

Christ Chapel Academy Early Childhood Program Parent Handbook
Revised July 2008

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WELCOME to Christ Chapel Academy Early Childhood Programs

The teachers and administration of Christ Chapel Academy Early Childhood Programs welcome you to what we pray will be a very special year for your child. We're glad you are a part of our family. Clear communication is one of the keys to a successful program, and this handbook is designed as a handy reference for you. Our handbook contains specific information and requirements set forth by Christ Chapel Academy and the state of Virginia. We suggest you keep this handbook in a convenient place for easy referral throughout the school year. It is our prayer that we will present to your child a program of excellence, integrating God's truth into all areas of the curriculum. We strive to provide a quality environment that will meet your child's needs in all aspects of their development-cognitive, physical, social, emotional and spiritual growth. As we work with you, the parents, we are preparing the Christian leaders of the 21st century.

Since the late 1970's, the congregation of Christ Chapel Assembly of God has had a vision for providing a multifaceted ministry that would include excellence in weekday education in a Christian environment. Christ Chapel Academy has become the fulfillment of that vision. Not only does the Academy provide education for the elementary, middle school and high school but it also offers early childhood programs and college.

Kingdom Kids offers full-time care and drop-in care (on availability) for children age two to five years. Kingdom Kids is open from 6:00 AM to 6:30 PM Monday-Friday. Joyful Generation Preschool offers a part-time Pre-K for four to five year old children during both morning and afternoon hours from September through May.

Employees at Christ Chapel Academy are selected, first of all, for their ability to model Christ's love to your children. Teachers at Christ Chapel Academy Early Childhood Programs have extensive experience and training in working with children, most are CPR and First Aid Certified, and many are degreed or certified preschool teachers. They are all involved in continual in-service training, and are encouraged to continue their education. We require criminal background checks for employees or volunteers who are expected to be alone with one or more children enrolled in our Children's Center.

Christ Chapel Academy is affiliated with the Association of Christian Schools International. We are a **RELIGIOUSLY EXEMPT CHILD DAYCARE CENTER**, and are in compliance with the Virginia Department of Social Services to operate under the auspices of a religious institution. (See Code of Compliance Statements for more information)

We encourage you to visit often and we look forward to getting to know you and your children. Thank you for joining us on this exciting journey of learning and discovery.

MISSION, VISION, AND GOALS

Mission:

Christ Chapel Academy exists to provide a high quality, Christ centered, biblically based education in which students can grow in wisdom, in stature and in the knowledge of Jesus Christ as Lord, in order that they may extend the servant life of Christ to their community and the world.

Vision:

Christ Chapel Academy desires to be recognized and sought as a premier Christian School reaching, teaching, and unleashing our future world leaders.

Goals:

- Improve academic performance
- Improve the perception of the Academy
- Maintain fiscal stability and improve cost effectiveness

- Improve student outreach and missions emphasis
- To provide structure and boundaries for his actions (Genesis 2:8, 16,17)
- Help a child to be prepared academically to succeed in the fast paced, technology intense world of the 21st century, in order to maximize the student’s potential for evangelism (1 Corinthians 9:22b).

STATEMENT OF NON-DISCRIMINATION

Christ Chapel Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administrations of its educational policies, admissions, and other school-administered programs.

WHAT WE BELIEVE

Purpose of Education

Christ Chapel Academy recognizes that America was founded on the principles of the Bible, and that its first educational endeavors were grounded in the Word of God. The Declaration of Independence acknowledges that all men “are endowed by their Creator with certain unalienable rights” which can be interpreted to include the right and responsibility of parents to bring their children up in the ways of the Lord (Ephesians 6:4).

In partnership with the children’s parents, the Christ Chapel Academy staff strives not only to provide an excellent academic foundation, but also to encourage and challenge students to accept Christ’s love and forgiveness and to develop a mature, lasting relationship with Him. As citizens of both earthly and heavenly kingdoms, students come to recognize that their primary allegiance is to the heavenly kingdom. The foundation of good citizenship for the Christian student is found in scriptures such as Matthew 5:3-12. In what are termed the Beatitudes, Jesus defines characteristics of Kingdom citizenship. The student who develops these qualities will, with the Lord’s help, become a mature Christian who is salt and light in a dark and fallen world. That student will be a living testimony to the grace of God.

THE STUDENT AND THE TEACHER

The student is:

- Created in the image of God. (Genesis 1:27)
- Equipped with the mind of God. (Romans 12:2)
- Able to communicate with the Father and to develop a personal relationship with Him. (Ephesians 2:10)
- Until he receives Christ, by his free choice, in rebellion and deemed to be “dead in his transgressions and sins”. (Ephesians 2:1)
- Through God’s common grace, even before salvation, with of a vestige of God’s image.
- Motivated from the inside out. (Hebrews 8:10)
- Challenged to learn. (Matthew 13:36)
- Born with the desire to succeed. (Acts 18:24-26)
- A social being. (Ecclesiastes 4:9-12)
- In need of structure and boundaries for his actions. (Genesis 2:8, 16-17)

The Teacher:

- Recognizes the uniqueness of the student, and disciplines him in the areas of intellect, emotions, social desires, physical strengths and weaknesses and spiritual needs.
- Models the humility of Christ and recognizes the student's need for salvation. (Ephesians 1:3-6, Romans 13:8)
- Encourages and challenges the learner to accept Christ's love and develop a long-lasting, mature relationship with Him.
- Develops Christ-like relationships with the student, thus developing trust and acceptance (Proverbs 22:1) and creating a positive attitude toward learning.
- Uses a variety of teaching methods, many based on his knowledge of the techniques of the master teacher, Jesus.
- Encourages the student to hide scripture in his heart so that he might not sin against the Lord. (Psalm 119:11)
- Teaches to the needs of his students.
- Demonstrates that education is a lifelong process not limited to the school experience. (Deuteronomy 6:6-9)
- Practices firm and consistent discipline.

