how we solve our problems. The child may be brought to speak with the Director about appropriate behavior, expectations, and coping strategies.
- The child will need to sit in time-out the number of minutes that matches their age.
- The teacher/staff will pray with the child about the situation and have the child apologize to the child who was hurt.

Following any event that a child needs to be removed from the classroom or an activity due to a behavior issue, all staff members are required to fill out a Behavior Report. A copy of the behavior report will be sent home with parents at the time of pick up regarding the incident that occurred at school.

It is clearly understood that corporal punishment is a violation of personal rights and will not be administered under any circumstances.

Biting Policy

At CCA, it is our desire to ensure each child is safe while in our care. While it is upsetting, biting is not unexpected when children are in groups. Infants approaching toddlerhood and toddlers, in particular, are prone to bite for many reasons. They may bite out of frustration, when they are teething or when they are not feeling well. Sometimes they bite when experiencing strong emotions – even happy ones. No one can predict which children will bite, but we are ready to help those who do learn other behaviors.

CCA's biting policy addresses the way we work to prevent biting and how we respond to it when it does happen.

First, we try to offer a calm and cheerful environment that offers a variety of activities (both stimulating and soothing). We provide multiples of toys so that favorites are readily available. We model appropriate behavior and work with the children to teach them to use words to express their feelings. We foster conflict resolution skills and help the children learn to communicate their needs.

Second, if a bite does occur, we help the child who was bitten. The wound is washed with soap and water and an ice pack is applied, if the child agrees. We help the child calm down and re-enter play when they are ready. If your child is bitten, you will receive an incident report and a teacher will talk with you when you come to pick up your child.

We also respond to the child who did the biting. We tell the child that biting is not acceptable.

Our exact response will vary based on circumstances including the age of the child, but the message will always be that biting is **not** okay. We help the child learn appropriate behaviors. The parents of the child that bit will also receive an incident report. Confidentiality of all children will be maintained. If your child is biting at home, please let us know so that we can be consistent in dealing with it.

Third, the teachers, staff and Director will look closely at the context of the biting incident for patterns to prevent further biting behavior. If the child bites again, the teachers will develop an action plan designed to address the possible causes. The plan will focus on keeping all the children safe. The details of the plan will be shared with the parents of the child who is biting. The plan may include “shadowing” the child who is biting, creating smaller groups to decrease noise or activity levels or having additional staff present during transition times.

Older infants and toddler action plans will generally last longer than for preschool age children.

If the action plan does not resolve the problem, the parents will be asked to withdraw their child from the program.

Steps of Biting Policy

- **1st Offense of the day:** the incident will be documented on an incident report for the child bitten and a biting log for the biter. The parents of the child who was bitten will receive an incident report. The parents of the child who bit will need to sign the biting log indicating they have been made aware of the situation.
- **2nd Offense of the day:** the incident will be documented as in the 1st offense and the parents of the child who bit will conference with the teacher or Director about possible solutions.
- **3rd Offense of the day:** the incident will be documented as the previous offenses. Parents will be notified via Class Dojo or a phone call that the **student must be picked up immediately** due to biting. The parent will need to sign the Bitin Log regarding the incidents.

Excessive Biting

Every scenario and child is different. Biting habits will be evaluated based on the child. Chronic biting may require that a child be suspended from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the Early Education Program as soon as the biting is abated.

If the child returns to the Early Education Program and continues to bite, and is endangering other children, the child may be terminated from the program.

Parent Support & Communication

The key to the success of our students is the ability of the school faculty, staff and administration to work with parents in a meaningful and positive way. We work together to help students give their best effort, foster responsibility, preparedness and respect. We consider this a great blessing and responsibility. In order for communication to continue to be positive and productive, we all must be committed to model for our children how best to work together.

Please let us know if you have any concerns or questions about your child's day or would like more information about what is happening in the classroom. If it is during a transition time, we can give a short answer right away, or schedule a time when teachers could sit down and talk more in-depth. A parent-teacher conference can be requested at any time during the school year by the parent or teacher.

The Nursery uses the *Learning Genie* app to communicate with parents throughout the day. EE1-EE4B uses *ClassDojo* to communicate with parents. Both of these apps are great ways to see pictures and updates of things that are happening during the day. It is also a way for parents to directly message their student's teachers.

Effective communication is key. Our administration and teachers routinely use these communication apps to maintain open communication with parents. Whether it be a posting regarding upcoming events, notification of accidents, behavioral concerns, or just to let parents know that students have had a great day, our communication systems provide up to date, timely information. We do realize that there are times when parents have questions and concerns regarding postings. Below are appropriate procedures and protocol when needing to communicate further with a teacher, staff or administrator. These concepts are in line with sound biblical teaching as found in 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20.

