

Carolina Christian



Academy

Early Learning Center Handbook

Revised 2025-2026

INTRODUCTION TO OUR PRESCHOOL

CCA is a private, Christian developmental school that follows a strong academic curriculum for children as young as 3 years old. We refer to the preschool department as our early learning center, which is on its own campus at 1321 Free Pilgrim Church Road in Thomasville, NC.

We structure our early childhood education curriculum around key elements of development to ensure the growth of the whole child. We focus not only on teaching and learning, but also on social, emotional, physical, and spiritual development.

Areas of academic importance include, but are not limited to: early learning skills in literacy, math, art, science, and Bible. We focus on providing each child with the necessary foundation for school readiness. In addition to academics, social and emotional well-being plays a significant role in a child's development. Our curriculum, various activities, and daily experiences provide children with opportunities for fun, enriching, and joyful early learning while they build meaningful relationships with their peers and teachers. Character building and Scripture memorization are important focuses and are woven throughout our curriculum.

We appreciate the diversity of our families and celebrate each child's unique qualities. As we work with families to benefit children, we intend that our care, respect, and understanding will be evident in all our interactions. Our teachers are committed to working collaboratively with parents to achieve the best possible results for their children.

We create a positive environment that encourages children to explore their surroundings daily. Upon completion of our program, we believe that the children's experiences at CCA will provide them with the necessary strengths for emotional, social, academic, and spiritual success in their future.

Our Goals and Objectives:

- To provide a warm, supportive environment for children where they receive the nurturing and positive reinforcement they need to develop to their full potential.
- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide appropriate and meaningful play experiences that contribute to the developmental needs, interests, and abilities of each child.
- To build important foundations for future reading skills and other academic pursuits such as science, math, technology, and languages – recognizing that each child comes to learning at their own unique pace and with distinct interests and abilities.

Programs Offered:

In each of our programs, we provide a strong curriculum with dedicated teaching staff who are trained and skilled to meet the specific needs of the age group. We teach three- and four-year-olds who are potty-trained and can communicate.

ATTENDANCE OPTIONS

5-day

Choice of ½ or whole day plus after care

HOURS

Flexible hours from 7:30 AM to 6:00 PM

Core school day hours are from 8:00 AM to 11:30 AM.

Afternoon Care school day hours are from 11:30 AM to 2:00 PM.

Extended-day hours from 3:00 PM to 6:00 PM are available at an additional charge.

Curriculum:

The school's dedicated Curriculum Coordinator actively works with teachers to promote age-appropriate educational activities throughout our programs. Extensive resources and materials are provided to help teachers create a stimulating learning environment. Our custom curriculum is designed to give children the opportunity to explore a wide range of developmentally appropriate activities within a warm and supportive setting. Teachers work to provide a good balance of child and teacher-initiated activities. Children are provided with a variety of open-ended activities and materials that promote creativity through:

- Language Development
- Creative Art
- Bible stories
- Math, Science, and Sensory Experiences
- Music and Movement
- Learning Centers and Manipulative Exploration
- Fine and Gross Motor Development
- Outdoor Experiences

A wide selection of developmentally appropriate materials is available for the children. Teachers provide alternating activities using different materials daily. Time is scheduled for children to interact with one another and with the materials provided. Curriculum expectations and academic focus expand as the children transition into TK, K, and grade 1.

Children also have opportunities to interact in large and small groups throughout the school day. To further enhance the curriculum and to promote themes, outside presenters are invited to school.

Our curriculum provides meaningful hands-on experiences that engage children in a wide variety of concepts to promote self-confidence, a healthy sense of self-worth, respect for themselves and others, independence, curiosity, and critical thinking. We teach to the whole child and support their development in all domains. This includes a focus on character building, citizenship, while they learn to be Christ-followers. Our learning schedules are posted outside of our preschool doors.

Our Faculty and Staff:

We take great pride in the special qualities, experience, and talents of our faculty and staff. They are selected not only for their educational background and work experience in the field of early childhood education, but also for their personal qualities of warmth, empathy, and the ability to relate positively to others.

All prospective teachers go through an interview process with both the Administrator of the school and Director of the ELC. The teachers are evaluated on their teaching skills, interactions with children, enthusiasm, and overall ability as a classroom teacher. We check references, perform thorough background checks, and require staff to maintain CPR and First Aid certifications yearly.

Our Administrative Leadership Team consists of an involved Owner, Administrator, Director of the ELC, Head teacher, assistant teachers and an office team.

II. FAMILIES AND COMMUNICATION Parent Involvement:

Parent involvement is a hallmark of our ELC Preschool. Parents are encouraged to take an active role in supporting their child's early education.

Families are encouraged to participate in school activities and provide input on a regular basis.

Parents can help their child by discussing and expanding on each day's learning at home.

Parents can involve themselves in a variety of ways, such as volunteering in a classroom, sharing their talents or hobbies, accompanying children on nature walks, collecting materials for children's projects, donating books or toys, and assisting with classroom or all-school events.

Communication:

It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. While teachers are not able to have lengthy conversations in the classroom during drop off or pick up, we are always happy to arrange a time for more detailed conversations. It is through working together that we can best meet your needs and those of your child. If you would like to have more than a few moments to talk, we encourage you to set up a phone call or a face-to-face conference with your child's classroom teacher(s).

Early intervention by parents and the school provides the best opportunity for the resolution of difficult issues.

