



# Parent Handbook

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# Central Christian Academy

Greenbrier  
Vilonia

[www.centralchristianacademy.org](http://www.centralchristianacademy.org)

Dear Family,

Welcome to Central Christian Academy! We feel blessed that you have chosen Central Christian Academy and that you are giving us the honor of having your child in our preschool program. Our prayer is that you and your child will know how much you are loved by us and by the Lord Jesus Christ.

Central Christian Academy is a full and part-time Christian preschool program for children ages 6 weeks to 4<sup>th</sup> grade. Central Christian Academy is designed to minister to children through quality early childhood education while nurturing Christian values and equipping children with skills socially, physically, academically, and spiritually.

The following handbook contains various information that we hope you will find helpful regarding our policies and procedures as well as give you more information on what takes place during the week. Central Christian Academy requests you read the handbook and sign and return the complete application for enrollment which includes the handbook acknowledgement that you have read and agree to abide by the following policies. This is located in the child enrollment application.

Again, thank you for allowing Central Christian Academy the privilege of teaching and spending time with your child. Please contact Central Christian Academy Administration and Teaching Staff any time for questions and concerns. We look forward to serving your family this school year.

Here for His Service and Love,

*Cristin Beene*

Chief Executive Director

And all of the Central Christian Academy Staff

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# Central Christian Academy

## Philosophy

Central Christian Academy is designed to minister to young children through quality early childhood education while nurturing Christian values and equipping children academically, socially, physically, and spiritually. Offering a loving, structured, and safe atmosphere, Central Christian Academy will encourage and empower families through faith, academics and child centered learning.

Central Christian Academy will promote physical development skills by:

- Integrating developmentally appropriate fine and gross motor skills
  - Protecting their health and safety
  - Planning rest and relaxation
  - Maintaining excellent adult and child ratio

Central Christian Academy will promote social development skills by:

- Group participation and creative play activities
- Interacting with adults and peers
- Encourage self-control, self-expression, and self-concept skills
- Encourage safe and appropriate use of materials
- Displaying love and affection
- Encourage independence

Central Christian Academy will promote spiritual development by:

- Integrating fruits of the spirit
- Building a foundation of Biblical stories and scriptures through activities and lessons
- Teaching children a spirit of thankfulness through prayer

Central Christian Academy will promote academic development by:

- Integrating age appropriate concepts and skills through developmentally appropriate practices
- Encouraging and supporting children in problem-solving
- Supporting new and emerging skills

## Philosophy (cont.)

CCA is founded on the philosophy that children, their families, and society, benefit from high quality early childhood programs. We believe there is a critical link between a child's early experiences and later success in life. The program is based on the belief that children need time to be children and experience their childhoods. Teaching is the art of providing young children with an environment that encourages active exploration and discovery. Projects are planned, yet responsive to individual needs, and environmental happenings. Opportunities are provided for the children to take responsibility, make decisions, and learn through play in mixed age groupings. Children's positive feelings of self-worth must be the foundation of all curriculum development in early childhood. Each child's learning is filtered through his or her unique screen of self-concept. Each child brings his or her own world to us each day. At CCA, free play is structured into a free choice concept. Activities are selected to maximize the classroom space as well as varying and rotating choices daily to enhance creativity and curiosity. The teaching staff is sensitively aware of how young children learn. Children process knowledge by using their whole self to gather information. Because children absorb what their bodies are experiencing, the more involved the experience, the greater the potential for learning. The cultural experiences and the ethnic values of the individual child must be incorporated into the teaching tools for each child. Good materials should capture interest and curiosity and should challenge the learner. Children need their goals broken down into smaller components appropriate to their developmental level. The process involved in finger painting, building a "block tower", making a "mud pie", or drawing letters in the sand is what really is important. At CCA we value the importance of play in the learning process. Play is powerful. Play is child-centered. Play is active learning for young children.

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# Central Christian Academy

## Policies, Practices, & Procedures

### Child Enrollment

Central Christian Academy accepts all children. Matthew 19:14 says, “Let HIS children come!” We value children as individuals, just as Christ values each individual, showing no discrimination. All children enrolled in the program should attend on a regular basis. In order to hold a position for your child, parents are asked to pay the registration fee (\$100) up front before enrollment. Grouping of children is determined by the Administrative staff according to your child’s age and level of development. Children will be assigned to classes according to age, but may be transferred to other groups for their individual and/or program needs.

### Required Records

Please provide the following for your child to be enrolled at Central Christian Academy:

- Completed Enrollment Application
- SNP Enrollment Form (in packet) **REQUIRED**
- SNP Income Eligibility Form (in packet) **REQUIRED**
- Obligation to Serve Infants (for 0-12 month ONLY) (in packet)
- UP TO DATE Immunization Record OR Authorization to Disclose or Release Health Information
- Birth Certificate
- Health Insurance Card
- Social Security Card
- Pictures of your child and ALL parents in the home (or people who are or are not authorized to pick up your child)
- Any court orders or other legal documentation
- Scan Card and Authorized Pick Up Person Form
- Driver’s License of both parents (if possible)

## **Non-Discrimination Policy**

No person shall, on the basis of discrimination, be denied the benefits of the activities of Central Christian Academy. The facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write or call:*

*USDA, Director  
Office of Civil Rights Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
(202) 720-5964 (Voice and TDD)*

## **Curriculum**

Central Christian Academy implements Pinnacle Faith Based Curriculum for children's educational needs. We supplement with Creative Curriculum, High Reach and Adventures in Learning. We use a very hands-on sensory motor approach to learning in the classroom. All of our curriculum and lesson plans are aligned with the Arkansas Frameworks, and meet the educational foundations of Common Core curriculum that is implemented by the public school system. Each month the lesson plans that are turned in by the teaching staff are graded by a custom rubric with extensive feedback given to the teaching staff to improve our teaching skills in the classroom.

### **Developmentally Appropriate Curriculum**

Pinnacle is a research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle is published in an easy-to-use format that includes lesson plan guides, activity enrichments, and long range goals linked to key standards. Comprehensive programs are offered for Infants, Toddlers, Two's, Three's, Four's, and School-Age children.

- Based on the works of Piaget, Gardner, and Erikson
- Developmentally appropriate activities that adhere to NAEYC guidelines
- Clearly stated learning objectives to help facilitate learning in all domains
- Flexible programming to accommodate varied learning styles



- Carefully selected themes that capture children's interest
- Long-range goals linked to Key Standards
- Provides suggestions to enrich developmental milestones based on research
- Interactive activities that help children develop a love for learning while they are growing, playing, and having fun
- Easy to follow daily or weekly format
- Includes Lesson Plan Guides
- Options for enriching activity centers and circle times every day
- Suggested book lists related to theme
- Patterns included for teacher use and classroom enrichment
- Five weeks of curriculum for each month
- Comprehensive Age-Specific Programs for Infants, Toddlers, Twos, Threes, Fours and School-Age children

\*Each child will go home each day with a daily sheet about the core curriculum and thematic topics for that day. You will always be involved in your child's education.

**Bible Basis:** Pinnacle Curriculum is a Bible based curriculum. We also do daily Bible lessons in circle time as well as weekly scriptures for each class. Ages 3 and up participate in simple scripture memorization. Our behavior guidance policy is also Biblically based. Our music program is also Biblically based as well. We try to inter-weave our Faith Based Standards into everything we do at CCA, not just in circle time, but our daily language, activities and expectations as well.

## Daily Schedule and Special Activities

Each class has their own developmentally appropriate classroom schedule. Classroom schedules are posted on the back of each classroom door and are available upon request. The schedule includes large group, small group, outdoor, bathroom, and meal times to promote developmentally appropriate practices. Curriculum is aligned with the Arkansas Frameworks, this includes all preschool skills and daily Bible lessons with scriptural memorization. High Reach Curriculum is used for infants, toddlers and preschoolers with Bible related activities as well. All children enrolled in Central Christian Academy program enrichment activities are scheduled and rotated each semester that may include, but are not limited to at least one of the following per semester:

- Story time
- Art Class
- Music Class
- PE Class



## Campbell's Labels for Education Program

CCA participates in the Campbell's Labels for Education program. Please save UPC's from the eligible products and turn them into CCA at the front desk. For a list of eligible products go to <http://www.labelsforeducation.com/participating-products.aspx>.

We will turn them into Campbell's for free equipment and merchandise!

