



Academy Handbook

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1.0 General Information

1.1 Mission Statement

Calvary Chapel Academy (CCA) exists to disciple children and families in God's Word.

1.2 Our Philosophy of Learning

CCA's philosophy of education reflects in every way a Christian philosophy of life. The Academy is God centered, believing all truth is God's truth. Any truth existing in the universe is in line with God's revelation, both in nature and in His written word, the Bible.

God is the physical enabler and spiritual motivator for pursuing knowledge. It is God and His world which are the objects of our learning. We look to God's Son, Jesus, as the single perfect example of both student and teacher.

In scripture, God has commanded two institutions to educate; the home and the church (Deuteronomy 6:7, Proverbs 22:6). Parents have been made responsible for their children and have been charged with an educational task.

In partnership with parents, families, and the Church, CCA provides an opportunity for learning and developing, working toward the total education of our children.

At CCA, the student's world of learning is designed and planned to reflect not only a challenging classroom environment but also a Christian worldview, a Christ-centered view of life.

The educational process will teach the whole child – spiritually, socially, emotionally, intellectually, and physically. Each child is to be educated as one with unique abilities, qualities, and personality.

At Calvary Chapel Academy we encourage learning that contributes to total Christian development.

1.3 Non-Discrimination

CCA admits students of any race, color, national, and/or ethnic origin. Students are entitled to all rights, privileges, programs and activities generally accorded or made available at the school. The school does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational or admissions policies, or any other school administered programs.

1.4 Affiliation

CCA is a ministry of Shepherd of the Hills Calvary Chapel and as such remains under the oversight of the church. All CCA policies and procedures are subordinate to that of the church. In any case where a CCA policy contradicts a church policy, the church policy shall have authority.

1.5 Policy Changes

CCA reserves the right to change and/or amend these policies at its discretion, with or without advanced notice. Should a change be made during the school year that affect the experience and/or responsibilities of the students/families, reasonable attempts to notify each family will be made. In all cases, please direct any questions regarding these policies to CCA staff.

2.0 Faith Information

2.1 Statement of Faith

God is the Creator of Heaven and Earth (Genesis 1:1; John 1:3). He is one God (Deuteronomy 6:4; Galatians 3:20) and exists in the three separate but equal persons (the Trinity) of the Father, the Son and the Holy Spirit. (Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2)

The **Father** is fully God (Matthew 28:19). He is referred to in the Old Testament as “LORD” (“YHWH”) (Genesis 19:24; Psalm 23:1). It is His will that is carried out in the world. (John 6:38; Matthew 6:9). He is the giver of all good things (James 1:17).

The **Son** is fully God (Matthew 28:19; Philippians 2:5-6). He is referred to in the New Testament as Jesus Christ (Luke 1:31). He is the Son of God the Father and was conceived of a virgin through the power of the Holy Spirit (Luke 1:35). Jesus is fully God (Colossians 1:15; 2:9). He is the embodiment of the Word and will of God (John 1:14). He was present and active at creation (John 1:1-3). Jesus is the head of the church on earth (Matthew 16:18).

The **Holy Spirit** is fully God (Matthew 28:19). He carries out the will of the Father (Genesis 1:2). He reveals the Father’s will to man (John 14:26; 16:13). He indwells the believer (1 Corinthians 6:19). He equips the believer for the work of the ministry with spiritual gifts (1 Corinthians 12:1-11). He is the agent at work during salvation (1 Peter 3:18; Romans 8:10).

Salvation is God’s merciful response to man’s sin (Genesis 3:1-8; Ephesians 2:1; 5). It comes through the death and resurrection of Jesus (Romans 4:24-25; 1 Peter 3:18). Salvation is a gift from God that comes by grace alone, through faith alone and cannot be earned (Ephesians 2:1-10). Salvation comes only by way faith in Jesus’s substitutionary death for our sins on the cross and resurrection from the grave for our life (John 3:16-17, 36; 20:29; 14:6; 1 John 5:5).

The **Bible**, consisting of the scriptures of the sixty-six (66) books of the Canon of the Old and New Testaments, is the inerrant (Psalm 12:6; 19:7; Proverbs 30:5) and inspired (2 Peter 1:21) Word of God (Jeremiah 1:2). It is without contradiction and serves as the governing authority for all life and faith (2 Timothy 3:16). It is worthy of intense study (Joshua 1:8; 2 Timothy 2:15) for the purposes of maturing in faith (1 Peter 2:2). Presenting

the Word is the means by which the **Holy Spirit** may bring a person to faith (Romans 10:17).