The connection between home and school is essential. We ask that you share information with us, including any changes at home that may affect your child at school. These changes could include a death in the family, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, a family status change, or a new sibling. It is also important for us to be aware of any special support or services your child may be receiving outside of school.

Information you share about your family is kept confidential. Changes that may seem routine or ordinary to an adult may be regarded as unusual by a young child who has not had as many years of experience in dealing with changes. These changes and others often lead to different behavior in the classroom. We can teach and work better with your child if we are aware of any changes at home.

Parents have a variety of options when it comes to learning about their child's day at school.

Some avenues used daily include: verbally speaking with a teacher, reading posted information on the parent board on the white board in the reception area, FACTS updates, emails, and phone calls.

Teachers dedicate time to ensure that these avenues are updated, both for the classroom, as well as individual children.

NEWS AND VIEWS:

A newsletter goes out from CCA occasionally, called the News and Views. It is put out by the Journalism class.

FACTS:

An online portal is available for parents and is accessible via our school office upon enrollment. The portal includes all the forms of communication parents need.

Back to School Night:

Back-to-School Nights are held for parents of our early learning programs during the first month of school in the fall. These evenings provide an opportunity to meet the child/ren's teachers and learn about the curriculum and procedures. We require parents or guardians to attend.

Visitors:

Guests are welcome to visit the academy provided that permission from the administrator is obtained in advance. Guests are asked to defer to the dress code of modesty and the behavior standards of CCA while visiting.

Parents may feel free to visit the academy at any time with the permission of the administrator. Out of respect for the teacher and to minimize classroom disruption, please stop by the front desk to ensure that it is a good time to visit your child's classroom. When visiting a classroom for any reason, please report directly to a faculty or staff member, not directly to the student you are visiting. While visiting the academy, please show deference to the academy dress code of modesty.

Parents must stop by the front desk if they need to leave something for the student or teacher, or if they must pick up a student during the day.

All parents, relatives, and visitors are to check in at the early learning center's front desk. Parents and visitors should only enter the school through the main front door of the early learning center building. Visitors should get prior approval before a visit, as this is a closed campus during school hours for safety reasons. All other entrances are locked during the school day to prevent unsupervised entry into the building (exiting is possible at all doors). We make no exceptions to this rule, and the rule also applies to staff and faculty.

Dropping Off Your Child at School:

An adult must accompany children into the building, where a staff member will greet them each day. The person dropping off the child must sign the child in every day with a full legal signature and record the time of arrival. The child's hands should also be washed upon entering the classroom (Germ X is in an adult-level holder), and a restroom is available near the office. Any information about changes in the child's daily routine should be shared with the secretary, who will inform the teachers. Our staff will communicate any policies, procedures, or concerns regarding the child to the person dropping off at this time. It is essential that a staff member acknowledges your child's arrival. Never leave your child unattended.

To walk past the front desk, you will need your CARD pass. It is a card you will keep hanging in your car. The pass on the mirror allows you on campus, and the card in your hand allows you to walk into the school.

It is important to remember, to benefit from the learning program, children are expected to arrive by 8:00 AM. When children are late, it disrupts the learning process not only for that child but also for their classmates. If we find a child is frequently arriving late, we may require a parent conference to address the issue.

Access of Records:

The school values privacy and wants to be sure that it protects information concerning families. School staff may access your child's records and health information for school purposes. The NC Department of Social Services/Licensing Division has the right to interview children and review children's files without the permission of the parents under state regulation. To date-we have never been investigated.

Picking Up Your Child from School:

Parents must pick up their children by entering the building through the office using their own Personal Identification CARD and signing their child out.

Your child must be picked up promptly according to posted hours. Children will only be released to adults (18 and older) previously authorized, and picture identification is required for anyone not recognized by our staff. Your complete (full legal) signature and time of departure are required to sign your child out each day. You must make sure that your child's teacher acknowledges that you are taking your child.

It is unlawful for anyone under 18, other than a parent, to sign in or out, regardless of their relationship to the child. Therefore, children will not be released to siblings, relatives, or friends under 18.

We take the safety of all children on campus seriously. While children are in our staff's care, we supervise them closely and enforce safety rules. It is crucial for parents to follow and uphold the same safety rules when picking up their children and when outside the classroom, as the children are no longer under our supervision. While you are welcome to stay at school and socialize with other children and parents, we kindly ask that you pay special attention to your children when they are in your care to keep them safe.

Children must be in the company of their parent or guardian when entering/exiting the building. They may not run ahead of their parents when leaving and must have their hand held while on the stairs or in the parking lot. It is not permissible to play in the trash bins, in the mop filling area, climb on the rails, or wander in and out of doors. Please make sure that your children are properly supervised so as not to endanger themselves.

Updating of Emergency Contacts:

It is important that the school maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parents' responsibility to make sure that the school has *current contact information*. If there are any changes to this information, the office must be notified promptly so that they can update their records. You may also verify we have up-to-date Emergency Contact information in FACTS.

Parent and Child Identification:

Upon enrollment, *verification of identity is required* from at least one parent and the child. For the identity of the parent or court-appointed legal guardian, one of the following items is required:

1. Driver's License (or government ID card)

2. Current Passport or Permanent Resident Card

For identity of the child and to confirm parentage, we require an Official or Certified Copy of the child's Birth Certificate (*a hospital "Record of Birth" is not acceptable*). Any document containing a foreign language shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

A child may not start without verification of identification from at least one parent. If none of the child's documents are available by the start date, the child may start, and enrollment will be considered provisional for 90 days. If, after 90 days, we have not received verification of the child's identity, the child will be immediately withdrawn.

