



CHRISTIAN CHAPEL

A C A D E M Y

EARLY EDUCATION PROGRAM

Parent Handbook

2026-2027

3300 S Providence Road, Columbia, MO 65203

573-874-2325

info@cca-columbia.com

www.cca-columbia.com

Ages 6 weeks to 4 years

Developmentally Age-Appropriate Classrooms

Play Based

Extended Care

Full Day Program

Kindergarten Readiness

Open Year Round

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 to 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.

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 that inspires leadership through spiritual growth, academic excellence, personal responsibility, and life-giving community.

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 and 5 years. 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. Nursery and one-year-old students have the full-day plan only; once your student is 2-4, you may choose to elect the school day timeframe:

- Monday-Friday
 - School day: 8 am- 3 pm
 - Full day: 7 am- 5:30 pm
- *Holidays and breaks may have adjusted hours

Admissions & Enrollment Policies

Christian Chapel Academy (CCA) is equipped to provide your child(ren) a high-quality education based on biblical teaching with a higher focus that 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 in admissions based on 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 a physician or the 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 before admittance at CCA to determine whether he/she is academically prepared for this course of studies and have 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 before the student's final day of attendance. Provide reasons for the decision, and a forwarding address, if due to relocation.
- Regardless of cause, **families will be responsible for at least four (4) weeks of tuition**. Notice may be given before the four (4) week time limit, with the last day of attendance beyond the four (4) week period. If notice is given before 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.
- The Principal/Registrar will notify the teachers.
- All financial obligations must be met in full before the records. This includes, but is not limited to: Tuition, extended care, lunch charges, and late return of library books.
- The family is responsible for collecting all of the student's possessions.

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 7:45 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.

*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 on 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.

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 7:00 am-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 K-8 on the south 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, a 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.

***Siblings under 18 are not allowed to drop off or pick up unless accompanied by an adult.**

Attendance

Children should arrive no later than 8:30 am. 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 8:30 am.

Student Health, Safety & Nutrition

Illness & Medication

Parents are responsible for keeping a child home when there is any doubt about the child's health. A child who 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 needs 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 from the parent. All medications must be clearly labeled with the child's name. This includes diaper cream, sunblock, and any general topical ointments. Prescription and over-the-counter medications should be stored in their original container with their 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 stools) 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 the 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.

COVID-19 Policy

Christian Chapel Academy will require that students and staff who 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 who have tested positive for RSV 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

If you discover your child has head lice, please notify the school immediately. We will send all belongings home to be washed, and the child will be sent home if lice are found during the school day. A child may return to school only after they have received treatment with either an over-the-counter or prescription lice-killing product. Please ensure all nits are combed out of hair before returning to school. 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 before returning to school.

Accident/Injury Procedures

In the event of an accident, the school uses different types of reports depending on the situation. **Accident reports** are completed for incidents that involve **any type of head injury** or draw blood. Parents will also be notified if a child sustains a significant injury that requires further medical attention **through Dojo and a phone call**. **Boo-Boo reports** are used for minor incidents that may require a bandage or ice pack, such as a simple trip or fall that does not cause harm beyond a possible bruise. **Behavior reports** are completed when a child inflicts pain or harm to another child, including behaviors such as biting, hitting, using objects as weapons, or using inappropriate language. All reports are completed by the witnessing staff member or classroom teacher and require a supervisor's signature.

Allergies

Please make sure that the staff know of any allergies your child may have. The administrative coordinator will make sure each child's file is updated with the information and share it with teachers and staff. We accommodate food allergies to the best of our abilities, but we may request families to provide their child's lunch or 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 provides a morning snack, an afternoon snack, and a hot lunch for all children. Each lunch includes a 6-ounce serving of Vitamin D milk. Once children are enrolled in the 4-year-old program, they also have the option of a peanut butter and jelly sandwich or a meat and cheese sandwich, along with the choice of chocolate milk.

If your child has food allergies or prefers not to eat the lunch scheduled for the day, you are welcome to send a lunch from home. If the school-provided lunch does not meet your child's needs, families are responsible for providing a complete alternative lunch, as we are unable to prepare partial meals or substitute individual items from our hot lunch options.

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 immunization 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 Administrative Coordinator and must be renewed annually.

Access and Building Safety

The security of our students, faculty, parents, and visitors is of utmost importance and requires diligence, attention to detail, and cooperation. CCA is a closed campus; outside doors are locked and secure at all times. The following procedures are also in place for safety precautions:

General Access

All visitors and guests must use the call button at the main school entrance. When a guest enters the building, he/she is required to stop at the front desk to sign a guest check-in form while the front desk attendant contacts the Early Ed office. Guests/Parents/Authorized Pick-Ups are not allowed to check themselves or their child(ren) in or out without staff supervision. If a child is visiting, they must be accompanied by an adult at all times and are not allowed in any classroom or activity without permission from the Director.