Creation was the act of God creating all things (Genesis 1:1; Job 38:4) and occurred in six days (Genesis 1:31). Creation was accomplished through God's spoken word (Genesis 1:3) and not through any evolutionary process. Creation was accomplished by using no pre-existing materials (Hebrews 11:3). That which was created was done so instantaneously and already mature and ready for reproduction (Genesis 1 [all]).

The **Fall of Man** occurred at the moment the first sin was committed in the Garden of Eden (Genesis 3:6). Prior to the fall, mankind existed in the perfect image of God. After the fall, mankind was created in the marred image of Adam, which included a remnant of the perfect image of God (Genesis 1:26-27; 5:1-3).

Sin is any act that violates the perfect will of God (Joshua 1:18; 1 John 3:4). Satan tempted Eve to sin in the Garden of Eden (Genesis 3:1-5). Sin entered the world through the willful disobedience of man (Genesis 3:6; Romans 5:12). From that point, all of mankind has inherited the original nature to sin (Psalm 51:5). The result of sin is separation from God (Isaiah 59:2) and death (Genesis 2:17; Romans 6:23). Sin corrupts the nature of a person, causing them to reject the things of God (1 Corinthians 2:14). The only escape from the affects of sin is **Salvation** (Romans 3:23-24).

Heaven is a real and literal place of paradise (Luke 23:43) where all those who have put their faith in Jesus for their **Salvation** will spend eternity (Revelation 21:27; John 14:1-4). Heaven is where **God** resides (Isaiah 66:1). Heaven is described in detail in Revelation 21.

Hell is a real and literal place of darkness (Matthew 22:13), burning (Revelation 21:8) and torment (Matthew 8:12) created for Satan and his angels (Matthew 25:41). Hell is also the eternal destination for those who die without **Salvation** from **Sin** (John 8:24; Revelation 20:12, 15).

Angels are celestial beings created by God to serve and worship Him (Revelation 7:11-12; 19:6-7). They are not to be prayed to (Revelation 19:10; 22:9) and serve primarily as messengers of God (Genesis 16:9; Matthew 1:20) and agents of His will (Matthew 13:49). They will proclaim the Gospel in the last days (Revelation 14:6).

Satan and Demons are literal and real enemies of God (Zechariah 3:1-2) and His children (Genesis 3:15; Revelation 12:10). Satan, named Lucifer, is described a once-beautiful, kind of "first angel" who esteemed himself higher than God (Isaiah 14:12-15) and led other angels (now called demons) in a rebellion against God (Revelation 12:4), which He defeated. Satan and his demons were cast out of Heaven forever and await final punishment for their sin (Matthew 25:41; Revelation 20:10). It was Satan that tempted Eve in the Garden of Eden (Genesis 3:1-5) and continues to tempt us to **Sin** today (Matthew 4:3). He is described as one seeking those he may consume (1 Peter 5:8). Until

he and his demons are destroyed forever in Hell, they are free to roam about enticing mankind to sin (Job 1).

Water Baptism is defined as “washing with water” and is one of two ordinances of the church (Matthew 28:18-19). It is an outward demonstration of the transformation that occurs when the **Holy Spirit** indwells the believer. Historically it was *usually* performed through immersion in order to show death to sin [going under the water] and rising in life [coming up out of the water] (Romans 6:4; Colossians 2:12). Water Baptism is not required for salvation (Luke 23:43; Ephesians 2:8-9). Water baptism as commanded by Christ in Matthew 28 is a symbolic act and therefore not the same as the baptism for repentance practiced by the Old Testament Jews (Matthew 3:6).

Communion (AKA: “The Lord’s Supper”) is an act of deliberate remembrance of Jesus death and resurrection and is one of the two ordinances of the church (Luke 22:19-20; John 13:15). It consists of consuming the *Bread* and drinking from the *Cup*.

The *Bread* symbolizes the body of Christ that was destroyed as punishment for man’s sin (Isaiah 53:4-6; 1 Corinthians 11:24). The contents of the *Cup* symbolize the blood of Christ that was shed in establishment of a new covenant of grace (which makes **Salvation** possible) in place of the old covenant of The Law (1 Corinthians 11:25).

Human Life begins at conception (Psalm 139:13-16). Any effort to end a life prematurely through abortion or euthanasia is a violation of God’s image (Genesis 9:6) and is not in keeping with the sanctity of the God-created life. This status does not extend to the plant and animal kingdom (Genesis 1:26-30; 9:3, 6).