Release of Child:

We maintain a strict policy regarding the individuals to whom we will release a child. Enrollment forms require a parent to specify individuals to whom the child may be released.

Advance authorization is required for a child to be released to an individual other than those already listed. It is recommended that parents name everyone who *might* pick up their child when enrolling and update this information regularly. Only in cases of extreme necessity or emergency should a change be made over the telephone. When notified by telephone, we may request that certain family information be confirmed for verification. The person picking up the child will be required to present identification when arriving at school.

Should a person other than the child's parent(s) or those indicated arrive to pick up the child, a parent and/or the first available person on the emergency contact form will be notified, and the child will not be released until proper authorization is received. Should an unauthorized person become confrontational or uncooperative with our staff, we will immediately notify the police.

We will not release a child to any parent, relative, or other authorized adult who appears to be impaired, using drugs or alcohol. In the event this situation occurs, a telephone call will be made to an alternate emergency contact person or the police.

Parent Code of Conduct:

We expect parents to observe a certain standard of conduct as a part of our school community.

The following items are not acceptable while on our campus:

- Physical or verbal harshness toward children (yours or others)
- Threatening, harassing, or otherwise disrespecting teachers, staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents, teachers, or staff
- Making disparaging comments regarding the school to teachers, staff, parents, or anyone other than administration in private (including outside of school)
- Using contact information for CCA for commercial or any other improper purpose

- Not following policies designated to protect the safety and security of everyone at the school. Any violation of this policy could result in the immediate withdrawal of the family.

Grievance Procedure:

If you have any concerns regarding school policies or the care your child is receiving, you are encouraged to speak to the appropriate person. If the concern is regarding a teacher, the classroom, or your child, you should first initiate a conversation with the teacher. Many times, this approach will result in a satisfactory outcome not requiring any further discussion.

If you feel that the issue merits the attention of the Administration, you should ask for a meeting with the Director of the ELC or the Administrator. Any concern with financial issues may be discussed with the Business Office. If at any time you feel that your concern has not been addressed to your satisfaction, you are encouraged to make an appointment with the Director of the ELC, Administrator, or the President. No direct contact with the school board is allowed. Please do not hesitate to express any concern at any time. It is our goal to make sure your child's experience at CCA's ELC is exceptional. We pride ourselves on having families who are happy and genuinely love being part of our school.

Custody, Court Orders, and Changes of Family Status:

We encourage parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law.

The school denies a parent access to their child only if there is a legal document that addresses that denial. In these circumstances, we require (1) a certified copy of the current court order, which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child, and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instructions will be accepted.

Visitation schedules and parenting plans are agreements made between parents and are not binding on the school. The school will release a child to any parent per school policy, unless otherwise directed by a valid court order. Visitation with the non-custodial parent may not take place at school.

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support, and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use these records rather than staff testimony in resolving these types of disputes.

III. HEALTH, SAFETY, AND DISCIPLINE Licensing and Health Dept. Rules:

We are licensed by the State of NC and must abide by all rules and regulations outlined by the state. If you have a question regarding these guidelines, please see the Administrator.

Health Assessments:

Each child is required to have a current health form on file. The health form must be completed by a physician and must have been conducted within one year before the date of enrollment. The form must include a record of up-to-date immunizations and the signature of the child's physician. The form must be completed and returned before the child's first day of school. Thereafter, whenever immunization renewal information is needed, parents must update immunizations by bringing in the documentation filled out by the physician. Parents will be given 15 days to update their current records. Failure to do so may result in the child being withdrawn from school.

Allergies or Special Dietary Needs:

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and the required treatment on a Food Allergy Action Plan form and discuss it with both your child's teachers and office staff. The allergy information will be attached to all required medication(s) and copies made for your child's teachers and file. If there are additional items your child is allergic to, we will work with you to try to prevent your child from encountering the item(s).

Despite our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot guarantee your child will not meet an item that may affect him or her.

Drugs, Alcohol, Tobacco, and Weapons-Free Environment:

The use of cigarettes, E-cigarettes, vapor devices, and chewing tobacco is not permitted. The possession and/or use of drugs (including marijuana or cannabis infused items), alcohol, or weapons is prohibited. These restrictions apply to all persons on school grounds, including our parking lot, as well as on field trips, outdoor activities, and in school vehicles.

Incidental Medical Services & Administration of Medicine:

We will provide Incidental Medical Services to children for the following:

- Administering inhaled medications
- EpiPen Jr. and EpiPen
- Prescribed and over-the-counter medications

All medications (i.e., prescription medications, over-the-counter medications, lotions/ointments, lip balm, cough drops, etc.) must be in the original package, have the child's name clearly marked on it, and will be stored in a locked medication cabinet or medication refrigerator. Parents must complete an Instruction Form before the administration of the first service or dose. All medications must be administered following the pharmacy or manufacturer's label. Staff administering approved medications will be trained either by the child's parent or a medical professional before administering. Safety precautions will be taken

(i.e., using gloves, etc.). All necessary disposal equipment will be provided by the child's parent. Final disposal of biological materials will be the responsibility of the child's parent. A log will be used to record any services given to a student and will include the date, time, dosage, and the administering staff's signature.

All prescription and over-the-counter medications must be in their original packaging. No homeopathic ointments are allowed. Medication forms must have a beginning and ending date and can only be kept for a short period of time, except for approved long-term medications held for emergencies.