CURRICULUM

The curriculum for Christ Chapel Early Childhood Program is carefully selected, taking into account our stated purpose, goals and objectives. Consideration is also given to our stated philosophy concerning the nature of the student and the role of the teacher in this selection process. All subject matter is viewed in light of principles found in the Word of God (Philippians 4:8). Integrated into all areas of the curriculum are the absolute truths found in scripture.

We have developed our curriculum using four programs: Scripture Bites, A-Beka, Creative Pre-K and The Complete Early Childhood Curriculum. The curriculum consists of the following subject areas:

Bible
Language (English and introduction to Spanish) and Literature
Cooking
Math
Science
Art
Music
Dramatic Play
Blocks
Gross & Fine Motor Development
Field Trips

Each subject area is integrated with the others and with the truth found in God's Word. Each subject area impacts upon the other and all subjects become most meaningful when seen in a biblical context.

Christ Chapel Academy recognizes that it is essential to develop the whole child. Our curriculum should, therefore, include elements that allow for social and physical as well as cognitive and spiritual development. Physical education is twice a day; and exposure to foreign language is included to provide a balance in curriculum design.

PRINCIPLES OF CHRISTIAN MATURITY

The foundation of Christian education must be Christ. The following are scriptural principles we follow in developing Christian character:

1. The Principle of Uniqueness: Each individual is a unique creation of God, and God has a divinely ordained purpose for each individual (Psalm 139:14, Genesis 1:27, Jeremiah 29:11).
2. The Principle of Love: God loves and desires to have a relationship with each individual (John 3:16). He, in turn, desires that individuals love Him wholeheartedly (Matthew 22:37-38) and love their neighbor as themselves (Matthew 22:39).
3. The Principle of Faith: God desires that we accept Him at His word, and acknowledge that His word is truth (John 8:31-32).
4. The Principle of Cause and Effect: A disciplined life-style is important to the Christian. Understanding that there are consequences to our actions encourages us to make correct choices (Deuteronomy 28:1&15).
5. The Principle of Forgiveness: The Christian needs to understand that there is forgiveness in Christ. Our forgiveness was affected through Christ's death on the cross (Ephesians 1:7), and as we are forgiven, we are also to forgive (Matthew 18:21-35; Mark 11:25).
6. The Principle of Dying to Self: To find life in all its fullness, we must yield our lives to Christ. Only then can we discover the full extent of God's grace and mercy and love (Matthew 10:39).
7. The Principle of Higher Responsibility: Recognizing when we are submitted to Christ, we discover that everything we do is for His glory and that we cannot take any credit for our accomplishments or good works (Philippians 5:13).
8. The Principle of Service: Once we understand who we are in Christ, we are prepared and eager to do His will. We serve our King and one another out of an attitude of humility and self-giving love (Galatians 5:13).

COMMANDMENTS OF THE KINGDOM

1. Children are a gift from God. (Psalm 127:3)
2. Children deserve an environment that is safe, healthy, and developmentally supportive. (Proverbs 14:26)
3. The integrated development of cognitive, physical and spiritual aspects of children is essential. (Isaiah 54:13)
4. Children learn best when their God-given gifts of inquiry, discovery, and creativity are challenged. (Job 12:7-10)
5. Children's experiences are supported by a curriculum, which ensures the consistent presentation of challenging activity. (Proverbs 14:8)
6. Children should feel special and positively motivated toward learning by teachers who strive to model God's love and care. (Psalm 145:4)
7. Children need a stable and flexible environment that provides a balance of teacher-directed and child-initiated activities and encourage development of godly principles related to good self-discipline. (Proverbs 20:11 / 22:6)
8. Staff who recognizes and acknowledges that the family is God's primary child development unit nurtures children. (Isaiah 66:13)

9. Children need to be in the care of staff that strives to foster healthy family development by establishing a partnership with parents that recognizes the necessity for on-going open and honest communication. (Ephesians 4:3)
10. Every child is unique and made in God's image. (Genesis 1:27)

ADMISSIONS

One goal for Christ Chapel Academy students is to strive toward excellence. In keeping with 'What We Believe', we **do not test** children for admittance in any of our early childhood programs. We truly believe children develop at different levels, and as we work and play with them on an individual and group basis, we will see them grow strong in their development with each passing day.

Priority on enrollment is given to siblings, children of parents employed at Christ Chapel or Christ Chapel Academy, and bona-fide members of Christ Chapel on a first-come, first-serve basis. Following this period, all students will be prioritized according to their date of application.

Once the desired number of students has been enrolled for any class in Christ Chapel Academy Early Childhood Program, a waiting list will be started. Priority for placement on the list will be as stated above.

FINANCIAL

Basic Philosophy

Following the example of our Lord, who is not a God of disorder, but of peace, we consider sound financial management crucial to the operation of Christ Chapel Academy. The following policies are set forth to give godly direction and to assure consistency in all financial transactions related to this ministry. We feel the school fiscal policy is fair and reflects sound stewardship practices. Effective procedures have been promulgated for the control and accounting of all funds. The director will establish Financial Agreements with each family and ensure compliance.

REGISTRATION AND SUPPLY FEES

Students enrolling in all programs of Christ Chapel Academy Early Childhood Programs must pay the entire registration fee at the time of enrollment. Registration fees guarantee placement, cover disposable materials and supplies. See the Christ Chapel Academy web-site (www.christchapel.org) or contact the reception office for current fees.

Registration begins in February for **Joyful Generation Preschool**, which operates from September to May. Upon registration, parents must complete all registration forms and return with the required non-refundable registration fee. .

Enrollment for **Kingdom Kids**, which operates year-round, is determined on space availability. Registration is at the time of enrollment, and fees are **non-refundable**.

Re-Enrollment for Current Enrolled Kingdom Kids

Current enrolled students must enroll annually. Yearly Registration fee is discounted for current enrolled students during February and March for the following school year which begins on July 1st. (fee increases on April 1st) If a parent withdraws their child after re-enrolling for the following school year (ex: summer vacation) there is a \$150 administrative fee to return to the program.