Gender Dysphoria (AKA: “transgender”) is a result of sin entering the world and negatively affecting all aspects of human life. God created gender (Genesis 1:27) and declared it “good” (Genesis 1:31). Any attempt or decision to alter one’s gender is an assault on the perfect work of God (Deuteronomy 22:5).

Marriage and Purity refers to the lifelong bonding of one man and one woman (Matthew 19:4-6; Ephesians 5:22-31). Human marriage emulates the relationship Christ has with His church (Ephesians 5:25; Revelation 21:2). Human sexuality was given as a gift to mankind for the purposes of reproduction (Genesis 1:28) and to be fully enjoyed within the confines of a monogamous marriage (Genesis 2:24-25; Song of Solomon [all]). Any sexual conduct outside of a monogamous marriage is **Sinful** and adulterous (Matthew 5:27-28; 1 Corinthians 7:2). Any effort to redefine marriage or sexuality to include any variance from these traditional definitions as given in scripture violates the will and Word of God (Romans 1:24-32; Revelation 21:18-19).

Sanctification is the process of setting a person apart from the world (Romans 12:1-2) for the purpose of becoming more like Christ (Matthew 5:48; John 17:23; 1 Thessalonians 5:23; Hebrews 10:14). This is a process that lasts an entire life and will not be completed

until the believer physically dies and goes to be with God in Heaven (Philippians 1:6; 3:12-14).

3.0 Enrollment

3.1 Enrollment of Students

Enrollment at CCA is open to children from 3 years of age through 8th grade. For the purposes of enrollment and class placement, students with birthdays on or after September first will be placed in that respective age group.

Enrollment is contingent on the parent's completion of all required paperwork, application, and any fees and/or tuition due prior to the beginning of the school year.

In order to preserve a high-quality educational experience, class sizes are limited, depending on the age/grade of the class. For this reason, enrollment may be closed when classes are filled. Any students registered after a class is filled may be placed on a wait list, in the order in which they registered. If an opening presents itself, students will be offered a seat according to the order in which they appear on the wait list.

3.2 Disenrollment

A student may be disenrolled for any of the following reasons, in accordance with each respective policy:

- Nonpayment of tuition
- Behavior
- Absence
- Staffing shortage (should CCA be unable to provide staffing for a class, students may be disenrolled)

Parents wanting to disenroll their child must provide 30-days written notice. All tuition remains in full effect until and throughout the notice period.

4.0 Financial

4.1 Tuition

A tuition agreement shall be signed by the custodial parent/guardian of the student prior to the start of the school year. Tuition rates for each child shall be in accordance with CCA's tuition schedule.

All custodial parents shall be required to sign a Tuition Agreement prior to enrollment of their child(ren). CCA will provide a payment plan consisting of nine (9) equal payments, (or) ½ payment in September and ½ in January, (or) a full payment option.

Tuition payments are due by the 5th day of each month.

Tuition may be paid in person via cash, check, and/or credit card, or paid online. Checks should be written to Shepherd of the Hills Calvary Chapel. A \$30 fee will be added to the tuition amount in the event of a cancelled or returned check.

Unless otherwise stated, tuition generally covers all classroom activities and field trips. In some cases, additional funds may be required for students to participate in certain, extracurricular activities, and parents will be notified of these instances in advance.

Full tuition payments are still due in the event of missed and/or cancelled classes.

Any necessary legal action regarding unpaid tuition and collection efforts thereof will be taken at the discretion of CCA. The parent(s) or guardian(s) shall be liable for any tuition owed plus court costs and legal fees. Interest will be added at the rate of 18% per year.

4.2 Late Payment

Tuition not received by the due date will incur a 5% late fee for the first seven days. If tuition plus the late fee is not received within seven days, a 10% fee will be applied. If tuition is not received within two weeks (14 days) of the due date, the student may be administratively suspended until all tuition is made current. After 30 days of nonpayment, the student may be disenrolled from the Academy. Tuition for subsequent months continues as scheduled up to the date of disenrollment, however any money paid will be applied to the earliest due date until the balance is made current.