A parent must personally instruct a specific teacher or staff member on how to administer the medication to their child according to the attached physician's orders, following all generally accepted safety precautions. The child's parent must communicate any new physician's orders (i.e., dosage changes, etc.) and track expiration dates and replace medicine and/or equipment/supplies as needed.

Child Immunization Requirements:

Children in NC are required by law to receive certain immunizations to attend public and private elementary and secondary schools, childcare centers, family day care homes, nursery schools, day nurseries, and developmental centers. We are required to enforce these immunization requirements, maintain immunization records of all children enrolled, and submit reports. Please, communicate if this is an issue, and we will make other arrangements.

Sunscreen:

Parents are responsible for applying sunscreen to their child before arrival at school. If necessary, parents should provide sunscreen for their children while at school for school staff to reapply later in the day. The parent must label the sunscreen bottle with the child's name, complete a Sunscreen Application Authorization Form, and tape or rubber-band the form to the bottle. All sunscreen bottles will remain in our staff's care and are stored on-site (no aerosol's please). Additionally, parents may also encourage their child to wear a hat when playing outdoors. A paper must be signed if we are to apply the lotion to the child.

Developmental Needs and Special Services:

All children have special needs at different stages of their development and require effective accommodations to allow them to attain critical milestones in their life journeys. Certain children may have more needs due to their medical, physical, as well as psychological uniqueness or disabilities.

We do our best, within the limits of our professional abilities, to work with children with special needs due to physical, linguistic, mental, and/ or emotional disabilities. Please consult with a member of the Administration before enrollment if your child has special needs. Despite our best efforts, however, there may be times when participation in our programs, or a group setting in general, will not be in the best interest of your child at the current time.

We are dedicated to helping children achieve their full potential. Our teachers have expertise in child development and occasionally identify behavioral or developmental needs in young children that parents may or may not recognize. We work in a shared approach and involve

parents in the process of identifying the need and working toward possible solutions. In these instances, our staff may recommend additional observation, professional diagnosis, therapy, or services for the child or family.

We recognize that some children may require one-on-one assistance during the day. If you wish to have an occupational, physical, or speech therapist and/or behavior coach work with your child, at your own expense, we will work with you to formulate a plan that is in the best interest of your child. We make decisions on whether to allow these arrangements at school on a case-by-case basis, and a limited number of these individuals are allowed on our campus at any one time. Outside support personnel are required to complete a background check as required by state law and meet any other requirements set by CCA.

These situations take up a significant amount of administrative time to assist with coordination, scheduling, and paperwork. In addition, the required individual attention can affect the entire classroom dynamic. Unfortunately, if we determine a situation is beyond our capacity to assist or is detrimental to the classroom, we will have to require the parents to make other arrangements and withdraw the child from school. If your child is dismissed from the program, we will assist you with resources and referrals to assess and evaluate a program that is a better fit for your child's developmental needs. We do allow students to attend with a shadow. You must pay for your own shadow.

Basic First Aid:

In normal supervised play, children occasionally get injured. In case of a minor injury or accident, our staff will administer basic first aid. Any cuts will be thoroughly cleaned with soap and water; ice will be applied to any bruises, bites, or other injuries. All injuries or illnesses not requiring immediate parental notification will be documented on a Child Incident Report and provided to parents when the child is picked up at the end of the day. These will also be documented in FACTS.

We may call and ask parents' permission to apply a topical antibiotic or anti-itch ointment as necessary to treat or prevent infection in minor skin wounds or alleviate itching.

Emergency Medical Care:

In case of a medical injury or illness requiring immediate professional care (emergency), we will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

In case of an injury or accident in which an ambulance is not needed, but immediate professional care is required, we will contact the child's parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Our staff cannot transport children to a hospital or a doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. The child may be transported to a hospital by ambulance for emergency treatment when necessary.

Emergency Procedures:

We have emergency procedures in place and practice regular fire and lockdown drills with staff and children.

In case of a fire, there is a fire alarm that may be activated. Exit routes are posted with procedures at classroom exit doors. Fire extinguishers are inspected regularly.

In case of an emergency, our staff will act in the best interests of the children. Children's safety is always our priority. If our campus is unsafe, our temporary relocation and gathering place, if available, will be CCA's main campus (located at 367 Academy Drive) in Thomasville. In the event of such an emergency, you will be contacted at the first opportunity and given information and instructions.

Illnesses and Accidents:

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children will not be permitted at our school if they are not well or with any one or more of the following conditions:

1. Fever of 100 degrees or higher.
2. Any communicable disease or contagious infection.
3. Vomiting within the past 24 hours.
4. Diarrhea – three or more loose bowel movements in 24 hours.
5. Undiagnosed rash.
6. Eye discharge or Pink Eye; children can be readmitted after a medical diagnosis to rule out bacterial or viral infection, or after 24 hours on an antibiotic treatment.
7. Fatigue that prevents participation in regular activities.
8. Open sores and scabs, unless properly covered and 24 hours with an antibiotic treatment.
9. Head Lice – until treatment is effective and a follow-up evaluation has been made by a medical professional. (We are required to announce.)
10. Any one or more of the following: earache, signs of irritability or confusion, sore throat.

When a child becomes ill or injured at school, the staff's priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour, and the child may not return to school for 24 hours following the time sent home and until the symptoms subside.

Parents are advised to make alternate plans for care if the child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child promptly, or disregard of this policy by parents, may result in the removal of your child from school.