Please check the Christ Chapel Academy web-site or contact the Daycare office for current fees. It should be noted that a zero account balance is required to re-enroll. **Fees are non-refundable.**

TUITION

The tuition philosophy of Christ Chapel Academy is in accordance with Matthew 10:10. Tuition is established by the director and shall be sufficient to provide Christ Chapel Academy students with a premier education, to provide Academy staff with a fair salary and reward program, and to cover the Academy's operational expenses. All personnel are required to complete a Financial Agreement at the time of registration. Financial reports are only given to persons who have signed the agreement. See the Christ Chapel Academy web site or contact the school office for current fees. All payments/checks are payable to CCA.

Sibling Discounts for Kingdom Kids and Joyful Generation

The oldest student in each family will pay full tuition. There is a 10% sibling discount given for each additional child enrolled in Kingdom Kids or Joyful Generation. If a sibling attends Christ Chapel Academy K-12, the second or any additional siblings enrolled in Kingdom Kids or Joyful Generation will receive a 10% discount.

Vacation Credit for Kingdom Kids

One week of free tuition is available after six (6) months of enrollment, not available in December and January. A written notice is required two-weeks in advance and the child is not allowed to attend school for the stated vacation week.

TUITION PAYMENTS

All checks are made payable to Christ Chapel Academy.

Joyful Generation: Tuition payments are due on the 1st of each month from September through May (9 PAYMENTS). Families may pay the full year's tuition in advance or at any time during the year. A tuition coupon book is issued to each child who attends CCA Joyful Generation. **The current coupon must accompany the payment to ensure proper credit, or the account will incur a \$10.00 charge for a receipt. Replacement coupon book is available for a \$20.00 fee. No admittance is allowed until payment is made, unless prior arrangements have been made with the director.**

A late fee of \$25.00 is added to your account if payment is not received by close of business on the first of each month. If an account becomes 10 days delinquent, a letter will be sent to the family informing them of their over-due balance, payment is due immediately, and your child cannot return until payment is received. Christ Chapel Academy may refer the account for collection, or pursue legal action. **Coupon must accompany payment.** The \$10.00 charge for a receipt is in place of the service provided by the administrative staff.

Kingdom Kids: Tuition for all students is based on a weekly charge, but paid in advance bi-weekly, (includes breakfast, lunch, and two snacks) according to financial agreement between parents and Director at the time of registration. A tuition coupon book will be issued for each child enrolled in CCA Kingdom Kids. **The current coupon must accompany each payment, or you will be charged \$10.00 for a receipt. Replacement coupon book is available for a \$20.00 fee.** Tuition payments are due by the close of business on Friday for the following two weeks. Payments not received by close of business on Friday of the scheduled date, will incur a late fee of \$25.00 unless child is not in attendance on Friday; then payment is due on first day returning to school. **No admittance is allowed until payment is made, unless prior arrangements have been made with the director.**

LATE FEES WAIVED

To avoid a \$25.00 late fee, please call the office regarding child's absence or going out of town. Late fees will be waived if the child is absent on the due date: No other exceptions.

NON-PAYMENT OF TUITION FOR KINGDOM KIDS

Non-payment of tuition for two weeks will result in the child's withdrawal from the center, unless other arrangements have been made with the Director. Any fees uncollected after two months of child's withdrawal are subject to court action. Please speak with the Director if you have any questions regarding this policy.

WITHDRAWAL

Every student must follow the guidelines stated below for withdrawal. In the event of withdrawal or dismissal, student's records will not be released until account is cleared. Account may be referred for collection, or legal action may be initiated unless all fees and others charges are paid in full at the time of withdrawal.

Withdrawal from Joyful Generation

Parents of students who wish to withdraw from Christ Chapel Academy **Joyful Generation Preschool** during a contracted school year are responsible for paying the current month's fees, and for giving **30 days written notice to the Daycare office**. If notice has not been given to the administration in writing, parents are responsible for the monthly tuition fee following the withdrawal.

If a parent has paid the full year tuition for their child, and it becomes necessary to withdraw before the contract ends, charges will be prorated according to the actual number of months enrolled, and the unused tuition will be refunded.

Withdrawal from Kingdom Kids

Parents of children in Christ Chapel Academy's Kingdom Kids are responsible for giving a **30 days written notice to the Daycare office** when withdrawal becomes necessary. If notice has not been given to the administration in writing, parents are responsible for the bi-weekly tuition fee following the withdrawal.

ACTIVITY FEES

At the beginning of each school year, and occasionally during the year, your child may be given an opportunity to sign up for various extra curricular activities. These may include private music or dance lessons. Enrollment fees for these activities will normally be quoted at the beginning of the school year and paid directly to the contracted instructor.

STATEMENTS

Statements are provided upon request and year-end statements to persons who signed financial agreement. Email request to accounting@christchapel.org.

PAYMENT PROCEDURES

Field Trips

Payment for field trips are paid in cash and given ***directly to the teacher*** in accordance with the field trip notice. The daycare office will not accept money for field trips. Please hand-deliver payment to the teacher in a sealed envelope with the child's name written on the outside. **Do not place in the child's backpack.**

Transportation fees, admittance fees and other costs associated with school sponsored field trips are due two (2) days before each field trip.

Returned Checks

Any check returned to Christ Chapel Academy for any reason will result in a charge of \$25.00 to the account of the check writer to cover fees and additional bookkeeping. Upon receipt of NSF check, we will notify the parent that payment for the check and returned check fee is due within two business days with cash, money order, or cashier check only. If two returned checks are received from the same individual, account becomes cash basis only for the remainder of the school year (money order, cashier or certified check will be acceptable).

Drop In / Hourly Care

The hourly care is determined on space availability basis and payable when service is rendered. Please contact the Daycare office for availability. Yearly \$25 registration fee.

Late Pick-Up Charges

Kingdom Kids: Students must be picked up prior to 6:30 PM. In the event of a late pickup, there is an overtime fee of \$10.00 plus \$1.00 per minute for the time a student remains at the center. Payment is required at the time of pick up or no later than close of business on Friday of that week or an additional \$25.00 late payment fee is charged to your child’s account.

If a parent is late on a continual basis (more than 3 times in one month), the director reserves the right to terminate the contract or place family on probation.