Campbell's *Labels for Education* is a program that helps schools obtain free educational merchandise in exchange for proofs of purchase collected from eligible Campbell brands. You can help by saving and forwarding proofs of purchase to your local school. School's will redeem them for FREE merchandise such as computers, software, physical education equipment, musical instruments, library books or even a minivan, from Campbell's *Labels for Education* catalog. Go to <http://www.labelsforeducation.com/about-the-program.aspx> for more info.

### **Scholastic Book Clubs**

Each month CCA sends home book club orders. We always encourage early literacy and ordering books from Scholastic is a great way to build your home library and promote good reading skills! CCA also benefits from parents ordering from Scholastic! Every time a book is ordered we get points added to our account which are redeemable for books and other classroom materials! You can also order online at [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs). Please check with your facility Site Director to get your class activation code. When you order online, we automatically get a FREE book every time!

### **Semester Musicals**

During the Spring and Fall Semesters CCA hosts preschool musicals that are biblically based and designed to provide an age appropriate medium for preschool children using multi-sensory experiences, short duration, simple lines, songs and actions, minimal props, sets and costumes and enrichment activities that have been done all semester. Our hope is that the children who participate will enjoy God, gain a greater understanding of His love for them, and share their love for God with others through telling God's Word in story and song. Our musicals are hosted by a local Church. Starting in September, each class has the opportunity to have music class with our music teacher. At the end of the semester, only the oldest preschool classes will participate in the musical performance.

### **Arkansas Children's Week**

Arkansas Children's Week is an exciting week of fun events during the month of April each year. CCA will host a variety of activities that take place to encourage your child's development. We usually sell t-shirts in advance that promote this exciting week of events. More details are always sent out in advance and parents are encouraged to participate!

### **Community Involvement and Guest Speakers**

CCA believes community involvement and guest speakers enrich each child's life and our curriculum, lesson plans and daily activities. We invite numerous professional organizations to CCA throughout the year such as MEMS, the Fire Department, the Police Department, Dentist Offices, Arkansas Game and Fish Commission, and more. Each semester a schedule of events/activities is available at [www.centralchristianacademy.org](http://www.centralchristianacademy.org) highlighting these activities.

## **Graduation**

Graduation is a special time of year for our preschoolers who will be moving on to kindergarten. We believe it is important to recognize the accomplishments of each child over the year. Graduation is held at a local Church during the month of May with a full cap and gown ceremony. Speeches, cake, slideshows and more are usually part of the festivities. Please keep in mind that if you withdraw your preschooler during the spring semester, your child will not be eligible to participate in the graduation ceremony. You must be enrolled for the entire spring semester to be eligible to have first choice of positions for fall enrollment or to be eligible for Graduation. You must have balances paid in full to participate in Graduation.

## **Picture Day**

CCA offers picture day as a convenience service to parents at least three times per year in the fall, spring and summer semesters. Picture Day is announced on the weekly newsletters, via email and posted on the front door. We always post the backdrop as well so that you know how to dress your child appropriately for picture day. Information regarding picture day and ordering details are sent home before picture day.

## **Licensing and Accreditation**

Central Christian Academy is a licensed program. We adhere to all minimum licensing requirements. We also voluntarily participate in Quality Accreditation through the Division of Child Care and Early Education. We are a certified Better Beginnings Program participant. Parents are eligible to receive a 20% higher tax refund on your state income taxes when enrolled in a quality accredited program. This accreditation holds us to a higher standard than just minimum licensing requirements in areas such as: health, safety, curriculum, environmental aspects, playground, parental involvement, teacher certification requirements and more.

## **Arrival & Departure Policies**

Children will only be released to individuals listed in the enrollment/registration authorized list and who has a proper scan ID card. Driver's license must be presented to Central Christian Academy upon request. Children should arrive at the school **fully dressed** and ready to participate in the day's events. We do not have extra staff to assist in changing children out of their pajamas. To determine what the daily schedule is and what activities are planned for the week, parents need to check with their child's classroom teacher. Parents must notify the school if the child will arrive **after 8:30 a.m.** so that the school may include them in

the lunch count, or you may be responsible for providing a lunch for your child. **Only persons on your authorized pick up list will be allowed to pick up a child with a valid photo ID. Only persons over the age of 16 may check out and pick up a child from the preschool. Carpool may not be available at every location. Please check with the specific location your child is enrolled at to see if carpool is available. You must sign your child in and out daily.**

### **Sign In/Out and Scan Cards**

You are required by the Arkansas State Licensing Department to sign your child in and out each day. You must sign in/out using the scan card provided at the time of enrollment. If you need more scan cards for other persons picking up your child, please complete a “Request for Scan Card Form” and return to the front desk.

Central Christian Academy will ask to see the photo ID of any individual that the staff member does not know when picking up a child. Please inform these individuals to be prepared to present his/her ID. A person must be at least 18 years of age to pick up a child. Children must be escorted to and from the school in an age appropriate car seat! *If you do not have a car seat at the time of pick up, CCA will loan one out, if available. You may not leave the property without a child fully secured in an age appropriate car seat.* Children must be signed in and out with a secure scan card given at the time of enrollment by an approved pick up person. In certain circumstances, a one-time check out without a scan card will be allowed but only when it is an authorized pick up person with written permission by the parent on file. Please remember that each scan card is assigned to each contact, not to each child. **You cannot give your scan card to any other person to pick up your child.** Once we receive your request for another scan card, we will issue the scan card to the appropriate contact and send it home in your child’s folder or bag. It is your responsibility to give it to the listed person. Please let us know at any time throughout the year that you need to update your pick-up authorization list and need new scan card for contacts. **Only persons on your authorized pick up list will be allowed to pick up a child with a valid photo ID. Only persons over the age of 16 may check out and pick up a child from the preschool.**

Child Custody: We legally cannot withhold a child from his/her parent without a court order. If you have custody of your child and do not wish for your child’s other parent or individuals to pick up your child, you must supply us with a copy of the custody order and photos when possible. We prefer to have photos of people who are not allowed to pick up your child to identify them when necessary should they ever come to our campus. We will use police intervention if necessary but only with sufficient custody documentation.

### **Schedule of Operation**

Central Christian Academy is a year round program. We are open 12 months out of the year, with appropriate closings on nationally recognized holidays.

Greenbrier information:

The facility is open Monday-Friday from 6 am-6 pm.

Vilonia information:

The facility is open Monday-Friday from 6 am-6 pm.

There are no refunds or credits for absences, sickness, mishaps, inclement weather or holidays. Year round enrollment is the only accepted form of registration. We will not give “summers off” and hold your child’s position. If you withdraw your child for the summer and want to come back in the fall, your account must be up to date and you will be placed on the waiting list for the next available opening.

Central Christian Academy will be closed for the following dates:

September	Labor Day
November	Thanksgiving Holidays (day before, day of and after)
December	Christmas Break (day before, day of and after)
January	New Year’s Day
January	M.L King Day
February	President’s Day
May	Memorial Day
July	Fourth of July

We will let you know a week in advance of additional closings by posting them in the newsletter and on the front door as needed. If a holiday does not fall on a school day, CCA will observe the closest weekday possible at our discretion.

### **Child Care Reservations**

At certain times of the year, specifically Thanksgiving, Christmas and Spring Break, you will be asked to make “reservations” for your child’s care at CCA. We recognize that during these seasonal times of the year our attendance rates will be lower than normal. When planned appropriately, we can offer our teachers additional planning time or even time off, but we must know if your child will be in attendance or not. We will send home a “reservation form” several weeks in advance for you to promptly fill out and return to us indicating what days your child will be attending. All we are asking for is simply information only, so that we can plan our teacher’s days more efficiently during these times. ***During these seasonal times, your regular weekly tuition fee is still due regardless of attendance.***

### **Special Needs**

Central Christian Academy will accept any child whose needs can be met in the childcare setting provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to himself/herself or to the other children. This must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden.

### **Suspected Child Abuse and Neglect**

Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Central Christian Academy and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent. Children enrolled at CCA are subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental consent or notice.)

## Late Afternoon Routine

Parents are expected to arrive in time to gather all of their child's possessions that will be going home with them and **leave the school by the closing times per each location. There is a late fee of \$1.00 per minute after closing time using the facility clock.** If parents wish to stay and observe, talk to other parents, etc., they should allow extra time before closing time and set up an appointment with your child's teacher. This policy allows caregivers to prepare the room for the next day and leave the school on time. Any arrangements other than those stated above must be authorized by the Central Christian Academy Director with only emergencies and extreme hardship taken into consideration.

