



Parent Handbook

Providence Christian Academy

Homeschool Co-Op

Parent Handbook

2025-2026

704-454-7041

www.providencekids.org

Providence Christian Academy is a ministry of Providence Baptist Church

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Providence Christian Academy- Homeschool Co-Op **Mission Statement**

Providence Christian Academy encourages children to learn and grow through age-appropriate opportunities using our hands-on academic curriculum, while building their relationships with God. We strive to develop a strong, faith-based foundation between our families, students, and staff. We are always committed to providing a Christian environment where children are our first priority.

Isaiah 54:13 “And all thy children shall be taught of the LORD; and great shall be the peace of thy children.”

Welcome

Welcome to Providence Christian Academy! We are so excited to have your child join us for our inaugural year. The Homeschool Co-Op at Providence Christian Academy is an outreach of Providence Baptist Church, offering a Christian Ministry to our community.

We believe that God created ALL children to learn and achieve great things in their own individual way, and in their own time. It is our goal to provide the opportunities for that learning to take place. We understand that the years your child spends in school are few and precious, and also instrumental in developing them into the adults God has called them to be; therefore, we strive to nurture each child's natural curiosity and excitement for learning. We feel that our small learning community, Christian-based approach to education, is a wonderful way for many children to learn and hope you find it to be a blessing for your family as you navigate your homeschooling journey.

We strive to be a school where your child will receive a strong academic foundation and where your child will be taught about the love of Jesus Christ. We achieve this goal by having daily praise and worship, praying at lunch and other special times, offering bible based classes and curriculum, and, even more importantly, setting an example of God's love in our daily interactions.

I encourage you to take the time to read this handbook carefully and become familiar with our policies. I am always willing and ready to help you at any time; my door is always open for any questions that might arise during the school year.

A Special Invitation

The staff of Providence Christian Academy- Homeschool Co-Op would like to invite all parents and their children to visit with Providence Baptist Church for Sunday worship service, bible studies, fellowship, and worship events. Please check out their website at www.pbcharrisburg.org for worship times and more information.

Thank you,

Mrs. Stephanie
Director- Providence Christian Academy
Email: director@providencekids.org

Registration and Tuition

Registration

Each January, parents of current students will be able to enroll for the following year and are encouraged to register their child before classes open to the public. Children placed on the waitlist will be enrolled according to the date the request is made. An interview with family and child will also be conducted to ensure a good fit for families before final enrollment.

- Each student must complete the registration through Brightwheel. There will also be a registration packet required to complete registration (birth certificate, shot record, health form, emergency contact information, etc). *Please make sure that all information remains current (phone, email, etc.)*
- A child is considered “enrolled” when all forms have been signed, returned, and the registration fee has been paid.

The Registration Fee is non-refundable and is due annually.

Financial Policies

Tuition is due on the **15th of the month** beginning in August, for the following month. Tuition is considered “late” if it is paid after the 20th of each month. Checks should be made payable to Providence Christian Academy and can be sent with your child to be given to their teacher in the morning or can be given to staff at carpool. A computer-generated receipt will be sent through Brightwheel. Please save these receipts; they will serve as proof of payment. **We will not issue end-of-year statements.** Providence Christian Academy is a non-profit ministry. We depend on tuition to pay salaries and other expenses incurred. **Tuition payments can be paid with cash, check, or by ACH set up through Brightwheel.**

No financial allowances will be made for any type of absence. This includes days missed due to inclement weather, illness, or prolonged absences due to travel. If Providence Christian Academy needs to shut down due to COVID-19 or a similar illness, there will be **no tuition reimbursements.**

- A \$25 late fee will be added to the current month’s tuition if tuition is not paid by the 20th of the month. In order to maintain your child’s spot in the classroom, the tuition and late fee, if applicable, must be paid in full BEFORE the beginning of the month.

- Postdated checks will not be accepted.
- A \$25.00 fee will be imposed for any returned checks. After the 2nd bounced check, all payments must be made in cash.
- A one-time registration fee of \$200 is required for all new students enrolling in Core Programs. Students enrolling exclusively in elective courses will incur a separate registration fee for each elective course. All registration fees and tuition are non-refundable.