While a physician's note may be helpful, it does not guarantee that a child will return to school. Final decisions on allowing a child to return are made by the administrator or ELC director.

Discipline: We follow the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children. These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style, and family background. While some behaviors are typical for a specific "age and stage", we recognize that children learn appropriate social behaviors at

different rates. With that in mind, we observe and make individual behavior plans when necessary.

We believe in “positive discipline”, which focuses on positive behavior, rather than negative. We often pray with the children. We may need to redirect children and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove a child from the rest of the group. If a behavior persists, we will arrange a conference with the child’s parents.

The following techniques are used according to age-appropriateness and the individual needs of each child:

- Distraction and redirection: Suggest appropriate behavior (we do use time-outs).
- A quiet, private talk: Showing respect for children’s feelings, getting down on the child’s level, looking at the child directly in the eye, and giving him or her our undivided attention.
- Praise: Catch the child making “good choices”; praise the child when behaving appropriately.
- Indirect praise: Praise the child who is next to the child who may be having trouble.
- By using examples: When asking children to use calm voices, use a whisper voice.
- Arrange contingencies (if/ then statements): For example, we might say, “If you finish putting the blocks away, then we can...”
- Redirection to another area: Redirection is done in a positive manner. Teachers give a forewarning of behavior that needs to be corrected. When the child is not following directions and is demonstrating inappropriate behavior, teachers follow through with redirection to another area in the classroom or yard. If the child persists with inappropriate behavior, the teacher will shadow the child until the child is ready to resume play properly. Once the child is ready to resume play, the teacher will explain to the child why he or she was removed from the area and redirected to another area. The teacher will discuss with the child how to make better choices.
- Staff guide children in learning and expressing socially appropriate behavior that is individual to that child.
- Children are given a 5-minute warning when transitioning from one activity to another.
- Questioning vs. Telling: Teachers may ask the child a question such as, “What kind of

Aggressive or Disruptive Behavior in Children:

We are committed to making our environment as safe as possible for your child. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, defiance, sharing conflicts, or physical aggression may occasionally occur in young children. These types of undesirable behavior can sometimes occur before an adult can intervene, despite our best efforts, and it's occurring right next to a supervising teacher. Aggressive Behavior includes, but is not limited to: biting, hitting, pushing, sharing conflicts, other physical aggression, or in any way provoking an altercation. In older children, this may include verbal abuse or inappropriate language.

Disruptive behavior includes, but is not limited to, when a child requires extensive one-on-one teacher behavioral intervention, is disrespectful to adults, has recurring tantrums, willfully does

not listen or follow instructions, is frequently unkind to classmates, or regularly disrupts the atmosphere in the classroom.

We will be working with you to teach your child to participate, cooperate, and be a responsible member of the group. If a child's behavior places the child or other children in danger or interferes with the focus of the classroom, our policy includes, but is not limited to, the following:

- When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group.
- If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's welfare, or the inability of the classroom to function without disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to pick up their child.
- We may ask you to pick up your child and keep him or her at home for a period of one day to one week.
- Staff will document a record of behavior.
- Staff will inform and discuss with parents any child's behavior that is persistently disruptive and is not alleviated by individualized guidance techniques.
- If the behavior persists, a member of the Administration will notify the parent that the teacher has requested intervention.
- The Director of the ELC or the Administrator will speak with the parents, discuss possible courses of action, and then a plan will be designed and agreed upon by the school and parents.

We want your child to be a successful and responsible individual, and we look forward to working with you should any problem arise. If parents are unable to provide support, or even with the parents' support, the plan fails to improve the behavior, we reserve the right to withdraw the child.

If at any time we feel the behavior is a danger to other children or that the child needs more dedicated supervision, we will require the immediate withdrawal of the child until he or she is able to manage the undesirable behavior.

If one child consistently harasses another, either verbally or physically, we will contact the parents of both children. It is our policy in any written or verbal report about an incident involving more than one child that we will not share the name of the other child involved with the parents.

Reporting Child Abuse and Neglect:

All personnel working in a licensed childcare facility must report suspected child abuse or neglect. There is a criminal penalty for violation of this reporting law.

ENROLLMENT AND FINANCIAL AGREEMENT Initial Registration and Annual Re-Registration:

An Initial application fee is due upon enrollment into the school. Each following year, continuing children must pay an annual Re-Enrollment Fee with their completed Re-Enrollment Commitment Form in February, to guarantee a place on the class list for the coming fall. These fees are listed on the current Tuition Schedule and are non-refundable.

Expectation for re-enrollment each year is neither stated nor implied and may be withheld at the discretion of the school. If a Re-Enrollment Commitment Form is not completed and returned by the specified deadline, the child cannot be guaranteed a space for the following school year.

Financial Agreement:

Monthly tuition is due by the 15th of the month for 10 monthly payments beginning in August and ending in May. Please refer to the current Tuition Schedule for your child's tuition amount. Tuition rates change each year and are published in the spring for the following year. If the start date is changed, tuition will be charged from the original agreed start date and will not be refunded. If the child does not attend, all monies already paid will be forfeited in full. Our automatic electronic bank or credit card payment program is used to deduct monies owed for monthly tuition and any other fees and charges. Participation in FACTS is required for all families. If a family is not enrolled in FACTS, or their bank or credit card information is not up to date, there may be a late charge of \$35 for any tuition not received within one month of the due date. Any family account delinquent by more than one month will result in the child's immediate withdrawal. Re-enrollment is subject to availability after both the outstanding balance and an Initial Enrollment Fee are paid.