## Door Codes

Each child is given a security code at the time of enrollment. Please press the call button on the buzzer and our receptionist will allow you access to our building after she has verified your status. Your door code (if you are given one) will be different than your scan card ID code.

If your child is enrolled in the Greenbrier or Vilonia location, upon enrollment you will automatically be set up with a secure door code as well as a separate scan card ID code.

## Security Camera's

Security cameras are located throughout our entire building. This is for the safety and security of your child. Please be aware of this as you are in the building.

## Absences

Any time a child will be absent, parents are asked to please notify the school as soon as possible. Notify the Director when the child has an illness so that other parents can be notified if necessary. Advance notice



when your child is absent allows the staff to better plan for the day. The full amount of weekly fees will be charged regardless of absence.

We also reserve the right to consolidate classrooms at times during the year when attendance is low, for example Christmas break, Spring Break, and other times as needed throughout the year. Children who are enrolled under child care assistance have a maximum amount of days per quarter they can be absent. If you exceed this number of days, you will be reported to your caseworker and you will be responsible for personal payment for each day missed over the allowed limit.

## **Parental Involvement**

Parental involvement is a major component of Central Christian Academy. There are several ways for parents to be involved at CCA. Two main options include:

1. Parent Advisory Board-A parent advisory board committee exists to promote success in the home as well as during school. Parent Board Meetings will vary in frequency and will offer suggestions on program planning. Emails and notes will be sent to let you know when meetings are planned throughout the year. A leader, secretary and ambassador will be needed for this committee each year.
2. Home Room Parents- Home room parents help schedule and plan class parties, events, community involvement, and teacher appreciation. Communication and collaboration with the teacher is very important for home room moms.

Parental meetings will be scheduled throughout the year. Central Christian Academy encourages parental participation to ensure the best possible educational experiences for your child. If you are interested in serving on the parent advisory board or as a homeroom parent, please let us know.

## **Parent/Teacher Conferences**

During the fall and spring semesters, CCA will host parent/teacher conferences for each child. We are happy to be able to talk with you and we truly feel that each child is special to the teachers and the rest of the CCA staff. We realize that each child comes to school with unique talents and needs. You are an important influence in your child's life. We believe that the educational goal of reaching each child's potential is dependent upon the mutually supportive partnership between parents and teachers. Your child's teacher has been requested to be as honest as possible when discussing your child's strengths and needs. Please understand the teacher is on your side. The recommendations that the teacher offers are meant to help you, your child and the teacher.

The following information will help conferences to go as smoothly as possible:

1. Please make every effort to keep your appointment. If, for any reason, you cannot, please call the CCA office.
2. Please be on time for your conference.
3. When you arrive, please sit outside the teacher's door until your time, or the teacher directs you inside the classroom.
4. Due to the time schedule, we will limit each conference to 15 minutes.
5. Write down any questions you may have.

Each teacher will schedule their own conferences, if you cannot make it, please let the teacher know in advance. Phone conferences are acceptable as well. Communication between home and school is important, so please make every effort to participate in conferences each semester.

## **Communication Between Parents and the School**

Please check your child's CCA folder daily for notes home/or emailed daily notes, important notices, and/or receipts for tuition. Please check the signs near the entrance door for general information which might be posted. Newsletters and other informational updates are emailed out each week and posted on the school Facebook page, Twitter, Instagram Google +, and Youtube, and are encouraged to be read by all parents. Classroom letters are sent home with each child every day **for all ages** that has information which includes meals, naps, summary of the day and behavior. Feel free to let the director know if you are dissatisfied with any aspect of your relationship with Central Christian Academy or if you have suggestions for improvement in this area.

## **Volunteer Policies**

A volunteer will be defined as a person who helps with classroom activities and projects but is not considered into staff or staff/child ratio. They are not given disciplinary control over children. A volunteer must be 18 years or older. We will run a state-issued background check (or have one on file) for each volunteer, and they must provide personal references. An exception shall be given to parents who volunteer to assist in field trips, special events, or on a one time basis.

Volunteers are encouraged to participate in classroom activities throughout the year. We cannot discount monthly tuition for your child in exchange for these volunteer opportunities. We will have opportunities for you to come in and do story time, to provide classroom snacks and other enrichment activities. If you volunteer on a regular basis, you may need to obtain training and other background checks. The director will let you know in these cases.

## **Staff**

The Central Christian Academy Director is responsible for overall management of the program and will hire staff. The director works closely with parents, teachers, and staff to ensure that we meet the needs of children and families we serve. The director also coordinates with appropriate agencies in meeting licensing and accreditation requirements. In addition, Central Christian Academy staff plans and coordinates the daily enrichment activities and is responsible for in-service training and on the job staff development. All staff will undergo Criminal Records, Child Maltreatment Record Checks and FBI fingerprint checks. CCA tries our best to maintain a low staff turnover rate. We have to always be sensitive to life circumstances, such as trying to balance completing education degrees, families or moves, etc. More importantly, we always strive to hire highly qualified staff that has CDA, Associates or Bachelor Degrees in Early Childhood Education paired with years of experience. If at any time you have any questions about the teaching staff in your child's classroom, please come talk to the Site Director at any time. We are always available to discuss any questions you may have.



## Teacher Educational Requirements

We put a lot of emphasis on our staff at CCA. We recognize that we are only as good as the teachers we have on staff. Most of our teachers have some sort of higher education in early childhood or elementary education; this may consist of an associates, bachelors or master's degree. There are two teachers per class; the lead teachers in the classroom have the higher educational requirements and experience. All staff is required to maintain at least 25 hours of professional development within early childhood annually.

Professional development courses include but are not limited to: child growth and development, nutrition and food service, parent communication and involvement, curriculum and curriculum development, developmentally appropriate practice and learning environments, behavior management, emergency care and first aid, and administration of management of early childhood programs. All new staff is required to attend an intense orientation process as well as completing the requirements for employment (background checks and more).

## Staff and Child Ratio

Central Christian Academy ratios are according to licensing standards and are as follows: (these are the maximum ratios for licensing, most of the time CCA ratios are much lower than are required by the state.)

Birth – 12 months:	1 teacher per 6 children (2/12)
12-24 months:	1 teacher per 6 children (2/12)
24-36 months:	1 teacher per 9 children (2/18)
3 years	1 teacher per 12 children (2/20-24)
4-5 years	1 teacher per 15 children (2/20-30)

At all times we will strive to keep low ratios.

## Weather Related Closings

Central Christian Academy will be closed due to bad weather, ice, snow or other inclement weather as needed. We will always update our Facebook page first to announce any closings. Please visit [www.facebook.com/allaboutcca](http://www.facebook.com/allaboutcca). Most of the time we will close if Conway Public Schools close, but not always. Please watch Channel 4 ([www.arkansasmatters.com](http://www.arkansasmatters.com)), Channel 7 (<http://www.katv.com/>), or Channel 11 (<http://www.todaysthv.com/>) for CCA closings due to inclement weather or visit their websites for all school closings. We will also send a text alert to those who have signed up. Emails are sent out when we are closed due to inclement weather (if possible). **There are no refunds or credits for absences, sickness, mishaps, inclement weather or holidays. Please check all social media applications for the most up to date information.**

## Text Alert System

Please join our parent texting system by sending a text to @ccaparent to 23559. You will join our group and automatically be sent information as we send it out!

## Fundraisers

Twice a year, CCA will have a fundraiser to enhance the classroom learning materials and supplies. All proceeds directly benefit the classroom! Fundraisers are voluntary and updates are always given to parents through the newsletter.

## Tuition Fees are as follows

Please contact us to receive a personalized tuition quote based on the status of your enrollment (full time or part time) and hours of care that you will need.

## Where and How to Pay

Tuition payments for all newly enrolled students must be made by ACH draft effective November 2013. For enrolled students prior to this date payments made be made in the form of cash, check, ACH Draft or online banking. A payment drop box is also provided at the doors for your convenience. Please **DO NOT** give your check to a staff member, please place it in the DROP BOX. If your account becomes delinquent, we will require you to switch to ACH draft regardless of the date of enrollment or cash only payments. When using a check or online banking, please include the following information:

Pay to: Central Christian Academy

Memo: *Your Child's Name and what you are paying for. (For example: Joe Smith tuition and registration)*

A **non-refundable** registration fee, application (Conway only) and supply fee must be paid at the time the child is enrolled or re-enrolled into the program.