Joyful Generation: Students must be picked up at schedule class dismissal time or within ten (10 minutes). The teacher will escort child to the daycare office and parent will be charged the above late fees. If extended care is needed, call for availability. The rate is \$7.50 in advance or \$12 per hour for reservation made the same day of service.

Lack of Payment

Parents experiencing financial difficulties or who are chronically late will be afforded an opportunity to meet with the director to resolve an issue. The family will be reminded about stewardship and financial responsibility, and be offered Christ Chapel counseling. If, at the discretion of the director, these efforts prove unsuccessful after a reasonable period of time, the director will take whatever action is deemed appropriate.

ATTENDANCE

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.”

In Case of Absence

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend, please call the office at (703) 590-8818, ext. 179. Please inform us if your child is absent due to illness with a communicable disease. If calling after-hours, you may leave a voice mail message, or e-mail the director at snelson@christchapel.org

CLASS HOURS

Kingdom Kids	Monday-Friday	6:00 AM – 6:30 PM
Joyful Generation Pre-K	Monday-Friday	9:00 – 12:00 AM and 1:00 – 4:00 PM

HOLIDAY CLOSURES

Closed on all Federal Holidays. See school calendar for complete listing of closures.

AUTHORITY TO PICK UP A STUDENT

On the emergency information card, parents should provide the names of all individuals authorized to pick up their child. **No child will be released to any person not authorized on the emergency card for pick up. We must have written authorization for changes in this respect.** Authorized individuals should be prepared to show identification to staff employee if they have not picked up a student before or if the staff employee is not familiar with the individual. Children will not be released to anyone under the age of 16.

INCLEMENT WEATHER

Joyful Generation classes will cancel if Prince William Schools are closed. If Prince William Schools opens 2 hours late, our AM classes will meet from 11:00 AM to 1:00 PM. Afternoon class will meet from 2:00 – 4:00 PM.

Kingdom Kids opens at 9:00 a.m. regardless if Prince William County Schools are delayed or closed. We will close if the Federal Government closes for inclement weather, or if the Director and/or Administrator deem it necessary. Please listen to radio or TV broadcast.

Formal announcements as to changes in schedule can be found on WRC/NBC 4 TV or on the Academy Bulletin Board at the Christ Chapel web-site at www.christchapel.org

INDOOR AND OUTDOOR PLAY

Kingdom Kids children will play outside 30 minutes twice a day, morning and afternoon, except in severe weather conditions. When the weather is cold and/or if there is snow on the ground, children will need clothes appropriate for outdoor play.

We do not allow children to stay inside because of a cold or runny nose. ***If you feel your child is too sick to go outside, then your child is probably too sick to be in school.*** All children need fresh air each day, and Virginia law regulates that children be taken out daily for one hour. In excessively hot weather, sunscreen may be applied to the child if parent submits a signed permission form to teacher and suggest children wear hats.

Joyful Generation: Children play outside for 30 minutes each session. The above statements are true for Joyful Generation children as well.

In case of rain or severe weather conditions, children will play in our gross motor room or remain in their classroom.

PHOTO RELEASE

On occasions, staff may take children's photographs for classroom use, yearbook and/or for Newsletters. If parent or guardian does not want their child to be photographed, please send a letter to the Director requesting that your child not be photographed, and the letter will be kept in your child's file.

VIDEO

Preschool approved video (generally 30 minutes in length) is scheduled once a week for children to watch. Videos are aimed to enhance the concepts or theme for the week, and most are Biblical based. **Home videos must have prior approval from the Director.**

WEEKLY COMMUNICATION

Each Friday students will receive a Weekly Lesson plan. The lesson plan will consist of the week's activities, concepts, and may seek your help in some area. One of the most important

goals of Christ Chapel Academy Early Childhood Program is the fostering of healthy family development. Our staff strives to develop a partnership with parents and recognizes the need for ongoing open and honest communication. With the above in mind, we invite you to join with us as we share these wonderful years with your children. Please feel free to visit the center at any time. We invite you to come share your special talents God has given you with the children. Contact us at your convenience if you have any questions or concerns. Our partnership with you will include:

- Sending home weekly lesson plans.
- Daily correspondence/reports for Toddlers.
- Weekly correspondence/reports for Preschool and Pre-K.
- Monthly newsletter.
- A parent/teacher conference for each child enrolled in our center at least once a year, generally in the spring.
- Being available to meet or speak with parents on a regular, daily basis. To arrange a conference, call the Director's office at (703) 590-8818, extension 181.
- To be advised of parent/child activities outside of regularly scheduled class hours including Open House, parent workshops, parent meetings, and field trips.
- Parent Information bulletin boards are kept up-to-date
- Praying for you, your children and family on a daily basis.

PARENT-CHILD HOME ACTIVITIES

Teachers may request for your child to bring something from home that may require help from the parent. The activity will re-enforce the lessons taught in class and help build your child's knowledge and skills. Qualities of responsibility, initiative, orderliness, and thoroughness may develop as a result of home activities. Teachers are encouraged to involve parents and children in class activities that will contribute to the concepts being taught for the week.

STUDENT EVALUATION AND PARENT TEACHER CONFERENCES

Teachers will keep a current assessment on each child in their class. An assessment will be available on or before February 1st and parent-teacher conferences are available at that time. If you or the teacher feels a conference is needed before this time, a conference may be requested by contacting the Director at (703) 590-8818, extension 181.

PARENT INVOLVEMENT

In Ephesians 6:4, the Apostle Paul instructs parents to bring their children up "... in the nurture and admonition of the Lord." Parents are ultimately responsible for the education of their children, and we at Christ Chapel Academy are blessed to work in partnership with you in this all-important task. The first and best way to be involved as a parent is to take an active role in your child's education and maintain communication with your child and his or her teachers.

Another important way to be involved is through volunteering. As a private school, Christ Chapel Academy depends on faithful parent volunteers to help us provide the very best education for your child. Our parent/teacher organization, P.A.C.E. (Partnership of Advancing the Christian Education), coordinates volunteers, conducts fundraisers, and is an important conduit for communication between parents and the school.