Absentee Policy:

Full payment of tuition is required every month, whether the child attends school the full month. There is no absentee credit when school is missed because of holidays, vacations, illness, isolation, quarantine, or for any other reason.

Withdrawal Policy:

You must give a written notice if you intend to withdraw your child from school. A Child Withdrawal Notice form is available online and in the office. Tuition will continue to be due for this notice period, and you will be responsible for the full month's tuition for any partial months of attendance. Any remaining final balance is due before withdrawal is considered complete.

School-Initiated Withdrawal Policy:

The school reserves the right to have any child removed from school at any time without prior notice or a corrective program being required. Any tuition or deposit refund is at the sole discretion of the school.

Late Pick-Ups:

If you expect to be late picking up your child, call the school immediately. We understand circumstances can sometimes occur that will cause a parent to be late picking up a child. **If a student is not picked up by 2:15, they will be transported by bus to the main campus. If parent has not arrived at main campus by 3:00, the child will be logged into After-Care program and charged accordingly.** However, if a parent is frequently late, a meeting will be held with the parents and an administrator to determine a plan of action. If there is no resolution, dismissal from school may be necessary.

Returned Payment Policy:

A \$30 fee will be charged for any returned check or electronic bank debit payment.

After-Care: Students may join aftercare if they cannot be picked up by 2:00. Aftercare is available until 6:00 PM.

School Closures:

The school will observe holidays, in-service, and other days during which the school will be closed, as listed on the school calendar. All days blocked out in red mean the campus is closed.

These days include, but are not limited to:

On occasion, the school may close for special all-school events such as Journey to Bethlehem. Families will need to plan for these dates in advance and must pick up their child(ren) by the specified closing time.

The school reserves the right to close with or without notice in extreme weather, natural disasters, communicable illness, or any other circumstances when necessary. Every attempt will be made to notify parents by email as soon as possible when an unexpected closure is required. The school may determine, at its sole discretion and at any time, to close earlier than usual for safety reasons. A parent will be contacted, and the parent and/or emergency contact should make every effort to pick up the child as soon as possible.

Please see our website and online calendar for the most current closure information. Full tuition is due for your child for all months, including those with closures. There is no tuition credit for any program on days when the school is closed.

V. GENERAL POLICIES AND INFORMATION Security:

We take security concerns very seriously. We regularly monitor situations that would affect the safety and security of our children and make plans accordingly. We will keep parents up-to-date when specific situations arise. We have evacuation and emergency response plans in place to best protect our children and staff. We conduct regular fire and lockdown drills.

Our main front entry door is locked to prevent unauthorized access onto the premises.

For security reasons, we ask that you not hold the door open for other individuals. Visitors must use the doorbell and wait to be admitted by a staff member.

Video and audio recording devices are located throughout the school for observation and security. If you have questions about these and other security systems in place, please talk to a member of the Administration.

Playground Activities and Safety:

Children learn through active use of their senses, and many great opportunities for learning occur outdoors. The playground is an educational environment and an extension of the classroom. Outdoor play allows children to learn about their physical capabilities and the world around them. Social skills are also developed by organized and informal play.

Children will be reminded to use equipment as it is intended to be used and will never be allowed to engage in hazardous play of any kind. Redirection, distraction, praise, and other techniques of positive discipline will be used when necessary to discourage unsafe play.

Formal Child Assessments:

Formal Child Assessments are conducted quarterly. These assessments help parents to understand where their child is in his or her development, and what areas can be strengthened. We incorporate both informal and standardized assessments during the year, as well as noting the individuality of each child relative to his or her progress. Teachers' observations of a child reflect the child's growth and needs, both as an individual and as part of a group. These assessments guide us, as educators, in developing our curriculum so that it matches the needs of the children in each age group.

If we have a concern about your child's development, a parent-teacher conference is required regardless of age. Conferences may be requested at other times by either parents or teachers as the need arises.

Transition to a New Classroom:

As we follow a typical school year schedule, children in our Early Childhood Programs normally transition to their next program at the start of the new school year in the fall.

Potty Training:

Our preschool classrooms do not offer a diaper-changing area, and therefore, children in this age group and up may not wear diapers at school. A child must be fully potty-trained to enroll or transition into preschool. Children in this program must be able to use the toilet independently and should be able to manage most personal hygiene needs themselves. Only occasional assistance will be provided by a teacher when needed. If we find that after admission into the preschool (or older) program, the child has frequent accidents and is therefore not fully potty-trained, the child cannot attend school until they demonstrate an ability to use the toilet independently.

Part-Time Schedules:

We recognize parents may, for any number of reasons, prefer a part-time school schedule for their children. We believe every child will benefit from their experience at CCA. However, it is not reasonable to expect children attending with a part-time schedule to glean the same social, developmental, and academic benefits as children attending full-time.