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's authorized pick-up list on a long-term basis, please contact our Administrative Coordinator to update the information accordingly. Photo identification required.
- For divorced or separated families, please provide the Administrative Coordinator with a current Custody Plan to verify accurate custody and visitation rights.

Child Release Denied

Apart from the standard check-in and check-out procedures, the Early Education Director or the authorized person in charge reserves the right to restrict an adult's access if their behavior poses a threat to the children present in the facility. The center may also refuse access to non-custodial parents or guardians upon request by the responsible parent. In cases where the authorized parent or guardian appears to be physically and/or emotionally impaired, to the extent that it would put the child at risk of harm, the director and/or staff member will take necessary precautions to safeguard the child's safety. This includes:

- The child is not released to an impaired individual
- Staff will attempt to contact the child's other parent or the 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.

Emergency Procedures & Safety

CCA has an emergency plan that will go into effect in the event of an emergency or disaster. Staff are trained on this plan and will assist and care for your child until you can pick him/her up. We practice fire, tornado, severe weather, and earthquake drills regularly.

Child Abuse or Neglect & Permission to Interview Students

Missouri's Mandated Reporter Law (Section 210.115 RSMo.) states that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect.

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.

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. Please inform your child's teacher of their progress and update them along the way. This is a partnership as we work closely with the parents.

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 2-year-old classroom, he/she **must** be wearing pull-ups at all times. Please keep in mind that the activity level 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 EE2 until completely potty trained. You can set up a time to meet with the teacher or the 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 an elastic waist. Please **DO NOT** dress your child in clothes that make potty training more difficult, such as: tight/difficult to remove pants,

shirts that snap in the crotch, pants with snaps & zippers, overalls, rompers or bib-type clothing, belts, or one-piece outfits.

The clothes listed above can make it difficult for your child to reach the toilet in time, as they hinder the child's ability to pull his/her pants up and down.

Required Supplies

The following items must be kept at CCA and replaced as needed:

- Three (3) complete changes of clothing (including socks) in 3 separate Ziploc bags
- One (1) extra pair of shoes (Crocs work best)

All changes of clothing must be placed in a single, gallon-sized Ziploc bag labeled with your child's name. Any soiled clothing will be returned to you in the same bag at the end of the day. The following day (or shortly thereafter), please send a new gallon-sized Ziploc bag with clean clothing labeled with your child's name to replace the used items.

We must have a minimum of two (2) bags of extra clothing on hand at all times. Children who are potty training may also need additional pairs of pants.

If applicable, please provide a bag of pull-ups. Families will be notified when supplies are running low.

Pacifier Policy (2-Year-Old Classrooms)

To support healthy speech, language, and social-emotional development, **all children must be pacifier-free by the age of 3**, regardless of which classroom they are enrolled in. This policy aligns with recommendations from pediatric and speech-language professionals and encourages age-appropriate self-soothing skills.

Pacifier use guidelines by age are as follows:

- **Up to 24 months:** Pacifiers may be used as developmentally appropriate.
- **Beginning at 24 months:** Pacifiers are permitted only during nap time as we begin the weaning process.
- **No later than 26 months:** Active pacifier weaning will begin in collaboration with families.
- **By 30 months:** Children should be completely pacifier-free, including during nap time.
- **By age 3:** Pacifiers are not permitted at school under any circumstances, regardless of classroom placement.

Pacifiers are **not permitted for use during the day in the 2-year-old classrooms**, except as outlined above during the early nap-time weaning phase. Teachers and staff will work closely and collaboratively with families to support this transition, both at school and at home. To ensure consistency and success, families are asked **not to send pacifiers to school or return them to children at the end of the day**, as this can interfere with the weaning process and undermine progress.

We appreciate your partnership and cooperation as we work together to support your child's growth, independence, confidence, and communication skills.

Discipline Policies

Christian Chapel Academy is dedicated to teaching biblical principles to children, which 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 positively. Disruptive behavior is normal at certain stages of development. Teachers understand this and will take responsibility for stopping unacceptable behavior until children can do so for themselves. Positive reinforcement is used as a norm throughout the day, with much verbal praise given along with visuals promoting incentives for positive behavior.

If a child is having difficulties with another child:

- The teacher will ask the child if he/she has told their peers 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 peer 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 a time-out. Time-out is to match the minutes of the child's age.
- Before the child will be able to return to playtime or to the activity, they will need to apologize to their peers, stating what they are sorry for and asking for forgiveness.

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 to help the child feel as though they have some control over the situation, while the desired outcome is still attained.
- 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 or recess time.
- 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.

If a child is being physical with another child:

- The teacher/staff will remove the child from the situation so that no one else 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 a time-out for 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.