MONTHLY TUITION SCHEDULE

<u>Description</u>	<u>Monthly Cost</u>
Monday- Thursday	\$450
Monday- Wednesday	\$350
Monday/ Wednesday (2 days) Or Tuesday/ Thursday (2 days)	\$250
Tuesday only (1 day) Or Thursday only (1day)	\$150
Individual Elective Class	\$50

- There will be an additional cost associated with elective classes billed as a supply fee. This will be included in the course description.

Tuition Increases and Policy Changes

In order to maintain ideal standards and quality service, there may be periodic increases in tuition or changes in the school program. Parents will be notified at least 30 days in advance should such increases be necessary. Tuition Rates for the following school year are provided before Annual Registration.

Policies & Procedures

Arrivals

The doors of the Co-Op will open at 9:00 a.m. If you arrive early, you will not be able to enter the building.

All of our students will use morning carpool. We will begin carpool the first full week of school. Please have your child remain in the car until a staff member approaches the car to help your child out. **A map of the drop-off route and directions will be available in your teacher packet given at open house.** Morning carpool for the co-op will run with the carpool for preschool. We will start carpool at 9 and end at 9:15. Ideally, you should have your child here by 9:10 because we will begin our devotional time at 9:15. If you drop your child off after 9:15, please reach out through Brightwheel so we can look for you. If arriving after 9:15, you will need to come to the doors that enter the cafe (the same entrance used for carpool) so a staff member can get your child to their class. On Thursdays, we know students will be coming and going throughout the day. If your child is driving, please park in the lot on the right of the church, not next to the gym building. A few minutes before each class, a staff member will open the front door to the FLC to allow students to come in for class and to help facilitate getting students back to families that are not participating in the full day.

Departures & Late Pick-up

All students will be dismissed through carpool beginning at 1:45. Carpool should be finished by 1:50. If, for any reason, you are running late, please reach out through Brightwheel. A late fee will be charged if children are late being picked up more than once.

Security & Safety

Doors to the FLC will be locked promptly at 9:15 a.m. Please come to the cafe door leading to the church to be let in and taken to class. Our first priority is the well-being of every child enrolled at Providence Christian Academy, so you will need to keep your emergency information up-to-date at all times. This can be done by you in the Personal Information area of your child's account on Brightwheel.

- Please update any changes in address, phone number, cell phone number, job change, etc.
- We will only release your child to the people listed on your Brightwheel account.
- If you would like to add a person to your pick-up list, please do so in the app. This person will be asked to show proper identification.
- In case of an accident or emergency, the child's parents will be notified immediately so that arrangements can be made to take proper action for the emergency.
- If we are not able to contact the parents, we will contact the next person on the list, so please make sure the person listed is in town (not out of state).
- In the case of a serious injury, we will make a report in Brightwheel for you to have.

Weather & Closings

Providence Christian Academy follows the Cabarrus County schedule regarding days off and weather-related closings. When Cabarrus County Schools are closed for teacher workdays, vacations, or weather conditions, we will follow the same schedule unless deemed otherwise by the Director. The Co-Op will also be closed on Cabarrus County Schools' ½ days that are for the whole district (not just High School) so that teachers can use that time for planning.

- We will follow all 1 and 2-hour delays implemented by Cabarrus County. Any delay over 2 hours will result in the Co-op being closed for the day.
- Please remember that monthly tuition WILL NOT be adjusted for days out for any reason.
- Days missed due to inclement weather conditions will not be made up by the Co-op.
- Please note the status of Cabarrus County schools in order to be up-to-date on the opening/closing of the Co-op.

Lost & Found

We try to take care of the student's personal belongings. However, we cannot be responsible for damage to personal property or lost articles. Check with the director and with your child's teacher if your child has missing items. Please do not send in expensive items with your child, as we do not have a safe place to keep them during the day.

School Pictures & Photographs

School pictures are taken twice a year by a professional photographer. You are under no obligation to purchase your child's pictures. If you choose to purchase the pictures, you will work directly with the photographer to make payment for these photos. You will be notified in advance as to when pictures will be taken.