Uniforms:**GENERAL APPEARANCE**

As a Christian school, we desire to assist parents in teaching their children to strive to bring honor to Christ in everything, including the way we dress. Our outward appearance should reflect the beauty of Christ within and bring honor to Him. Students should dress for school in an appropriate and modest manner. We realize that CCA could never set dress standards to suit everyone's values. However, we ask parents to be sure your child is dressed according to these standards every day while attending the academy and academy-sponsored activities such as programs, fundraisers, and graduation. They should always be in dress code when on campus as

a school participant. **When attending an event but not participating, the student should dress like the uniform in modesty and neatness, even though the actual uniform is not being used.**

To facilitate modesty, CCA has adopted the use of spirit wear and a chapel day uniform. The school uniforms are required for students in grades K3-12. Details will be provided, and the online school store will be made available to all. Students should expect that all uniforms will be checked daily by the front desk, homeroom or classroom teacher, and by the administration. **Limited reminders will be given for uniform infractions or for forgetfulness. Repeated offences will result in the parents being contacted. The school will not continually contact the same parents for the same thing repeatedly throughout the school year. Please be mindful that your family is responsible for keeping the dress codes.**

If an occasion arises that makes being dressed in a complete uniform impossible, the parent must provide notification to the school at the beginning of the school day stating the reason why the child is not in full uniform dress. If this happens, the student is expected to dress in the nearest way possible to our uniform. **Students who participate in official school activities (programs, fundraisers, graduation, etc.) during or after school hours and on or off campus will be required to wear the CCA uniform.** Any student not complying with the dress code policy or failing to submit a satisfactory note of explanation may be asked to return home.

GENERAL APPEARANCE GUIDELINES

- Personal hygiene: Students are expected to observe daily personal hygiene, including daily baths or showers, and wearing clean, unwrinkled clothing that is in good condition. A bath or a shower, with soap/shampoo, is required every day, even in the winter. Students must smell and look freshly cleaned, and their hair must not look dirty or ungroomed. Clothing that touches the skin must be washed daily, and school jackets must be washed weekly. Please, purchase a new uniform when the current one no longer fits well, gets a hole in it, tears, or loses its brightness. *When an issue is noticed at school, a new uniform will be issued immediately and placed on the student's bill. One of our team members will call the parent or guardian.*
- Shoes: No flip flops are permitted for students under 18, as those are considered unsafe by the fire department. No crocs or shoes of similar appearance are permitted as they are not considered nice enough for academy wear. They are also considered a tripping hazard in an emergency.
- Outer Accessories: Students are not to wear school jacket hoods in the chapel. Some teachers may request that students keep their hoods down in class as well. Students are expected to cooperate with all teacher requests. Teachers should only need to ask once.
- To maintain a professional and standard appearance, **students** will refrain from wearing hats, sunglasses, caps, or jewelry of any kind during regular academy hours or when participating in sports events. The same rules apply during formal school events such as graduations or for any other event the administration deems necessary. Students may wear watches, but not smart watches, during the school day. Additionally, some jewelry adds a safety issue

during activities (for example, necklaces and large earrings). Jewelry is often sentimentally valuable or could be mistaken as costly, and we do not want to take responsibility for it; so we request that our students leave all jewelry at home. Small studs only are allowed in the girl's pierced ears, however. To keep a professional appearance, we also ask that all tattoos be covered by clothing while students, faculty, staff, and volunteer parents are at school.

BOY'S UNIFORMS

Dress Uniform (Chapel Days and Events):

Top: CCA monogrammed polo purchased from the online school store. Undershirts and additional clothing for warmth must be black if visible. Spirit wear is allowed in class; however, outside jackets or hoodies require permission.

Bottom: Black khaki pants matching the girls' skirt color in material and style. We do not provide uniform dress pants.

Belt: A solid black belt is required with pants featuring belt loops when the shirt is tucked in.

Socks: Choose socks that complement the uniform.

Casual Uniform (Non-Chapel Days):

Top: CCA graphic tee, available in various styles from the school store. CCA monogrammed jackets and other spirit wear from the school store may be worn in class.

Pants: Plain black jeans or black athletic pants matching the uniform. No sweatpants are allowed. If athletic pants feature a side stripe, it must match the uniform shirt color (white, red, gray, or blue; avoid green and orange, etc.).

Belt: A solid black belt is required with black jeans featuring belt loops if the tee shirt is tucked in.

Hair: Young men must maintain neat haircuts that keep hair off the ears, collar, and above the eyebrows. Styles should avoid extreme fads, unnatural colors, or excessive attention-seeking. Hair length should not exceed 2 inches when standing up. Parents are requested to monitor haircut needs regularly; reminders will not be issued after rules are violated. Haircuts should be scheduled monthly.

Nail Care: Nails must be kept short and clean. Nail polish is not permitted for young men.

GIRLS' UNIFORMS

Dress Uniform (Chapel days & Special Events):

Top: CCA monogrammed polo purchased from the online school store. Any visible undershirts or layers for modesty, comfort, or warmth must be solid black. Only CCA-branded jackets and spirit wear from the school store are permitted to be worn in class.

Bottom: Black MOD skirt with built-in leggings, available on the CCA website.

Skirts must fall below the knee while both sitting and standing. This is especially important if leggings are not worn. If a student's assigned skirt is too short, parents may speak with the administrator about alternative options.

Important Reminder: Children often grow quickly – please check uniform fit regularly and consider updating each quarter or semester.

If worn for warmth or modesty, full-length leggings must be solid black with no patterns or stripes.

Casual Uniform (Non-Chapel Days):

Top: CCA graphic tee, available in multiple styles from the school store. Only CCA monogrammed jackets and spirit wear may be worn in class.

Bottom: Black athletic skirt with built-in leggings, available at the front desk. Skirts must fall below the knee when sitting or standing. This is especially important when leggings are not worn.

Hair: Hair should be neat and presentable each day – no “bed head.” Hair coloring must remain within natural-looking shades (blonde, brown, black, natural reds, etc.)