PACE leadership will survey families at the beginning of each school year to ascertain parent interests, skills, and resources for various volunteer activities. Official PACE meetings are held quarterly, and membership is open to all. These meetings are an excellent way to learn what

is new and upcoming at Christ Chapel Academy, as well as to express views. We urge all parents to become members of P.A.C.E. and share your unique gifts with the students.

STATEMENT OF DISCIPLINE

“Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they that must give account...” (Hebrews 13:17) This biblical principle is one of the most significant components of our discipline philosophy. A student’s willful resistance to the control of the teacher reflects as well on his or her willingness to resist the authority of God over his or her life. As a Christian school, we are dedicated to developing Christian character in students. Disobedience is sin and requires restitution and repentance. Aggrieved students are taught to express forgiveness. When complete, this cycle fosters learning.

We strive to impart to the children in our care a sense of self discipline based on Godly concepts and principles. Each staff member models Christ’s love and life-style as they interact with the children. Teachers develop a comfortable daily routine, but are observant and sensitive to the individual child and his needs. They are ready to be flexible when the need arises. Many activities are child directed; encouraging children to experience success and develop appropriate behavior. Children work with their teachers to develop class rules on acceptable classroom behavior. Our goal is to instill in the children an understanding that the outcome of their behavior will be based on choices they make. In administering discipline, at no time will corporal punishment be used.

- Children are encouraged to deal with problems themselves, as much as possible. Children, especially preschoolers, are encouraged to “use their words” when dealing with confrontations in the classroom.
- Teachers use positive discipline and words of praise whenever appropriate.
- Teachers redirect children to another activity when the children are having difficulty controlling their actions and words in a certain area.
- Children, who need time to regroup, and gain control of their actions, are asked to sit in the “thinking chair” until they are able or willing to discuss the appropriate behavior or action. Then they are allowed to rejoin the group.
- Teachers are encouraged to keep open lines of communication with the parents so we can work together in any situation that may arise.
- The Program Director is available on an on-going basis to work with teachers, parents and children in order to help each child develop appropriate self-discipline.
- Corporal punishment, including shaking or grabbing a child, is never allowed.
- Teachers are trained in appropriate standards of discipline for all children.

Behavior and Consequences

When students make choices that do not conform to acceptable behavior, disciplinary action will result. Unacceptable behavior includes such things as disrespectful actions or words, disobedience, aggressive behavior, disregard for the rules, and damage to property. Following are examples of offenses and consequences defined by our discipline policy. **Using these as a guide,** and after considering such factors as the seriousness of the offense, the surrounding circumstances, prior conduct and performance, and teacher recommendations, the director will determine the appropriate action to be taken.

Offenses: Unacceptable / Inappropriate Behavior	Consequences of Offenses in a Given Day
Ignoring a teacher’s instructions or redirections	1st Offense: Guidance on correct behavior, reminding child that we are to be kind to

Pushing, Shoving, Kicking	everyone. (Oral reprimand) and being safe.
Throwing objects: toys, blocks or furniture.	2nd Offense: Removal from activity or learning center and reinforce correct behavior. (incident notation on file)
Biting	3rd Offense in same day: Parent notified and child may be sent home for the day and/or suspended for following day.
Being unsafe and/or endangering others Aggressive Behavior. (Pushing, Shoving, Punching, Etc.) Defiant Behavior. (Refusing to Follow Class Rules or Activities.) Frequent potty-accidents (preschoolers).	

Consequences of Offenses for Extended Time (2-4 weeks)	Consequence of Continual Offenses (4-6 weeks)
Re-direction to another activity.	Parent-teacher-director conference.
Parent Notification/Conference	Two-week probation to monitor improvement of behavior and/or offenses.
Behavior Chart is implemented.	Continue tracking on behavior chart
Conference schedule for follow-up review	After 6 weeks of Continual Offenses
	Parent-Director conference.
	Child may be suspended or withdrawn.

Suspension or Removal

The Director has the authority to suspend or cancel a contract of a student. The conditions, actions, or behaviors that would give cause for suspension are:

1. Displaying continued deliberate disobedience/disrespect.
2. Behavior is unchanged after much effort by the school staff.
3. Continual potty-accidents for a preschooler.
4. Continual late pick-up
5. Lack of support from parents in helping to correct area of concern

Probation

The director works as a facilitator to give the student, parents, and teacher an opportunity to work together to correct disciplinary problems. The director has the authority to place a child on a probation period giving the child an opportunity to improve behavior or areas of concern. The probation period will not normally last more than 6-8 weeks, and a behavior chart is kept during this period. At the end of the probation period, the director will determine if the student is in compliance or has improved with the disciplinary policy. Failure to comply may result in expulsion. Also, another room assignment may be available or offered.

SECURITY

The security of our students, faculty, parents and visitors is of utmost importance and requires diligent attention to detail, and cooperation. To that end, the following procedures have been implemented.

Sign In/Out Procedures

Parents and Visitors to Christ Chapel Academy during operating hours are required to enter and depart the school at the school entrance located on the front side of the church, register with the receptionist, and obtain a visitor's badge. Visitors are required to leave a pictured I.D. with the receptionist. Parents are required to wear parent I.D. badges or obtain visitor's badge. ***Failure to sign child in at the receptionist desk will incur a \$5.00 penalty fee.*** This procedure is to safeguard each child in case there is a true emergency in our building.

Kingdom Kids and Joyful Generation: Parents dropping children off between 6:00 AM – 6:30 PM will enter through the school entrance (located on the front-side of the Church) and sign in with the receptionist by entering the time and signature, and leave a picture ID, then accompany their child to the classroom. Once in the classroom, parent/guardian will sign the child in with the teacher and depart the building.

SCHOOL ARRIVAL AND DISMISSAL

All traffic must enter the grounds at the Smoketown Road entrance. Traffic must bear to the left of the church and park in a designated parking space. Parents will escort their child to their classroom and sign them in with the child's teacher. **Do not leave unsupervised children in automobiles or leave automobiles running; it's against the law. Do not park on YELLOW curb! This is for emergency vehicles only.** ☺

HEALTH REGULATIONS

In compliance with the State of Virginia Department of Human Services, Christ Chapel Academy Early Childhood Programs is required to have the health status, immunization records, emergency forms, and authorization for pick-up updated on an annual basis on file.