Teachers and staff at Providence Christian Academy often take pictures of activities and learning experiences the children take part in. These pictures will be posted on the teacher's private Facebook Class page. If you do not want your child photographed, please make the office aware, and remember to make a note stating this preference on your child's registration form.

Parent Communication

Teachers will send a message through Brightwheel to their parents at the beginning of each month, advising them of classroom news, general interest items, etc. The office will also send reminders and updates via Brightwheel. Please make sure you have the Brightwheel app downloaded to receive timely information regarding your child at school. You can also message the office through Brightwheel, as this is the primary tool we use to maintain open communication. On rare occasions when an email is needed, please send a message to director@providencekids.org. Please also send a note in Brightwheel letting us know of the email to ensure a prompt response.

Leaving Our Program

Providence Christian Academy requires a written 30-day notice. If a parent fails to provide a 30-day notice, they will be held responsible for the upcoming month's tuition. Students leaving our program during the year, but wishing to return, will need to pay the monthly tuition in order to reserve their spot, regardless of whether they are present at school. This is also necessary to maintain current student priority for the upcoming school year.

In the Classroom

Monday and Wednesday- Core Curriculum

As a homeschooling family, we appreciate that you are allowing us to partner with you to help create a well-rounded educational experience for your child. Mondays are open to students in PK-6th grades. We will be using The Good and The Beautiful curriculum for Math, Reading, Science, and Social Studies. Science and Social Studies will be taught in a multi-age format, while reading and math are more grade-specific. Specific materials that need to be purchased will be detailed after registration is complete and classes are set.

Tuesday- Core Plus

Tuesday is open to students in PK-6th grades. Tuesday is a curriculum day that allows for deeper exploration of the curriculum. We will use a hands-on approach to build on the Monday/ Wednesday curriculum. We will also engage in activities that encourage civic-mindedness and encourage greater exploration of pertinent math, reading, science, and social studies topics. These activities may include but are not limited to reading groups, math centers, group projects, seasonal activities, and community service opportunities.

Thursday- Elective Offerings

Thursdays are dedicated to elective classes. Thursday classes are open to students in PK-12th grades. You can select one or more individual elective classes or a full day. If you will be on campus, you must be in a class. For example, if you want to take an elective 1st and 3rd, you will also need to take an elective during the 2nd block, or you will need to leave the school building and return for the second class of your choosing. We do not have a location for your student to be supervised during a hole in their classes.

Parental Involvement

Parents are welcome at Providence Christian Academy at any time. Please feel free to volunteer for special events in your child's classroom. Contact the director if you would like to volunteer in the classroom, and we can arrange opportunities that allow you to be involved, while also allowing our students to grow and develop in their independence both academically and socially.

Discipline

Part of attending a Co-op is learning self-control. We believe that busy, interested students seldom have behavior problems. However, when it is necessary to exercise control, we use verbal and non-verbal cues to help a child regain focus on the task at hand. If these do not work, we will use time away, which gives the student a chance to calm down and gives the teacher the opportunity to talk with the child about the problem.

We always emphasize that the student is loved and cared for at all times. As teachers, we believe it is important to model kindness and forgiveness, which we encourage the students to also practice in their dealings with one another. In the event the behavior problem is an ongoing situation, we will escalate the concern to the director and will also engage in conversations with the parent to try to find a way to help the child develop self-control.

Significant Behavior Concerns

If there is a significant behavior concern that disrupts the safety and well-being of the class, those concerns will be addressed immediately by the director.

Threats of violence as well as any pornographic material, drugs, vapes, alcohol, weapons, or any other illegal items found on campus will be grounds for immediate dismissal or suspension from the program. Any incidence of these types of behaviors will be addressed by the director as well as the church pastor, and all decisions regarding consequences made will be final.

Dress code:

Students should come to school in clothing that is appropriate for learning as well as active participation in classroom activities. Clothing should be modest and not include any offensive logos or slogans. Shirts and bottoms should be able to touch so that students are not exposing their midriff or having pants hang too low. Shorts and skirts should be at a length long enough to enable students to comfortably move about and not be concerned about clothing shifting, resulting in a lack of modesty (typically this would be at least fist length for shorts and a little longer for skirts). If there are ever any questions regarding appropriate clothing options, please do not hesitate to reach out with questions. If there is a concern that can be addressed with a warning, the student will be asked not to wear a specific item in the future. If it is worn again, parents will be asked to bring an alternate outfit. If the concern must be addressed on the first wearing, parents will be asked to bring an alternate option before the student can attend classes.