Nail Care: Nails should be kept clean and at a short to medium, functional length. If nail polish is worn, it must be in natural or neutral shades (e.g., clear, French, pale pink, milky white) to maintain a polished, uniform appearance.

Religious Holidays and Events:

CCA is a private Christian school and does incorporate religion into our curriculum. Certain religious events and holidays that are culturally significant may be celebrated during the year with a religious focus. For example, in December, we celebrate the holiday season with the nativity, Christmas trees, and other religious symbols, as well as music.

Children's Belongings:

The school cannot be responsible for the safekeeping of any personal belongings brought to school, including clothing items. *Clothing and any personal possessions should be clearly labeled with the child's name.*

Babysitting & Outside Services Policy

At **Carolina Christian Academy Early Learning Center**, we do not recommend or approve families hiring our staff for babysitting or other services outside of school. If you choose to make such arrangements, please understand that the Academy cannot guarantee the suitability of the staff member and is not responsible for any issues, injuries, or damages that may occur.

For safety and professional boundaries, teachers may not babysit children currently in their classroom. If a family hires a staff member, that staff member is considered your employee—not an employee of the Academy—during that time. This includes any transportation or activities outside of school hours.

If a family and staff member enter into any paid arrangement, a **Waiver and Hold Harmless Agreement** must be signed by both parties and kept on file at the school.

Meals and Snacks: All food is parent-provided, and an opt-out form must be signed and on file because we are not keeping track of the nutritional balance for the families.

Naptime:

Preschool Programs: Parents are required to provide a nap mat or blanket and a favorite stuffed toy for use at naptime. Nap time is from 12:00 to 1:40 PM.

*Please make sure all items sent from home are labeled with the child's name.

Cell Phones:

Please do not use your cell phone while inside the school. Staff and children need your full attention as you arrive at school and when you pick up your child. Children are not permitted to bring a cell phone to school.

Parking and Speed Limit:

Parents may park in any available space in our lot. Please observe any posted parking restrictions. During special school events, we apply for an exemption to these parking rules so that you may also park along the school side of CCA Drive.

Please follow these important rules:

- The parking lot has one entrance and one exit. Enter and exit the parking lot in the proper direction.
- Your speed limit through the parking lot should not exceed 5 miles per hour. Drive at a slow speed, allowing you to stop quickly if necessary.
- Refrain from the use of cell phones while driving in the parking lot and while loading and unloading children.
- In the event of any accident, please notify the office immediately. The parking lot is always monitored by video cameras.

- Children must always have their hands held in the parking lot and be accompanied by the adult dropping them off or picking them up from school.
- Children may not be left unattended in the parking lot or in a car.
- Only Park in designated parking spaces, including within the “drop-off” zones.
- Carefully check behind and around you before backing up.
- Be cautious not to park within 15 feet of a fire hydrant.
- Do not block other parking spaces, and please be mindful of parking accurately within the lines.

Children’s Birthdays:

We enjoy celebrating each child’s birthday at school. If you wish to bring cupcakes for your child’s celebration, we kindly ask that you avoid dyed icings, as they can cause stains and may affect children with sensitivities to certain food dyes. Please provide **only vanilla or chocolate cake and icing** in the form of **mini cupcakes** to ensure all children can enjoy the treat safely.

Photography:

In our classrooms, photos are an essential communication tool for teachers, parents, and staff throughout the school year. We regularly hear from parents about how much they appreciate receiving these photos from the teachers. Photos help prompt parents to discuss their children’s day, which is important because many students (especially the very young) do not always articulate what they did at school or what they are learning. To help parents understand the types of things their children are doing and learning, we share classroom photos with the private Facebook group or in emails. To take these photos, we need a photo waiver signed, which is why we include it on the Admission Agreement:

*“I hereby grant to Carolina Christian Academy the absolute and irrevocable right and unrestricted permission to use my undersigned child’s name, likeness, image, voice, and/or appearance as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the Academy or its partners. I agree that the Academy has complete ownership of such material and can use said material for any purpose consistent with the Academy’s mission. These uses include, but are not limited to, videos, publications, advertisements, news releases, websites, and any promotional or educational materials in any medium. I acknowledge that I will not receive any compensation for the use of such images, videos, likenesses, etc. I hereby release and discharge the Academy, and its agents, representatives, and assignees from any claims and demands arising out of or in connection with the use of my name, likeness, image, voice, and/or appearance, including any claims for invasion of privacy, right of publicity, misappropriation or misuse of image, and/or defamation. I represent that I am the legal guardian of the undersigned and that I have read the foregoing and fully understand its contents. * This release shall be binding upon me, my heirs, legal representatives, and assigns. This agreement embodies the entire agreement of the parties (subject and photographer). No modification of this agreement shall be of any effect unless it is made in writing and signed by all of the parties to the agreement.”*

If you want to opt out of this, make sure to click no on the admissions form or let the office know.

For privacy, parents may not take photographs or videos of children other than their own at school, except when participating in large group activities together or during all-school events.

Anti-Bias/Multicultural Policy:

Our programs teach children to challenge discrimination, prejudice, and stereotypes while increasing respect and understanding for others. We incorporate a culturally diverse/anti-bias philosophy in our curriculum and classroom materials. Our diverse families are one of our best resources. Additionally, we encourage our children to participate in culturally relevant activities. We train staff to be culturally sensitive when interacting with children and families within our program. Because we are a secular institution, children will be referred to their parents if they ask a question that involves opinions on personal or religious beliefs.