Hand Washing Procedures

Hand washing is the most important means of interrupting the transmission of infection among staff and children. Staff and children wash their hands before eating, returning from outside play, when hands have been in contact with any body secretion (e.g., nasal, oral secretions), after toileting and diapering. Sanitizer is provided in addition to soap and water.

Health Status (School Physical)

A dated, written statement of child's current health status, signed by an approved health professional shall be obtained at least annually for each child less than seven years old. Or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

IMMUNIZATION FORM

Information regarding all immunizations the child has had, including month and year each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the State of Virginia Department of Health. The immunization form shall be obtained at the time of admission or within 30 days of admission.

EMERGENCY FORMS

Information including parent's home and work emergency contact information, known allergies to foods or medications, and release of emergency medical treatment shall be obtained at the time of admission or within 30 days after admission. **Please up-date as necessary.**

DIETARY RESTRICTIONS

No food from home can be brought into the center except for special dietary needs (as prescribed by a physician). Written authorization from a physician must be on file for any child bringing specially prepared meals or snacks. All food must be labeled with child's name and date. Glass bottles are not allowed in classrooms. All remaining food must be taken home at the end of the day or food will be discarded.

Two percent (2%) milk is served at the center for all children.

MEALS AND SNACKS

Parents are encouraged to provide nutritional and safe snacks. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. **All snacks are to be in their unopened original container or individually wrapped.** Some suggested snacks are:

- Juice: apple, orange, or mixed fruit. Please do not bring sugar sweetened red punch or grape juice.
- Snacks: crackers, breads, pretzels, fruits, cheese, vegetables (all in bite-sized pieces).
- Please **do not bring** the following: popcorn, nuts, and grapes. Check with the teacher if you are in doubt about a particular snack, and to see if any child has food allergies.

Kingdom Kids: Meals and snacks are provided by the center and are included in the cost of tuition. Teachers may ask on special occasions for parents to donate certain food items.

Joyful Generation: Parents provide their child's snack and drink each day. Snacks should be individually wrapped and drinks in a disposable container. We suggest healthy snacks and juice or milk for the beverage. Cold water is available throughout the day.

BIRTHDAYS

Birthdays are a very special occasion for all children. We would like you to help us celebrate by bringing a special birthday snack for the afternoon. Cakes or cupcakes are appropriate for the occasion, but they must be **store bought and in the original container**. Please check with your child's teacher for the specific day and time. If you'd like to have a pizza party during lunchtime, please speak with the daycare office to finalize arrangements.

FIELD TRIPS

Field trips are an integral part of the preschool experience because they enhance the learning experience by offering opportunities not available in the classroom. Your child will be taking trips to local points of interest or neighborhood walks throughout the year. A parent may choose not to allow their child to participate in a field trip, but **the parent is responsible for finding alternate child care.**

A general permission form is required for all children and is kept in the child's file. Parents will be notified of an upcoming field trip at least 2 weeks in advance with all the pertinent information. Children are required to wear the designated school T-shirt, navy blue pants or shorts and close-toe shoes on all field trips. T-shirts are sold for \$12.00 at the office. **Children not wearing their T-shirt will be provided a new T-shirt and \$12.00 will be charged to child's account.** If we do not have new shirt, you may borrow a shirt for \$5.00 payable that day.

Car-seats are not required on school buses.

T-Shirts

A t-shirt is required for all preschoolers in Joyful Generation and Kingdom Kids, the cost is \$12.00 (payable to PACE), and is available at the Daycare office.

BOOK CLUBS

Each month parents may receive a book club order form. These books are at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the teacher receives points with which she can order books free of charge. We do ask that you choose your books carefully, as we cannot endorse all of the materials offered. If you have a question about a particular book or would like recommendations, ask your child's teacher. When ordering books, please pay by check, payable to the book club and return to child's teacher. **The office will not accept orders or payment.**

NAPTME

Kingdom Kids: All classes have Naptime daily from 1:00 PM to 3:00 PM. Children are required to rest on their cots for 45-60 minutes, but are not 'forced to sleep'. After the first hour, they may engage in quiet activities IF they do not disturb other children. Each child is provided a small blanket which is kept on their cot and laundered once a week. Cots and blankets are disinfected and cleaned weekly or as needed. ***NO PILLOWS, QUILTS, OR COMFORTERS ALLOWED due to health and sanitation reasons.***

Joyful Generation: Do NOT take naps.

SHOW AND TELL

Teachers will designate "Show 'n Tell" days. Please check classroom lesson plans. The children may bring a special toy, book or other item to share with friends that relates to the concept being taught for the week. Upon arrival to the classrooms, children are to place the item in the designated 'show 'n tell' crate. If in doubt, please discuss with teacher. **TOYS MUST BE LEFT AT HOME ON ALL OTHER DAYS.** If toys are in backpacks (except on the designated day) they will be taken to the office for parents to pick them up at the end of the day. We discourage toy weapons or other items that might encourage violence or aggression. Please **label all items** with child's first and last name. We aren't responsible for lost or broken toys.

PERSONAL CUBBIES

Cubbies are small, and must hold child's coat, jacket, or sweater, and backpack. All items must fit inside cubby and not hang out. Cubbies are to be cleaned out each Friday. Please check cubby on a daily basis to stay informed of your child's day or happenings at school.

STUDENT'S FOLDER

Parents should check daily for child's work, newsletters or announcements.

BACKPACKS

Small backpacks are required so children can keep an extra set of clothing inside. They need to be small enough (not on wheels) to fit inside the cubby or on the hanger. Please label.

ILLNESS PROCEDURES

Christ Chapel Academy implements procedures for a daily simple health screening and exclusion of sick children by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. ***A child who is ill upon arrival will not be admitted.***

In a child care setting, children come into contact with groups of other children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken. For this reason, the staff at the center will take constant precautions to prevent the spread

of disease. Many common childhood diseases are contagious and they are caused by germs which may be spread in several ways.