- Communication between staff and parents should always be written in a positive and respectful manner. When e-mail/messages do not produce a satisfactory resolution to a question or concern, a conference should be scheduled.
Likewise, communication between parents should be written in a positive and respectful manner. If parents choose to communicate with each other via text, email, or social media, please be respectful of each other.
- As a child's number one advocate, we know that there are times when parents will need to meet directly with a teacher, especially at the preschool level. If parents would like to make an appointment with a teacher, contact her/him directly via email or app to set up an appointment for a conference. Speaking with a teacher spontaneously at the beginning or ending of the school day about a concern does not allow for the teacher to effectively prepare and professionally address questions or concerns.
- If the conference with the teacher does not seem to resolve the concern, parents are encouraged to contact the appropriate administrator to arrange an additional conference.

General Program Information

Nap Time

Students will sleep on mats that are cleaned daily. Parents need to bring a child sized (travel) pillows and small blanket for nap time that will be stored in the classroom

For children in the Nursery, your child's nap time will be according to the schedule you discuss with the head teacher. Our Nursery provides a crib for each child and children will nap in assigned cribs.

Birthdays

Parents may bring a special treat to celebrate the occasion. Please talk to your child's teacher in advance so we can provide you an accurate child count for the day and accommodate for any allergies in the classroom. The teacher enjoys celebrating these milestones with your child.

Clothing

We encourage you to send your child in sturdy, washable clothes because we will be painting, enjoying messy projects and playing outside. Please label all clothes with your child's name. Between the number of children attending and similar looking clothing, it can be difficult to determine ownership.

We ask that your child wear sneakers, or other close toed shoes, to ensure safety on the playground. If you child cannot tie their shoes on their own, please send them in velcro shoes.

Cubbies

Your child will have a cubby to keep his/her belongings during the day. They may share with another child. Please check the cubby at the end of each day. We use the cubbies as a means of communication with the families and you will find newsletters and other notes in the top portion of the cubby. A small container is used to hold an extra change of clothes including socks, underwear, pants and a shirt. Please exchange these clothes as the weather changes and your child size changes. If your child is in diapers or toilet training, you will need to provide those as needed. The teacher will make you aware when your child is running low.

Transition Times

Some children (and all children on some days) may feel insecure about coming to preschool. A positive, matter-of-fact attitude from the parents can help ease fears. The teachers are available to help with the transition into the classroom. Please talk with one of them if you need assistance at any time or want to talk about a plan to help with your child's transitions. We have experience and ideas about what might help.

At the end of the day, please allow your child a few minutes to finish what they are doing and separate from friends. Establishing a routine for departure is as important as the morning routine.

School Closings and Delays

Local television stations will list our school when closed due to weather conditions. We will also notify you via social media, text message and the school's communication app. Please be aware that we will not automatically follow the public schools. Parents are encouraged to make safe decisions during inclement weather. Contacting the school will give your student an excused absence if you are unable to make it to school due to weather conditions. Parents are expected to keep all phone numbers and email addresses up to date in our Student Information System to receive parent alerts.

Media Release

Each year, we ask families to consent to or refuse to have their student's image to be used in promotional media. This consent includes being photographed, interviewed and/or videotaped by representatives of Christian Chapel Academy /media outlets (newspaper, T.V. stations, etc.). Any information or images obtained from those activities may be reproduced by the school and/or the public media for use in advertising, publicity or educational activities, including but not limited to school publications, videos, print and television news.

Families are also asked to consent to their student's picture appearing on official school social media outlets and the school's website. As a general practice, CCA does not list the names of children in pictures on social media or other platforms.

Declining this agreement will not limit the ability of Christian Chapel Academy to videotape or photograph special events (e.g. Christmas Programs, graduations, etc.) and use for on site viewing and distribution links to other CCA families. Christian Chapel Academy cannot control content that may be placed on social networks by others.

Litigation Policy

I/We agree that based upon Matthew 18:15-20 and I Corinthians 6:1-8 that the Bible commands us to make every effort to live in peace and to resolve conflicts with each other in private. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In light of Matthew 18:15-18, I/We understand and agree to the principle of refraining from the discussion of a disagreement with the teachers, staff, administration and/or policies of CCA in front of students and/or other adults.



CHRISTIAN CHAPEL

A C A D E M Y

EARLY EDUCATION PROGRAM

Parent Handbook Agreement Christian Chapel Academy 2023-2024

Dear Parents and Guardians:

This handbook was developed as a guide for parents and students to answer commonly asked questions that come up during the year. Our goal is to create a positive educational atmosphere of learning and well-being for all our children.

We ask that you familiarize yourself with this handbook by signing and returning this page as evidence that you are aware of our policies and procedures in the Early Education Program areas of Nursery-EE4.

Parent Signature(s)_____Date_____

Parent Signature(s)_____Date_____