ACH: A form will be given to all newly enrolled students to complete. Please fill out this form and attach a voided check to set up the ACH draft. We will process all draft payments every Friday to come out of your authorized account every Monday. CCA will not draft accounts any other frequency other than weekly. Please make the Site Director aware of any changes in your bank account information with two weeks advance notice. CCA will not give any refunds or credits for overdrawn accounts regardless of reason.

## Registration, Supply, and Application Fees

All ages must pay a non-refundable registration fee upon enrollment and at the anniversary of your enrollment each year. The non-refundable **supply fee** is semester based due in June, mid-August and January of each year. Supply fee's cover all consumable supplies in the classrooms. All **NEW** (not current CCA students) students have a ONE time non-refundable **application fee** of: \$25.00 that is due BEFORE enrollment.

The fees are as follows:

Registration Fee:

All CCA students..... \$100.00 **non-refundable**

Supply Fee:

All ages must pay a **supply fee of \$25.00** PER SEMESTER, with the first fee due by the first day of school of each semester. Supply fees are billed in January, June and mid-August. Supply fees are **non-refundable**.

**Sibling Discounts**

CCA will continue to offer sibling discounts to parents who have multiple children enrolled in preschool. We will deduct 10% off one child's lesser tuition amount for siblings.

**Tuition Options**

Weekly tuition payments are to be made on the Monday morning of each week upon arrival to CCA. Payments must be made on Monday (or Tuesday for Tu/Th) or your child will not be allowed to stay until a payment is made. A \$2.00 late fee per day is added beginning on Wednesday of each week for a total of \$6.00 per week until your account is paid in full. For parents set up on ACH draft, tuition payments will come out of your authorized account every Monday.

**Late Fees and Returned Checks**

Tuition payments **must** be made every Monday morning (or Tuesday for Tuesday/Thursday only children). Central Christian Academy has a "no pay, no stay" policy. The late fee will continue to be \$2.00 per day fee until the balance is paid in full. There will be a NSF (non-sufficient funds) fee of \$25.00 for all returned checks. **If two checks are returned, your account will be placed on a cash only basis or ACH, if not already.** There are no refunds or credits for absences, sickness, mishaps, or holidays. In the event that a payment is not made within a two week period, your child's enrollment will be terminated and both parents and/or guardians will be responsible for the costs of collection.

**Billing Disputes**

For any billing questions, please call or email the Site Director within 30 days of the billing date on which the suspected error appeared. **OTHERWISE YOU WAIVE YOUR RIGHT TO DISPUTE THE CHARGE.** Undisputed portions of services, must be paid to avoid a late fee and/or possible termination of services. We will not report your account as delinquent or take any action to collect the disputed amount while your account is under review. If you contact us in writing, please include your name, child's name, phone number and billing issue in question.

## Late Pick Up Fees

A **\$1.00 late fee is charged for every minute** that a child is picked up after closing time per location. The center clock is the time that is logged at arrival and departure time and the staff will document on the sign in/out if the written time differs from the facility clock. All penalty fees must be paid when you pick up your child.

## Drop In Care

If you need drop in care on a day your child does not normally attend, please contact the office to make arrangements. You will be charged a daily drop in rate.

## Dismissals

Central Christian Academy reserves the right to terminate a child's enrollment if the Director of Early Childhood decides it is not in the best interest of the child and/or Central Christian Academy to continue enrollment. Childcare may be terminated when the following occurs:

- Parent gives false or incomplete information about enrollment requirements or fails to notify the director of changes in student or employment status.
- Continued enrollment of the child becomes hazardous to the health, safety or general welfare of the other children. (This can consist of biting or other behavior issues as determined by staff.)
- Parent fails to pay tuition or other fees.
- Parent fails to have child immunized according to Central Christian Academy regulations and does not have a waiver.
- Parental abuse of the policies and procedures.
- Parents using offensive language or harassing staff.
- Parental abuse of the late pick-up policy.

Central Christian Academy reserves the right to dismiss a child for reasons of non-cooperation, late payment fees, or inability to adjust to program guidelines as by Central Christian Academy Administration. We also reserve the right to use our judgment for the appropriate time frame of dismissal.

## Withdrawals

Should a parent decide to withdraw a child voluntarily, a **two-week written notice** is required. Please ask your Site Director for a two week withdrawal form to complete. The account must be current and paid in full at the time of withdrawal. In the event that a 2 week notice is not given, parents will still be charged and required to pay for 2 weeks of tuition. If a child is voluntarily withdrawn and the parents decide to re-enroll the child, the child will be put at the bottom of the waiting list and a new registration fee must be paid. **Spaces will not be held for children or SIBLIGS of children who are dropped for the last month of**

**school in May and wish to re-enroll in the fall.** You must be enrolled for the entire spring semester to be eligible to have first choice of positions for fall enrollment or to be eligible for Graduation. You must have balances paid in full to participate in Graduation. If you have withdrawn your child or your child has been dropped from the program, all prior balances must be paid in full before you can again be re-enrolled. This includes balances due to bankruptcy. We reserve the right to report your account to a collection agency or small claims court if the policy is not met and a balance is left. Both parents listed on the student enrollment form will be accountable for payment of tuition, and collections if necessary.

## Health Policy

### Allergies

Central Christian Academy is not a fully “peanut-free” environment, however; we take precautions when necessary. Please inform Central Christian Academy Administration staff regarding allergies and concerns. Parents may be asked to provide food substitutions for allergies related to food, but in most cases CCA is able to provide like nutritional value food substitutions. For example: for milk allergies, we can provide your child with soy milk. In order for CCA to recognize an allergy and provide an alternative, we are required by the state to have a doctor’s note on file about the allergy. We also need to know a description of the signs and symptoms of the specific food allergy reaction. If an Epi Pen is required, then a medical release will be required.

***If your child misses school due to an illness, please bring us a doctor’s note upon return. You must wait at least 24 hours after fever or illness before bringing your child BACK to school!*** If your child gets sick at any time throughout the year, please replace his/her toothbrush! On your child’s application, you have signed a waiver for us to apply lotion, sunscreen, and/or diaper cream on your child as needed.

### Sunscreen

Children need to be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Sunscreen used for infant, toddlers, and preschoolers shall be kept out of the reach of children and administered only with written permission. **ONLY SPRAY SUNCSREEN OF SPF 30 OR GREATER IS ALLOWED WHEN SUPPLIED BY THE PARENT.** (A blanket permission form is located on each enrollment application.) (See more about Sunscreen as a medication under “Medication and Illness”)

### Infant Booties

Staff members in the infant rooms are required to wear blue booties. This is because our young infants often spend a lot of time on the floor (crawling, tummy time, etc.) We do this to provide that the classroom is clean and sanitary as much as possible. Parents are not required to wear the infant booties unless you plan to spend an extended amount of time in the classroom.

## **Pacifier Clips**

Pacifier clips are not allowed. Please label your child's pacifier with his/her initials.

## **Immunizations**

State licensing requires that all children upon their fourth birthday receive their kindergarten immunizations. Up-to-date immunizations are required by Arkansas Law and by the Arkansas Department of Health for all children who attend a childcare facility. Immunizations not only protect your child, but also protect younger children in the school (who are not old enough for certain immunizations) from being exposed to a disease that your child could carry. A child will not be allowed to enter Central Christian Academy without an immunization record that shows the child to be up-to-date or to be currently in the process of receiving immunizations due. **In your enrollment application, you have been given a release of information form to allow our CCA Nurse to access your child's immunization records. If you fill this out, you do not have to bring your child's immunization records in.** If you choose NOT to fill this form out, then you must continue to meet the requirements including bringing the immunization record at initial enrollment and the updated immunization record in when your child receives any new shots. We must have verification of immunizations within 15 days of enrollment. Failure to obtain required immunizations as they are due is grounds for dismissal from the program. If you choose not to get immunizations for your child, we must have an **official verification/exemption form** on file from the Arkansas Department of Health at the time of enrollment. This form must be updated annually if immunizations are not given.

Other vaccines may be prescribed by your pediatrician based on risk factors. If you will be traveling outside the country, contact your physician regarding special vaccines that are recommended for the area in which you will be traveling. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible.

## **Hearing and Vision Screenings**

Our nurse or other medical professionals will conduct hearing and vision screenings at CCA during the year at CCA for all preschool children ages 3 and up.

## **Smoke Free Campus**

CCA is a smoke free campus. Please do not smoke in the parking lot or throw your cigarette trash in the parking lot. This is for the safety of all the children and families we serve.