When children have been exposed to communicable diseases, all parents or guardians will be notified. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease or illness.

If your child shows any of the following symptoms, you will be called and asked to come immediately to pick up your child (required within two hours). Please help us protect the other children by responding promptly. Also, if your child has any of the symptoms at home, we ask that you keep him/her out of school until the symptoms are gone or until your physician says child may return (doctor's note). The sick child may be separated from the other children.

Your child will be sent home if the following symptoms occur:

1. Fever of 100 degrees or higher (99 degrees under the arm).
2. Vomiting
3. Green nasal discharge
4. Pinkeye – tears, redness of eyelid lining or eyes, or discharge in eyes or child is constantly rubbing eyes
5. Diarrhea
6. Severe itching of body or scalp or scratching of scalp
7. Crusty, bright yellow, dry, or gummy areas of skin
8. Severe coughing (child gets red or blue in the face)
9. Unusual spots or rashes
10. Sore throat or trouble swallowing
11. Infected skin patches

Your child may return to the center if he/she:

1. Has been fever-free for 24 hours prior without the use of Tylenol (temperature will be checked upon return to school).
2. Has been on an antibiotic for 24 hours or more.
3. Has had a 24-hour lapse since the last episode of vomiting.
4. Has had a regular bowel movement and/or has lapsed since last diarrhea during the past 24 hours.
5. Has clear nasal discharge.
6. Ringworm (after treatment) must be kept covered at all times

ACCIDENTS AND MEDICAL EMERGENCIES

It is our prayer that the Lord's protection will prevent any serious accidents from occurring. We are, however, prepared for all emergencies. Most of our teachers are CPR/First Aid certified and there is always at least one staff member trained in CPR and First Aid at the Academy. When you enrolled your child, you completed a medical release form, giving us permission to authorize emergency medical treatment and transportation. You will be contacted immediately in case of a serious medical emergency, or an incident/injury to the head.

We strive to provide the safest possible environment for your child. It is our goal to contact a parent whenever a child is injured regardless of seriousness by telephone or upon pick-up but sometimes, we do not witness or know of the incident/injury.

Whenever a child does get hurt and the teacher is aware of the incident/injury, no matter how minor, the teacher will prepare an Incident/Injury Report. You will receive a copy of the report when you pick up your child at the end of the day. Please sign the report form and leave the original with the teacher or daycare office for our records.

DISPENSING MEDICATION

Parents need to bring medication directly to the Daycare office if the child requires medication during school hours. ***Medicine is never allowed in any classroom or backpack!*** Parents must complete a Medication Authorization form for each prescription when any medication is to be administered. Medication forms must be updated every 10 days and have a new prescription label on the medicine container. If a student must be administered medication on an ongoing basis, an additional authorization signed by a physician must be on file in the office, and be updated every six months. All forms are available in the office.

In order for medication to be dispensed, the following guidelines must be followed...

- Prescription medication only.
- Placed in a zip-lock bag with a medicine dispenser (required).
- It must be in original container with the original label showing the student's name, name of the medicine, dosage, times to be administered and the start and end date for administering the medication.
- Name on authorization form must match the name on the prescription labeled bottle.
- Non-prescription (**over-the-counter**) medication will not be administered without the written consent and direction of a physician.
- Medicine dispenser is required. No dispenser will result in medicine not being administered.

We will ***dispense medication*** at the following times: **10:00 AM, 12:00 noon, or 3:30 PM.** Parents are responsible for administering the first morning dose to their child. The child must be on medication for 24 hours and have received four doses before we will dispense medication.

Diaper-rash ointments may be applied to the child's bottom (if child is in diapers) provided by the parents with a written permission form for the period of noticeable irritation. Ointment will not be administered on an every day occasion.

*****We do not dispense medication to any child in Joyful Generation Preschool*****

INSURANCE CLAIMS

If a student is injured while attending Christ Chapel Academy, supplemental accident insurance is available to cover health care costs beyond those covered by parents' health care plans. Parents must work directly with the director to coordinate claims under this program.

FIRE SAFETY

To help students understand fire safety, the staff will introduce simple rules they would need to follow in case of a fire emergency. We will have a scheduled fire drill at least once a month. We encourage you to reinforce fire safety in your home.

LOST AND FOUND

Articles that have been found with no name on them will be kept in the lost and found basket for one week in child's classroom. Afterwards, it will be placed in the school's lost and found locker located in the physical education storage area of the gym. Parents and students may reclaim articles when items are set out on tables periodically. Articles not claimed within one month will be donated to a local charity or kept for children who have accidents in the center.

UNIFORM CODE

Principles given in the Scriptures (I Corinthians 10:31; 11:1-16; 14:40; I Tim. 2:9-10; I Peter 3:17) indicate that the Christian is expected to reflect certain standards in appearance and grooming. Our outward appearance is a reflection of our heart and mind. Through our clothes, hairstyles and cleanliness, we either draw attention to ourselves or magnify the Lord.

Our dress code is designed to teach young people an “outward adornment” that reflects the inner beauty of the Lord Jesus Christ. It enhances the development of a “meek (submissive, yielding) and quiet spirit, which is in the sight of God a great price.” (I Peter 3:3-4)

Since Christ Chapel Academy serves families from many different backgrounds, it is only natural that there will be differences in dress and grooming customs. Children should be dressed appropriately to allow them to experiment with the different mediums or activities and not be worried about ruining a ‘Sunday Outfit’ or shoes. Pre-K has a specific dress code.

T-shirt: School T-shirt is required for all field trips. All other t-shirts should have appropriate designs or writings that are conducive for a Christian environment.

Pants: Students should wear clothing that is easy for them to take on or off. TODDLER’S (not potty trained) should wear clothing with snaps on the legs. All shorts should come close to the knee, and be loose fitting to allow for easy removal.

Belts: **NO BELTS** for children under 3 years of age. Belts cause children to have accidents while they’re trying to unbuckle the belt. Belts may only be worn **IF** a child can buckle and unbuckle independently.