Outside time:

We will have recess daily (including Thursdays) for a period of time following lunch. When the weather cooperates, we will be outside. Please send your child to school with the expectation that we will be going outside unless it is raining, or the feels-like temperature is under 32°F. We will also gauge the temperature in the warmer months to make sure it is appropriate as well.

Lunches

Please make sure your child has eaten breakfast prior to coming to Co-op. ***Your child's teacher will let you know if there are any food allergies in your child's classroom. Please help us keep all of our children safe by following the guidelines given based on allergies.*** If your child has any type of food allergy, please notify your child's teacher and fill out the appropriate paperwork for the office. We encourage you to pack a nutritious lunch for your child. Excessive sweets and candies are discouraged. Please make sure to send a water bottle with your child every day. Students will have access to water during class times.

Changes in routine

Please send us a message when your child will not be attending co-op. If there is a serious change in routine at home (ex: illness, death, divorce, moving, etc.), please let us know so we can help your child adjust at school. When you need to talk with your child's teacher, please send a message through Brightwheel or ask for a phone call so we can arrange a time for your child's teacher to be able to reach out and give you their full attention. Any time you would like to have a conference with your child's teacher, please give us a call and we will arrange a time for you as soon as possible.

Exceptional Child

We understand that all children reach milestones at various times in their lives. As co-op staff, we will help parents with documenting behaviors and academic skills for providers. We will support families as we all seek the best resources to help each child grow and thrive. We know the importance of early intervention and will assist in this area where possible. Observations gathered in conjunction with support from specialists and physicians will be used to guide our plan to support students and their families as they progress through their educational journey.

A Healthy Child

Sick Policy

It is our goal to keep all children in good health while in our co-op; therefore, we ask that you keep sick children at home. If your child develops a fever, diarrhea, vomiting, or any other signs of illness during the day, we will call you to pick up your child immediately. Your child will need to be picked up within 30 minutes. **A child may not attend school** if he/she has any of the following symptoms:

- A fever, vomiting, or diarrhea within the last 36 hours
- An unexplained rash
- Unexplained sore throat or ear pain
- Pink eye
- Head lice
- Any other communicable/contagious illness
- Covid 19

Please notify the office if your child has a communicable illness or infestation, such as COVID-19, chicken pox, pink eye, pinworms, ringworm, strep throat, hand, foot & mouth, mites, head lice, etc., so we can exercise additional control methods and notify other parents as needed. Please know your child's identification is always protected.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within 30 minutes. If the parent(s) cannot be reached or have not arrived within 30 minutes, the emergency contact person will be called to pick up the child.

In the case of certain illnesses, a doctor's release may be required before a child may return. Please read carefully the guidelines below for specific illnesses. Carefully consider the well-being of your child, other children in the classroom, and teachers when deciding how soon after an illness your child should return to school. Please familiarize yourself with the sick policies below for specific expectations and precautions.

****Please note if one or more cases of a contagious illness such as chicken pox, pink eye, pinworms, ringworm, strep throat, hand, foot & mouth, mites, head lice, etc. are found in the co-op, we will assume all children have been exposed and treat any resulting symptoms accordingly.****

Fever/ Vomiting/ Diarrhea

Your child must go 36 hours without a fever, vomiting, or diarrhea (without the aid of any medication) before returning to school. At the co-op, a fever is considered 100°F or higher. A child will be sent home for diarrhea that occurs during the school day. If a child vomits during the school day, staff will assess the situation and take into account any environmental factors that may have contributed to the incident. If those are not present, the child will be sent home. Parents will be notified if their child has had a fever, vomiting, or diarrhea during the school day.

Lice/ Nits

If a child is found to have lice at school, parents will be notified. A child must remain home for at least two days and be treated with a medicated shampoo. All nits must be removed before returning to school. It is recommended that the treatment be repeated seven days later to kill any new nits or newly hatched lice. For more information about Lice/Nits, please visit <http://www.cdc.gov/parasites/lice/head/index.html>.