## **Health Info**

A health check will be made daily by the caregiver in charge upon the child's arrival. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, it will be documented by the staff. The child will not be allowed to stay if fever, diarrhea, a possible contagious rash or other risk factors are present. When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. Please do not bring your child's antibiotics to be administered at CCA unless 3 + doses are required in a 10 hour period.



Central Christian Academy will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of illness exist. If antibiotic is needed two times per day, all doses should be administered at home, one before school and one at night. Allergies should be noted on the medical form by the physician. Teachers will be alert throughout the day for possible signs of illness.

## **Medication and Illness**

Parents are required to supply the requested information each day that the child is to receive any medication while at the center. Prescription medicine will be given only with written permission of the parent on the parental request for medication form. All instructions for medications must be written each day that medication is to be administered, signed and dated properly. Parents must provide all prescription and non-prescription medication. All medication must be in its original container with the manufacturer or pharmacist's label. Please place your child's medication inside a clean plastic baggie, your child's name should be written clearly on the baggie along with the date, dosage, name of the medication and time to be administered. Please also send a dosage spoon, syringe or cup in the baggie. Lastly, you will give the medication and related supplies, including the parental request for medication form to your child's teacher. Copies of the Parental Request for Medication Form can be requested at the front reception desk in the foyer.

Medicine will remain in a locked area at all times. When medication is given to the child, the date, time, dosage, and the staff member's signature are recorded on the medication form. All medication must remain in the original container indicating the child's name, type and date of prescribed medication, amount and times of dosage. **Over the counter medication may not be given unless it is in an unopened container.** Please do not leave any medication in a child's cubby or backpack. You must physically give it to your child's teacher or administrative staff, along with the parental request for medication form. Please understand that CCA does NOT keep over the counter medication on site to give to your child such as Tylenol as needed. Legally, we CANNOT do that! You must provide it in an UNOPENED container, with a medication permission form for us to administer it to your child! Advance arrangements should be made for the care of a child when the child is sick if the parent will be unable to stay home with the child. Parents should call the director early in the day to report an absence or to ask about symptoms of illness if uncertain about bringing the child. A call may prevent an unnecessary trip to Central Christian Academy because sick children will not be allowed to stay.

**If you are called to pick up your child at preschool due to illness, they must be picked up within one hour and 30 minutes. If your child is not picked up during this time frame, the parents will be charged a late fee of \$1.00 per minute until the child is picked up.**

The child's data/enrollment sheet must always have up-to-date information so that the staff will be able to find the parent in the event that the child becomes ill. Please keep us informed of any changes including: class schedules, employment information, change of address, change of phone number, etc.

## Signs and Symptoms of Contagious Illness

If your child arrives at CCA presenting with signs and symptoms of contagious illness, they will be sent home upon arrival. If symptoms develop while at preschool, you will be called to promptly pick up your child.

Here is a list of some of the illness that your child should stay home with or may be sent home if they show any signs and symptoms:

**1. Fever:** (at present or within the last 24 hours) A child will not be allowed to come to Central Christian Academy while taking Tylenol or another fever reducing medication in order to maintain a normal temperature. At Central Christian Academy, temperatures are taken under arm by thermometer (axillary). A child will be sent home if temperature is at or above 101 degrees axillary. For infants under six months old, a child will be sent home when an axillary temperature is 100 degrees or higher. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Fever strips used on the forehead are not considered accurate. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child. **Please understand these policies are in place to protect your child, rather than to create a hardship on anyone. A child sent home with any illness will not be able to return to the center for 24 hours.** This means that if a child is sent home during the day, he/she may not return the next morning, but must wait until the 24 hour period has passed or has a doctor's note stating that the child may return to school and is not contagious. **\*CCA does NOT add a degree when taken under the arm for any child.**

**2. Diarrhea:** (Three (3) or more watery stools in a 24 hour period.)

**3. Vomiting:** (Vomiting on two or more occasions within the past 24 hour period)

**4. Difficult or Rapid Breathing-** severe coughing, episodes of coughing in which may lead to gagging, vomiting and difficult breathing.

**5. Skin Conditions:** which have not been diagnosed as non-contagious by a physician, including but not limited to:

A. Yellow (jaundiced) eyes or skin

B. Contagious stages of chicken pox, measles, mumps, or rubella

C. Untreated scabies or head lice, ringworm, jaundice, and herpes

D. Untreated impetigo

**6. Red Swollen Eye(s):** w/ white, green or yellow discharge (until on antibiotics for at least 24 hours or until physician releases)

**7. Severe Coughing:** episodes of coughing which may lead to gagging, vomiting, or difficulty breathing

**8. Multiple Sores:** inside mouth with drooling, a physician's note indicating non-infectious

**9. Ring Worm:** a fungal infection of scalp or skin; may return after evaluation and under physician's care and treatment

A child should be kept at home if he/she is ill enough for any reason to need one-to-one care or too ill to go outside (See Outdoor Play Policy).

In addition, if your child is unusually irritable, crying and inconsolable or requires to be held constantly and appears to just be "un-well"....you may be called to pick up your child.

If your child has had one of the above listed contagious illnesses, we may need a doctor's note on file for your child to be eligible to return to preschool. Please call and ask us if this is necessary.



Thank you for your cooperation to help ensure and maintain a healthy environment for each child and everyone at CCA. Thank you in advance for your prompt responses to our phone calls when we must call you to pick up your child due to illness.

### **Emergency Medical Care**

Some bumps and bruises will occur and we will always be prepared for them. In the event of an emergency, please be assured that all of the CCA staff has been trained in CPR and First Aid. In the event of an emergency that warrants the need for emergency medical attention, EMS will be activated. When necessary, Central Christian Academy Staff will call 911. Your child's emergency card/file will be pulled and taken with him/her to the hospital and we will contact you and/or the other emergency contacts listed in your child's file. If the parent is unavailable the next person on your child's application will be called until we speak to someone. Parents are responsible for all costs incurred during emergency medical treatment. CCA is not responsible or liable for sickness or injury.

Parents will receive a copy of an accident or incident report if child is injured at preschool.

### **Head Lice Policy**

We have a "no nit" policy. If head lice or nits are found on your child, you will be called to pick up your child and given information on treatment. The child will be checked upon their return to Central Christian Academy and may stay if you show proof of treatment (empty lice treatment container) and the child is "nit free". You must also provide a physician or health department note releasing your child to come back to school.

### **First Aid**

Most Central Christian Academy staff is required to participate in CPR and First Aid training. Close supervision is required at all times. In the event of an accident, the appropriate first aid measures should be taken. An incident/accident report will be completed by the teacher who witnessed the injury. Parents may be called or notified during departure procedures. They will also receive a copy of the incident report. All names are kept confidential. First aid kits are kept in a locked cabinet in the bathroom within each classroom.

### **Cleaning Policies**

Just as hand washing is vitally important, so is cleaning. We disinfect our classrooms a minimum of twice daily with a bleach water solution recommended by the Centers for Disease Control (CDC). We disinfect all toys, materials, center items, surfaces and more. At the end of the day, we are able to do a much deeper cleaning that includes, but is not limited to: vacuum, sweep, mop, disinfect all materials and surfaces, take out trash, change sheets/bedding as needed, and more. Please bring it to our attention (director, assistant

director or receptionist) if a room needs attention, or smells bad. We want our classrooms to be clean, sanitary and smelling fresh ☺ at all times. All of the classrooms are cleaned thoroughly throughout the day, which includes sweeping, mopping, disinfecting and cleaning bathrooms. All toys are sprayed with a special disinfectant to kill most common viral germs at the end of each day. Some classes may seem “messy”, with toys on the floor, but this is evidence that children are learning through enriched play activities and a minimum amount of “mess” is okay. All children are encouraged to help clean up toys at the appropriate times during the day.

## **Hand washing**

Hand washing is a major component of our health and safety program at CCA. Anytime you are around other children, you are automatically exposed to a variety of germs. We believe in being pro-active and preventative in eliminating this exposure as much as possible. Hand washing sinks are available inside each classroom and are separate from the toileting sink (in the bathroom). Individual paper towels and soap are always available at each sink. Hands are washed upon entry into the classroom, before and after eating, before and after diapering/toileting, upon exiting the playground, and as needed (wiping noses, etc). This hand washing policy is for all children, staff members and parents visiting the classroom.

We do our best to prevent viral germs and illnesses from spreading by being proactive with our health and sickness policies, as well as frequent hand washing and disinfecting. Each child and/or parent and teachers must wash their hands upon entering or re-entering the classroom, before and after eating or toileting/diaper changes, touching the trash can/ floor and other times as needed.