Jumpers: These are cute on children but are very hard for them to manage independently and can cause children to have potty-accidents. Be sure your child is able to go to the bathroom independently if wearing a jumper. When wearing skirts and dresses, shorts are recommended to wear underneath.

Shirts or Blouses: Designs should be appropriate for young children in a Christian environment.

Accessories: Girls’ stockings can be worn **IF** child is able to take down and pull up independently. We are not responsible for lost or broken headbands, hair bows, etc.

Shoes and Socks: Street shoes or athletic shoes are required at all times. Shoes must be properly tied and socks worn at all times. Sandals are **NOT** allowed at any time.

Physical Education: All children play outside regardless of clothing. It is highly recommended that children dress in regular play clothes. We are not responsible for damaged or soiled clothing from playing or painting. Please dress appropriately for the weather.

Music & Movement (PE in the gym on Wednesday): Must wear pants or shorts.

Hair: Boys hair should be neat and conservative and above the collar. Styles that draw undue attention or reflect a disorderly appearance are unacceptable. We recommend girls keep bangs trimmed or pulled back to keep out of their eyes.

Jewelry: It is discouraged for children, boys or girls, to wear jewelry. Generally, they become lost or broken during the child's day, and then the child becomes distraught. Earrings, if worn, must be small (no dangles or loops due to safety reasons).

Parents will be called and informed if the teacher needs to remove jewelry and it will be placed in the child's backpack or parents may come remove items of concern from their child. The final decision as to what constitutes proper dress and grooming rests with administration.

PRE-K DRESS CODE

Pants, shorts or skorts, dresses or jumpers: khaki (shades of brown or tan) and navy blue. Denim pants on Friday.

Shirts/blouses: Solid White or Blue (style doesn't matter) No designs.

Shoes (closed-toe) and socks are required at all times. No Sandals or slippers.

**** Failure to wear dress code will incur a \$1.00 charge ****

HOW TO CONTACT US

Christ Chapel Academy offices are open from 8:30 AM to 4:30 PM Monday through Friday. Periodically, you will receive information about various programs and activities that the church sponsors. Our administrative and pastoral staff is available to answer any questions you may have. Please stop by our receptionist's desk.

More information is available at our web site: www.christchapelacademy.org or www.christchapel.academy.org. Information is updated routinely. You may also contact us by calling (703) 590-8818 or by e-mail.

POSITION

Early Childhood Director

CCA Administrator

CCA School Secretary

Accounting

Kingdom Kids/Joyful Generation (daycare office)

Senior Pastor

Outreach Pastor

PERSON

Sheila Nelson

Paul Miklich

Patti Branscome

Brittney Daly

Bill Roberts

Jonathan Gray

E-MAIL ADDRESS

snelson@christchapel.org

pmiklich@christchapel.org

SchoolSec@christchapel.org

pbranscome@christchapel.org

bdaly@christchapel.org

ChildrensCenter@christchapel.org

broberts@christchapel.org

jgray@christchapel.org

CODE OF COMPLIANCE STATEMENTS

1. Christ Chapel Academy Children's Center is exempt from licensure.
2. The center is inspected and must be approved ANNUALLY by an official from the local health department.
3. The center is inspected and must be approved ANNUALLY by an inspector from an authorized Fire Prevention Bureau or by the State Fire Marshall.
4. Staff Qualifications include but are not limited to academic training, work experiences, and personal attributes (model Christ's love to all).
5. Christ Chapel Academy is located at 13909 Smoketown Road, in Woodbridge, VA. Our educational wing was built in 1999 and accommodates up to 360 children enrolled in our Children's Center.
6. Our kitchen staff provides on-site cooking for our full-time students and school K-12. We provide breakfast, two snacks, and lunch to our full-time children in Kingdom Kids. For children enrolled in K-12, an Ala Carte menu is available from 7:30-8:00 a.m. and lunch is provided, both at an additional cost to the tuition fee. Vending machines with snacks and drinks are also available.
7. Our playground was built in the fall of 2002 to provide a safe play environment. We maintain a softening ground cover to help prevent injuries to children.
8. The maximum number of children the center can enroll at any one time is 360.
9. Exemption law requires each staff be certified annually by a Practicing Physician to be free from any disability which would prevent them from caring for children. Also, staff is required to become CPR-First Aid Certified.
10. Christ Chapel Academy established and implements proper hand washing procedures for staff and children before eating, returning from outdoor play, when hands have been in contact with any body secretion (nasal, oral secretions), and after toileting or diapering.
11. Christ Chapel Academy provides appropriate supervision of all children, including daily intake and dismissal to ensure the safety of children. Staff/child ratios are maintained as follows: 2 to 6 years: 1 staff to 1-10 children; 6 years of age and older: 1 staff to 1-25.
12. Christ Chapel Academy implements daily simple health screening and exclusion of sick children by a person trained to perform such screenings. Daily health screening is a health observation of children designed to alert staff to the signs and symptoms of an illness by promptly identifying changes in a child's pattern of behavior or physical appearance.
13. A person trained and certified in CPR and First Aid is present at all times whenever children are present.
14. Christ Chapel Academy established and implemented procedures to ensure that all children are in compliance regarding immunization of children against diseases.
15. Christ Chapel Academy implements policies and procedures to ensure that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment.
16. Staff is trained to recognize signs of child abuse and neglect of any child less than eighteen years of age. We schedule the local department of social services to provide training in this area.
17. Christ Chapel Academy will contact the local department of social services (Child protective services) for any child we suspect is being abused or neglected.
18. A valid driver license is required when operating any motor vehicle on any highway in the Commonwealth.
19. School bus/vans are inspected every 12 months and display a current inspection sticker. Vehicles are in compliance regarding insurance used to transport children.
20. Criminal record checks and child abuse & neglect central registry checks are completed on all employees and volunteers who is expected to be alone with children in our center.
21. Christ Chapel Academy requires proof of a child's identity and age, as well as information from the person enrolling the child. This information is required prior to the child attending our school.
22. Child restraint devices are required for transporting children.