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

Biting Policy

While upsetting, biting is not uncommon in group care settings, particularly among infants and toddlers. Biting may occur due to teething, frustration, limited communication skills, or strong emotions. CCA is committed to helping children who bite learn appropriate alternative behaviors. This policy outlines how we work to prevent biting and how we respond when it occurs.

Prevention

CCA strives to create a calm, nurturing, and engaging environment. We provide a variety of stimulating and soothing activities and ensure that multiple toys are available to reduce frustration. Teachers model and teach appropriate behavior and communication skills, including expressing emotions and resolving conflicts in age-appropriate ways.

Response to a Biting Incident:

If a biting incident occurs, staff will first care for the child who was bitten. The area will be washed with soap and water, and an ice pack will be applied if the child agrees. Staff will help the child calm down and rejoin activities when ready. Parents of the child who was bitten will receive an incident report.

The child who bit (or attempted to bite) will be addressed in a calm and developmentally appropriate manner and reminded that biting is not acceptable. Responses may vary based on the child's age and circumstances. Parents of the child who bit will receive a detailed report of the incident while maintaining the confidentiality of all children involved. Families are encouraged to inform staff if biting behaviors are also occurring at home, so we can work together consistently.

Ongoing Support and Action Plans

When a biting incident occurs, teachers, staff, and the Director will review the situation to identify patterns or triggers. If biting continues, an individualized action plan will be developed to address possible causes and ensure the safety of all children. Parents of the child who is biting will be informed of the plan, which may include strategies such as close supervision ("shadowing"), time-outs, smaller group settings, reduced noise and activity levels, or additional staff support during transitions.

Action plans for infants and toddlers may remain in place longer than those for preschool-aged children, as expectations are adjusted to be developmentally appropriate.

Program Withdrawal

If the action plan does not successfully resolve the biting behavior, parents may be asked to withdraw their child from the program to ensure the safety and well-being of all children.

Excessive Biting

It is important to note that every scenario and child is unique. Biting behavior must be evaluated based on the individual and the situation at hand. If a child is found to be habitually biting, they may be suspended from enrollment for a certain period until the behavior stops. The parents will be notified of the situation and informed that their child may return to the Early Education Program as soon as the biting stops, provided that there is availability in the classroom.

Steps of the Biting Policy

First Offense of the Day

The incident will be documented with:

- An incident report for the child who was bitten
- A biting log for the child who bit

Parents of the child who was bitten will receive an incident report. Parents of the child who bit will be required to sign the biting log to acknowledge they have been informed.

Second Offense of the Day

The incident will be documented as outlined above. In addition, parents of the child who bit will confer with the classroom teacher and the Director to discuss the behavior and possible solutions.

Third Offense of the Day

The incident will be documented as with previous offenses. Parents will be notified via Class Dojo and/or a phone call that the child must be picked up immediately due to repeated biting. Parents will be required to sign the biting log.

Additional Guidelines

- If a bite breaks the skin, it results in an automatic suspension.
- Three (3) bites in one day result in an automatic suspension.

Progressive Suspension Policy

- When a biting log is filled, a conference with the Director is required.
- A second completed biting log will result in a one-day suspension.
- A third completed biting log will result in a three-day suspension.

PreK-4 Policy

Biting is not tolerated in the PreK-4 program. Any biting incident in PreK-4 will result in an immediate one-day suspension.

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 modeling 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.

ClassDojo facilitates communication with parents, providing a platform for sharing pictures and updates on daily activities. It also enables direct messaging between parents and their students' teachers.

Effective communication is key. Our administration and teachers routinely use Class Dojo 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 system provides 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 protocols 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 end of the school day about a concern does not allow 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) pillow and a 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 with an accurate child count for the day and accommodate 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 closed-toed shoes to ensure safety on the playground. If your child cannot tie their shoes on their own, please send them in Velcro shoes. Please: no flip flops, open-toed shoes, cowboy/cowgirl boots, or plastic dress-up shoes. These are not safe for the playground, and we don't want your child to be harmed.

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's size changes. If your child is in diapers or toilet training, you will need to provide them 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.

School Closings and Delays

In the event of a school closure, you will be notified via the school's communication app. Notifications will also be on social media, local television, and radio stations. Parents are expected to keep all phone numbers and email addresses up to date in our Student Information System and to regularly check the school's communication app to receive alerts.

Media Release

Families may consent to or refuse to have their student's image 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. This includes the school's social media pages and official school 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 record, livestream, or photograph special events (e.g, Christmas Programs, graduations, etc.) and use them 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 1 Corinthians 6:1-8, 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.

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 Testaments 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 the 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 Corinthians 12:13), and to equip for ministry (Ephesians 4:11-16 & I Corinthians 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 (1 Cor. 12:1-11). We are instructed to diligently seek the gifts (1 Cor. 12:31, 14:1), but they must be exercised in an orderly way (1 Cor. 14:26-33) in the context of love (1 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 (1 Cor. 4:5)