Ringworm/ Tinea

This fungus is contagious and easily spread. It is recommended that the child see a doctor for medication. After 24 hours of application of the medication, the child may return. However, **the area must be kept covered** while at school with a waterproof bandage large enough to cover the area. Please send additional bandages with your child. If ringworm is not cleared up within 2 weeks, a doctor's note will be required for the child to return to school.

For more information about ringworm, please visit <http://www.cdc.gov/fungal/diseases/ringworm/index.html>.

Conjunctivitis/ Pink Eye

Your child will be sent home if either eye is red, irritated, itchy, draining liquid, or if eyelids/eyelashes appear to be crusty. If red, irritated, itchy eyes are not the result of pinkeye, the child is free to return to school once symptoms have cleared.

A child diagnosed with pink eye can return to school when:

- They have been treated with medication for 24 hours and are accompanied by a doctor's note stating they are no longer contagious, **OR**
- They have been treated with medication for 48 hours, and there are no longer any visible signs of pinkeye.

For more information about pinkeye, please visit <http://www.cdc.gov/conjunctivitis/about/index..html>

Fifth Disease and Hand, Foot & Mouth

Hand, foot, and mouth disease is a common viral illness that usually affects infants and children younger than 5 years old. However, it can sometimes occur in adults. It usually starts with a fever, reduced appetite, sore throat, and a feeling of being unwell (malaise). Painful sores can develop in the mouth (herpangina), a skin rash with red spots, and sometimes with blisters, may also develop over one or two days on the palms of the hands and soles of the feet; it may also appear on the knees, elbows, buttocks, or genital area. Not everyone will get all of these symptoms. Some people, especially adults, may show no symptoms at all, but they can still pass the virus to others. Your child will be sent home if any of these symptoms are present.

If you have any questions concerning whether your child is ready to return to school, please contact the school office. For more information about Fifth Disease, please visit <http://www.cdc.gov/hand-foot-mouth/about/index..html>

Covid-19

If your child is diagnosed with COVID-19, they will need to meet all of our typical well-child requirements regarding fever and general wellness to be ready to return to school.

Medications

We request that medications be administered before Co-op hours. If a medicine needs to be administered at co-op, a note describing the medication, its causes for administration, and dosing needs to be on file with the director. If medication needs to be administered on a short-term basis, please discuss this with the director.

Allergies

We will address any allergies as they are presented. Depending on the situation, this may require a nut-free setting. This will all be determined on a case-by-case basis. After lunch, **all** students will be required to clean their hands and faces. All tables will be wiped down and disinfected by the teacher before the students move to the next activity.

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The following are suggestions for all parties involved in order to ensure we work together to create the safest environment possible for all our children.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide
- Provide properly labeled medications and replace medications after use or upon expiration
- Educate the child in the self-management of their food allergy (**where age appropriate**), including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
- Provide emergency contact information

School's Responsibility

- Review the health records submitted by parents and physicians
- Assure that all staff who interact with the student regularly understand the food allergy, can recognize symptoms, know what to do in an emergency, and work to eliminate the use of food allergens in the allergic student's educational tools, arts and crafts projects, or incentives
- Communicate with all parents in all "Peanut Free" Classrooms about our policy and send reminders if necessary
- Be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Discuss appropriate management of food allergy with the family.

PCA- PARENT HANDBOOK AGREEMENT (2025-26)

Providence Christian Academy provides the parent handbook as a guide for our Co-Op families. It contains general information about our school, and it is critical that parents/guardians read and become familiar with the expectations and procedures stated within the handbook. A parent's/guardian's failure to be knowledgeable of the material will not serve as a reason/excuse for violations of these policies.

Providence Christian Academy Co-Op guidelines may be changed or developed during the school year. You will be notified of any additions or modifications.

***** To be signed digitally *****

I _____ parent of _____
(Parents'
First and Last Name)

(Student's First Name)

have read and understand the Providence Christian Academy Parent Handbook and agree to abide by the guidelines and policies stated within.

***** To be signed digitally *****

Parent Signature

Date

Updated 7/2025