## **Developmental Screenings**

All children ages 0-5 will receive a developmental screening at CCA after enrollment, within the first semester. We use Ages and Stages screening to assess children’s developmental needs. These are done primarily through a parent questionnaire that is given out at enrollment. Children will be referred when screenings are needed for suspected delays. In addition, teachers will conduct an evaluation before each parent/teacher conference to assess each student’s skills. Infant and toddler teachers usually use developmental checklists and for preschoolers we use a kindergarten Link’s. These tools go in each child’s portfolio that is kept throughout the year with samples of their work.

## **Kindergarten Readiness**

All children ages 3-5 will receive a list of kindergarten readiness skills (or a Kindergarten Skills Calendar) from the Department of Education in accordance with Act 825 of 2003.

## **Rest time**

Central Christian Academy will have a rest time for children of all ages for a 1 hour minimum as mandated by licensing requirements. Infants and toddlers are allowed to sleep longer than one hour or as needed

throughout the day. We provide the cots, and sheets, and parents are asked to provide a small blanket. Per minimum licensing regulations, infants are only allowed to use a receiving blanket. Parents are **DISCOURAGED** from bringing additional blankets or pillows due to lack of storage. All linens will be laundered weekly. Infant sheets are washed daily.

## Outdoor Play Policy

The children will go outside every day unless rain or extreme cold prevents them from doing so. In cold weather, the time spent outside is adjusted to the temperature; children will be taken out if at all possible. Please do not request that your child stay inside. Central Christian Academy does not have extra staff available to stay in with one child. It is a policy that if a child is unable to participate in the day's activities such as outside play, the child should not attend that day. Fresh air strengthens our immune system, and outdoor play is an important aspect of Central Christian Academy's program. Please think of the child's comfort and possible daily weather changes when you dress your child and in planning outer garments to wear or bring to the center daily. **It is a licensing policy that children have at least one hour of outdoor play per day in suitable weather.** If weather is above 100 or below 40 degrees including the wind chill, the scheduled outdoor play time may be moved to a different time of day, shortened or scheduled gross motor activities inside their classroom.

Sometimes, especially in the springtime rainy months, our playground experiences a good amount of mud. We still go outside though, even when there is mud. We try our best to keep the children out of the mud. We do not want your child to mess up his/her clothes or shoes, so we would like to suggest possibly sending rain boots to keep in your child's cubby for this purpose. You can also choose, and we encourage you, to send your child to school every day in "play clothes and shoes" that you don't mind getting dirty. Our staff may rotate playground usage to utilize an area that may be drier than the regular play area; and we are also trying to cover the muddier areas outside when possible.

We hope this helps to clarify our policy and aids in the decision making process in what you dress your child in each morning. It is very important to keep the great outdoors in our daily plans, even as the temperature drops. Pediatricians agree that *brief* trips outdoors are beneficial for both physical and emotional health. We are trying to keep all the outerwear organized to make preparations for going outdoors easier, and your bundled up child can experience the feel of winter.

## Safety Drills

Central Christian Academy will conduct fire and tornado drills monthly. In case of a fire emergency, Central Christian Academy will evacuate according to the Risk Management Plan included in each classroom. In case of a tornado emergency, Central Christian Academy will move children to the hallway. Each emergency evacuation map is located in each class room on the back of the door. We conduct earthquake drills once a year. We conduct intruder & lock down drills twice a year.

## Release of Publication

Photos, videos of your child may be used on the CCA website, publications, official CCA social networking sites and other publicizing activities unless marked otherwise on your child's enrollment form. All photographs and videos are property of Central Christian Academy and no funds will be exchanged for

advertising purposes.

CCA will update our Facebook, Twitter, YouTube, Instagram and Google + pages regularly. If you do not want your child's photo on our page, you must let us know by indicating this in the appropriate area on your enrollment application. All of our social media applications are public, meaning anyone can look the content posted. Become a fan of our social media sites today! Be the first to know about important updates, reminders and more!

## Field Trips

Central Christian Academy will participate in field trips throughout the year for children ages 3 and up only. Permission slips and car seats are required for transportation.

## Meals

CCA is part of the Health and Wellness Program and we follow the current U.S. Department of Agriculture guidelines, including portion size for all food served to children. Since we do participate in the USDA Food Program which helps us keep fees at a reasonable rate, we have to have each parent fill out an Income Eligibility Application, Enrollment form and Obligation to serve infants form (if necessary). These applications are kept in Central Christian Academy files. They do not affect the monthly tuition for the child. The number of children qualifying for free, reduced price, or paid meals determines the amount that Central Christian Academy is reimbursed. All children enrolled in Central Christian Academy must participate in the USDA Child and Adult Care Food Program and are required to complete the forms requested to continue enrollment at CCA.

Breakfast, lunch and afternoon snacks will be provided for all children at no additional charge to parents.

**Infants (under 12 months): For Infants 0-12 months, we must have an additional form on file that is required by SNP. Please fill out and return the "Obligation to Serve Infants" form as part of your child's required paperwork.**

Central Christian Academy will begin feeding solids on notification by the parents, since infant readiness is not based on age but on individual readiness. Some infants may not be ready for solids until they are six months old. Parents are urged to follow a physician's recommendations and their infant's signals since feeding solids before the infant is ready may contribute to obesity, food allergies, choking, and deprivation of nutrients needed from formula or breast milk. The following practices **WILL NOT** be followed at Central Christian Academy even if requested by a parent:

- Bottles will not be propped.
- Bottles of sugar water, soda, or other sweetened drinks will not be given.
- Solids will not be fed from a bottle.
- Infants will not be force-fed.

The parent may supplement the foods provided by Central Christian Academy if desired. We will consult with the parent when offering foods so that the foods offered at Central Christian Academy are consistent

with what the parent is offering at home. If there is a large discrepancy between what is required and the parent's request, a physician's statement may be required. *If your child has a food or milk allergy, we must have a doctor's note on file and you MAY be required to provide an alternative food based on the allergy.* Parents are encouraged to provide us with a list of substitute foods that are recommended by the child's physician.

Meal times are as follow for every location:

Breakfast: 8:30-9:00

Lunch: 11:30-12:00

Snack: 2:30-3:00

**Breakfast is served to children at 8:30 a.m. If you arrive after 9:00, you will need to serve breakfast at home.** If your child will be attending but will arrive after 9:00 am, parents are required to call the child's school to make sure that the child is added into the lunch count. If the school is not called to include your child in the lunch count, then you may be responsible for providing your child a lunch for that day.

### **Infant Meal Pattern Requirements**

**Birth through 3 months:** Iron fortified formula or Breast milk

**4 through 7 months:** Iron fortified formula or Breast milk, Iron fortified infant cereal (optional), and Fruit and/or Vegetable (optional)

**8 through 12 months:** Iron fortified formula or Breast milk, Iron fortified infant cereal, Fruit and/or Vegetable, Meat, fish, poultry, egg yolk, beans, cheese food or spread, or infant cereal, Bread or crackers (optional) or fruit juice.

**Toddlers (13-36 months):** The toddlers sit in chairs at a low table during meal and snack times. A caregiver eats at each table with the toddlers, providing a role model for the children. Children are never forced to eat or drink. They are required to keep food at the table. Every child who can drink whole milk and eat solid foods will be offered all foods on our menu. If there is a religious reason that a child cannot have a food, the matter should be discussed with the director.

The following chart is an example of meals that may be served at Central Christian Academy including ages and portion sizes:

**Breakfast or Lunch:** Children 1-2 year olds

**Milk:** 4 ounces

**Meat or Meat alternate:**

Any of these qualify as meat:

Cheese: 1 ounce

Lean meat or poultry: 1 ounce

Egg: 1 large egg

Cooked dry beans or peas: ¼ cup

Peanut butter: 2 tbsp.

Yogurt (plain or flavored): ½ cup

(Or an equivalent of any of the above meat/meat alternatives)

**Vegetable:** and/or fruit: ¼ cup  
(Total of two or more)

**Bread or Bread alternative**\*\*\*: ½ slice (1/2 ounce)  
Enriched or whole grain only

**Breakfast or Lunch:** Children 3-5 year olds

**Milk:** 6 ounces

**Meat or Meat alternate:**

Any of these qualify as meat:

Cheese: 1 ½ ounce

Lean meat or poultry: 1 ½ ounce

Egg: 1 large egg

Cooked dry beans or peas: 3/8 cup

Peanut butter: 3 tbsp.

Yogurt (plain or flavored): ¾ cup

(Or an equivalent of any of the above meat/meat alternatives)

**Vegetable:** and/or fruit: ¾ cup  
(Total of two or more)

**Bread or Bread alternative**\*\*\*: ½ slice (1/2 ounce)  
Enriched or whole grain only

**Snacks:** Children 1-2 years

AM or PM supplement

(Select 2 of these 4 components)

**Milk, fluid:** 4 ounces

**Meat or meat alternate:** 1/2 ounce

**Juice, fruit or vegetable:** ½ cup

**Bread,** bread alternate\*\*\*\* And/or cereal: ¼ cup  
\*\*\*\*Enriched or whole grain only: ½ slice

**Cereal:** Cold dry: ¼ cup

**Snacks:** Children 3-5 years

AM or PM supplement

(Select 2 of these 4 components)

**Milk, fluid:** 4 ounces

**Meat or meat alternate:** 1/2 ounce

**Juice, fruit or vegetable:** ½ cup

**Bread,** bread alternate\*\*\*\*

And/or cereal: 1/3 cup

\*\*\*\*Enriched or whole grain only: ½ slice

**Cereal:** Cold dry: ¼ cup

\*\*\*\*All juice must be 100% juice!!

If you would ever like to bring food items for your child's class, such as parties or special holidays, they must meet or exceed the above guidelines and be pre-packaged. NO HOME MADE FOODS ARE ALLOWED!



## Birthdays

Central Christian Academy encourages that each child receive recognition on their birthday. Children are invited to celebrate! This is a very important day for a child and deserves a special time. Parents should contact the child's teacher to work out arrangements such as refreshments. All cakes, cookies and/or cupcakes must be purchased from a licensed, health approved bakery. Unfortunately, **no homemade foods are allowed. Only pre-packaged foods or items made from a health department approved bakery will be allowed to be brought from outside the program.** *We strongly encourage you to consider bringing a healthy food/snack alternative for birthday party celebrations. A fruit tray and a class game would be an excellent alternative to cupcakes.* If birthday invitations are passed out at school, they must be given to the entire class, unless it is a girl only or boy only party. In that case, the invitations must be given to all the girls in the class or all the boys in the class. You are not required to pass out invitations at school.

## Seasonal Parties

At certain times during the year (Thanksgiving, Christmas, Easter, etc.) we will allow each class to have seasonal parties. Parents may be invited to bring food or other items to share with the class as needed. More details are always sent out in advance and sign-up sheets are usually posted by the classroom door. **No homemade foods are allowed. Only pre-packaged foods or items made from a health department approved bakery will be allowed to be brought from outside the program.** *We strongly encourage you to consider bringing a healthy food/snack alternative for party celebrations.*

## What Items Should Be At Preschool

Central Christian Academy requires the following labeled items be in your child's cubby box if applicable:

- Please bring a bag or a STANDARD size backpack to school with your child every day that can adequately hold ALL of your child's belongings for the day. Please use the STANDARD size backpack as a guide for the size your child will need. **DO NOT SEND ANYTHING LARGER THAN A STANDARD SIZE BACKPACK OR MORE THAN ONE BAG!**
- ALL children will need an extra change of clothing kept in their bags at all times, please include a large zip lock sack for soiled garments.
- Each child will have a work folder supplied by CCA sent home each day with your child's work, letters from teachers, newsletter, art, and other work that your child did during the day. Please check this folder daily and ALWAYS keep in your child's backpack. You may also use it to send letters to your child's teacher or director as well.
- Labeled diapers, wipes, bottles, cups, formula, diaper cream (do not leave in bag) or other items needed by your child. {Teachers are required to take any items that say **"Keep out of the reach of children"** out of each child's bag. Many diaper creams say this.} Please bring a container of wipes on the 1<sup>st</sup> and 15<sup>th</sup> of each month to maintain an adequate supply for your child.

- Toothbrush with travel cover (the kind that goes over the bristles only) and toothpaste {Remember to replace your child's toothbrush after ILLNESS!}
- Small blanket to be kept at CCA all week. (We will send home at the end of the week for you to wash and return clean on Monday). (Infants-DO NOT BRING A BLANKET! Only small receiving blankets can be used in the Infant Class. CCA will supply all of the sheets and blankets for the Infant Class.)
- DO NOT PACK MEDICATION, DIAPER CREAM, HAND SANITIZER, SUNSCREEN, CHAP STICK OR OTHER LIQUIDS IN YOUR CHILD'S BAG. THESE ARE CONSIDERED MEDICATION AND MUST BE LOCKED UP AT ALL TIMES. IF YOUR CHILD NEEDS THESE ITEMS WHILE IN CARE AT CCA, PLEASE DIRECTLY HAND THEM TO YOUR CHILD'S TEACHER AND REQUEST A MEDICATION FORM TO FILL OUT BEFORE YOU LEAVE.

Central Christian Academy encourages 3-5 year olds to have a STANDARD size backpack for practicing and creating responsibility for school. No toddler size or roller backpacks, please. Children under the age of 3 may bring any type of bag that is the easiest for the parent. Some locations may ask you to bring personal sippy cups should be sent for 1 and 2 year olds and will be sent home daily. Please label all items. If you do not label your items, we will label them with a black sharpie pen. Central Christian Academy will not be responsible for lost, damaged or stolen items. Please bring only enough items for one day at a time, unless otherwise specified by your child's teacher. (Do not bring a package of diapers or wipes, but keep enough for the day in your child's bag, unless you have prior approval by your child's teacher) Please do not allow your child to bring personal toys to school. The only exception is for show and tell AND your child's teacher will let you know if the class will participate in this. CCA is not responsible for lost, damaged or broken items brought from home.

## Cell phone usage of children

Due to the disruption of the activities caused by student use of cell phones, pagers, etc., the use of these devices in any of their manufacturer-designed functions will not be allowed on campus at any time. CCA will not be held responsible for lost, damaged, or inappropriate usage. If you need to contact your child while at CCA, feel free to call the school office at any time and we will be happy to assist you.

## Cell phone usage of staff

Staff are not permitted with use of their personal cell phone devices during work hours. If you have a question about your child, please call the CCA office directly and someone will immediately assist you. It is important that our staff maintain constant supervision at all times without the distraction of cell phone use per the company policy.

## Toilet-Training

Central Christian Academy promotes and encourages toilet training. Parents need to notify staff to address communication, routines, and dressing skills. It is very important to have consistency at home and at



school. As parents and teachers, we work together with your child's toileting needs. Central Christian Academy children will not be scolded or shamed should an accident occur. Extra clothing garments should be labeled and provided by parent. When toilet training, please dress your child in EASY TO REMOVE clothing! Central Christian Academy will assist children in toilet routines and hygiene practices.

## **Clothing**

Central Christian Academy encourages parents to dress children in washable, sturdy clothes and for the day's weather and activities. Creative crafts and art activities, as well as outdoor play, are planned daily. We do our best to keep clothes clean and stain free, but sometimes learning means getting a little dirty sometimes, please be gracious when this happens. Please remember to LABEL ALL coats, socks and shoes!

## **Items brought from home**

Central Christian Academy encourages children **not** to bring toys or materials from home unless used in theme, activity, or naptime and are requested by your child's teacher. Please leave all toys at home. If a toy is brought to school it will be put in your child's backpack for the day. Do not send your child eating leftovers from breakfast, as other children invariably will want some too. Also, do not allow your child to bring coins or other small items to the school, as they are easily swallowed by young children and can cause serious medical problems. Balloons are never allowed in the school. They are known to be potential choking hazards. If your child has a security item, please **DO** allow your child to bring it to Central Christian Academy. Security items are age appropriate for infants and toddlers. We do not force the items on the children, but we do allow the children to give us direction on their needs for security blankets, etc. Please do not bring pacifiers to school for children over 2 years of age.

## **Not Responsible for Lost, Broken or Damaged Items**

CCA is not responsible for lost, damaged or broken items that are brought from home. This is an all-inclusive policy that includes toys, clothing, medication, property and any other miscellaneous items not mentioned. Parents recognize that they are responsible for the items that they choose to bring to CCA and understand that accidents may occur.

## **Behavior Guidance Policy**

The use of behavior guidance shall show that the caregiver understands each of the child's needs and shall promote self-discipline and good behavior.

Behavior guidance techniques include:

- A. Looking for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well.
- B. Remind the children on a daily basis of the rules by using clear positive statements of how they are expected to behave rather than what they are not supposed to do.
- C. Attempt to ignore minor inappropriate behaviors and concentrate on what the child is doing properly.

- D. Use Brief supervised separation (time alone) from the group only when the child does not respond to a verbal command, which instructs the child as to how she is supposed to behave.
- E. When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved for a long period of time.
- F. Attend to the children who are behaving appropriately and other children will follow their example to obtain your attention.
- G. When the entire group is behaving well, reward them with an activity that they enjoy.

**PHYSICAL PUNISHMENT SHALL NEVER BE ADMINISTERED TO THE CHILDREN.**

**THE LENGTH OF THE TIME THAT A CHILD IS PLACED IN TIME-OUT SHALL NOT EXCEED ONE-MINUTE PER YEAR OF THE CHILD'S AGE.**

**THE ONLY ACCEPTABLE FORM OF DISCIPLINE WITH INFANTS AND TODDLERS UNDER 24 MONTHS IS REDIRECTION.**

(Brief separation from the group is acceptable when the child's behavior places the child or others at the risk of harm. The child may be placed in a supervised area away from the group or in a crib or playpen while the caregiver attends to the situation. (Example: A child who has bitten another child would be removed from the group, briefly, while the caregiver attends to the bitten child.)

We will be using wisdom based teaching in addition to the above policy. Proverbs 29:2 says, "When the righteous thrive, the people rejoice." We will establish ways to bless the entire class for the wise choices of some. We will be using the "Nurture Principle" in the following ways:

- A. Educate: Giving knowledge of the standard(What the teacher expects of the child)
- B. Train: Understanding how facts and standards apply to everyday life.
- C. Correct: Accountability and consequences for the choices made.

We use the terms "wise" and "foolish" instead of "good" and "bad".

Every child is such a unique creation of God and no two are alike. Spiritually, emotionally, socially, physically, the children who enter Central Christian Academy start at different levels of development. And just like God works with us, we must work with these children where they are, challenging them to move upward in God as well as learning activities.

Behavior Guidance at Central Christian Academy is appropriate to the developmental level of an infant to a 4<sup>th</sup> grader. Positive guidance is the rule at Central Christian Academy. The teaching staff uses verbal direction and guidance that is in positive terms. Guidance is positive yet firm. Children are not offered a choice if indeed there is no choice. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc.

Here are the basics, of our thoughts, on what works best with young children:

When children are not in danger of hurting or being hurt, we allow them time to work out their differences. Adults step in as guides, putting the situation into simple language the children can understand. Children are asked for input into the solutions. In this way, children learn how to get along with others.

Behavior Guidance is viewed by all as being directed toward teaching children acceptable behavior and self-control and helping the children play together safely.

Children are not punished; they are taught by positive guidance. Discipline is never associated with food or toileting. Children are never labeled as “bad” or “naughty.” Children are never required to participate in group activities. An adequate number of materials, equipment, and activities are used as preventative measures. Duplicate materials are used whenever possible.

All staff is aware that infants and toddlers cannot be expected to share or take turns, but it is gently encouraged. Activities requiring such social competence are used sparingly and only when alternative activities are available. We know that children cannot learn to share until they have learned to own. That is why we teach children to share by sharing with them. When we “catch” children sharing or taking turns, we praise them.

### **Guidelines for ages 1 year – 2 years**

During this transitional stage between infancy and toddler, these one and two year olds are simply learning and testing their boundaries. Young children may forget easily and need reminding as well as modeling appropriate behaviors. A child at this age is extremely easy to distract and divert. Time alone procedures are not acceptable for children under two years of age (24 months). A brief separation from the group is acceptable when the child's behavior places other children at risk of harm.

Examples of misbehaving are hitting, kicking, pushing, or biting.

Note: Biting will result in counseling and possible dismissal from Central Christian Academy. (See Biting Policy)

### **Guidelines for Ages 3-5**

Discipline takes time, consistency, and prayer. It builds character and teaches respect for God and inspires a child to live for Christ. We teach simple classroom rules and are consistent. We always reinforce the rules each day and know that children will mimic what they have seen or heard, so be cautious with your actions.

#### **Central Christian Academy rules for children:**

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use kind words.
4. We use our walking feet inside.
5. We are responsible for what we say and do.

#### **Problem Solving Program:**

1. Stop and Think.
2. Do I want to make a wise choice/foolish choice?
3. I want to make a good choice.
4. What are my choices?
5. Just do it- make a good choice.
6. Give yourself a pat on the back and say good job.

There are two parts to discipline, preventative and corrective.

Preventative discipline involves:

- Classroom management- all teachers should be prepared, organized, and consistent.
- Communicate effectively- all teachers inform the children what we want them to do. Teachers should give clear directives and redirect when appropriate.
- Praise obedient behavior immediately.

Corrective discipline includes:

- Maintaining control of classroom environment.
- Teachers should have a plan of action. This should reinforce expectations and classroom rules.
- Correct a child in a way that will not belittle or embarrass them.

## **Biting Policy**

Because biting is a common occurrence in programs serving children under three years of age, and because biting is a common concern of parents of infants and toddlers, Central Christian Academy has carefully researched its policy concerning biting. The following procedures are followed at Central Christian Academy:

First, the victim receives the first attention and any necessary first aid is immediately available. The biting child is dealt with firmness, kindness and briefly. The child is told that biting hurts and that biting cannot be allowed at Central Christian Academy. Further response or action would depend on the reason for the biting incident.

- a. If the biter is an infant, usually the child is biting just as the child would bite a toy. The child gets response, so he/she bites again. Careful supervision is used to prevent bites, and many chewable toys are provided.
- b. Some children begin to bite because they imitate the kisses or playful bites of adults. Parents are warned that such "biting" play may very well encourage their child to bite in the future.
- c. If the biter is biting things, as well as people, and seems to have a need to bite, a substitute object such as a teething item is provided, and the child is told to bite the object anytime he/she wants.
- d. If the biter is verbal and communicating by biting rather than using language to get results, the biter is encouraged to use words instead. Appropriate words should be given to the child who needs them. The teacher can say, "Joe, use your words; say, 'No, that is mine.'"
- e. If a certain child seems to be chosen often as the victim, that child is encouraged to be more assertive. If the child seems to be biting for attention, teachers focus on times during the day that meet the child's need for attention.
- f. If the child is old enough to understand, a calm time is chosen (such as diaper changing time) to tell the child why we do not want anyone to bite.
- g. Never will a biter be "bitten back." This only provides the child with an inappropriate role model.

The staff at Central Christian Academy supervises very closely at all times. Everything possible is done to keep all of the children at Central Christian Academy safe and secure. However, just as all toddler falls

cannot be prevented, all bites cannot be prevented. Accident reports are filled out on all bites that leave a mark. All bites are documented. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the director will discuss the matter with the parents of the biter to assure that the child is being dealt with in a consistent way. However, the name of the biter is not given to other parents. The child must be protected from any negative reactions from others. Biting is a normal behavior for toddlers, but some people may look at a biter in a negative way. Toddler bites and infant bites are not intentional. Parents who have further questions about biting are invited to discuss the matter with the director. Specific questions can be answered and written information is available.

Considering the above information, we will do our best to work with the parents and the child in biting situations. However, we also have a responsibility to protect all of the children in the classroom from injury. If a child bites more than 3 times in one day, the parent will be called to pick up the child. If a child bites more than 10 times in one month, dismissal will be considered. The policy will be amended considering the situation, the severity and the frequency of the biting. We reserve the right to change the policy as needed. We strive to provide support, parent education and resources to families who deal with biting issues and will only use dismissal as a last resort.

## **Lost and Found Box**

CCA does have a lost and found box in the staff resource room. If you have lost items, please let a staff member know and we can help you look through the lost and found box. It is always important to label your child's items to reduce lost items! Items not claimed in the lost and found box over a period of time are recycled into extra clothes for "accidents" or donated.

## **Suggestion Box**

There is a suggestion box in the foyer on the reception desk. We invite you to place your questions, comments and/or suggestions in the box at any time. We value your input and feedback!

## **Amendments and General Disclaimer**

Central Christian Academy reserves the right to amend the Parent Handbook as needed. The most current parent handbook is online at [centralchristianacademy.org](http://centralchristianacademy.org). On your enrollment application, you agree to the most current version of the Parent Handbook, so we recommend you review it regularly.

***Thank you for choosing Central Christian Academy for your child! May God Bless Your Family!***



[www.centralchristianacademy.org](http://www.centralchristianacademy.org)