4.3 Tuition Discounts

CCA offers tuition discounts to qualifying families, and in the following amounts:

Church and/or Academy staff (includes local pastors)	50%
Pay in full before the first day of school	5%
Friends & Family *	10%
Additional student enrolled **	5% for each subsequent student
Local Heroes (military, law enforcement, first-responders, teachers, medical) ***	10%

Discounts may be combined; however no combination of discounts shall equal more than 20%. The only exception shall be the Church and/or Academy staff discount of 50%, however, in such cases, no further discount shall be available.

*Friends & Family discounts are given to those who consider Shepherd of the Hills Calvary Chapel their home church and, as such, the parent(s) and child(ren) attend at least twice per month. Children's attendance is counted when the child is checked in for Sunday School.

**Additional student enrolled discount shall apply to any sibling enrolled in another Academy class, regardless of grade. This discount shall be applied to the lower tuition rate.

***Official credentials / ID must be presented to the administration office.

4.4 Financial Assistance

CCA offers tuition assistance to families experiencing financial hardship or who are unable to pay the full amount, but want their child to attend CCA. These cases are decided on a case-by-case basis. If you would like more information about this option, please contact the CCA office to arrange a meeting with the Director.

5.0 Participation and Attendance

5.1 Attendance

Consistent attendance is important to the quality of the classroom environment. Therefore, CCA expects students to be present at all scheduled school days/activities. If a student will be absent, it is requested the parent notify their child's teacher in advance or as soon as possible.

In the case of siblings who will be absent, each child's teacher should be notified independently.

6.0 Safety and Confidentiality

6.1 Confidential Information

CCA will never share, sell, or otherwise discriminate any private information of any person without that person's consent and/or a court order.

Any personal information (health, family, names and other identifying information, behavior, special needs) about a student shall be shared with that student's parent(s) / guardian(s), and/or any other person such parent(s) / guardian(s) have approved. Such approval shall be through written consent only. An "emergency contact," and/or an emergency worker (i.e. medical, police, fire) shall be considered "approved" for the purpose of this policy.

6.2 Mandatory Reporting

Under the Child Protective Services Act, all staff and volunteers of CCA and Shepherd of the Hills Calvary Chapel are mandated reporters. This means any suspicion of abuse and/or neglect must and shall be reported to the appropriate authorities.

As mandated reporters, the staff of CCA and/or Shepherd of the Hills Calvary Chapel cannot be held liable for reports made to Child Protective Services which are later determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

6.3 Building Security

During school hours, the building shall be locked and access restricted to authorized personnel only. Should a parent/guardian need access to the building, they shall be required to first check in with the administration office.

6.4 Weapons in School

Shepherd of the Hills Church policy requires that no firearms, ammunitions, and/or weapons may be carried onto church property at any time. Violation of this policy by parents/guardians will result in immediate dismissal of the child from the program.

Likewise, any toy looking like a weapon, and/or anything fashioned in the shape of a weapon, shall be considered a weapon for the purpose of this policy.

6.5 Background Checks

In accordance with State law, all staff and volunteers of CCA and Shepherd of the Hills Calvary Chapel shall be required to successfully complete a background check through CCA. Likewise, any parent wishing to help with a class shall be required to complete the same.

These background checks are performed by a CCA authorized vendor, compliant with State law, and paid for by CCA. Only background checks performed in this manner shall

be accepted.

6.6 Food Safety and Allergens

CCA does not permit children to share or exchange food items.

For the safety of the child, parents/guardians are required to provide notification of any allergies, food or otherwise, with instruction for treatment should the child have an allergic reaction.

Parents/guardians are required to provide written notification of any food or dietary restrictions such as lactose intolerance, vegetarian diets, wheat or gluten free diets, etc.

All uneaten food will be placed back in the child's lunch box so parents/guardians can see what items and how much their child consumed during the day. CCA will provide water for children who wish to have it with snacks.

Since food allergens can be life threatening in some cases, food containing nuts is not permitted in any classroom.

6.7 Class Activities / Field Trips

Depending on the class and the student's age, he/she may participate in classroom activities involving hot surfaces, sharp objects, fluids, chemicals, etc. Such examples may be working with sharp/hot items in culinary arts; dissecting specimens in science class, using scissors, etc. Such activities may or may be considered normal to the class environment. In such cases, CCA will make every reasonable effort to maintain a safe environment. However, if a student behaves in a way that endangers themselves and/or others, he/she may be removed from the class either temporarily and/or permanently.

In any case where a safety related incident occurs, parents shall be notified by the teacher.

CCA occasionally supplements the in-class curriculum with off premise field trips. Parents will sign a blanket permission for field trips at the time of registration. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Any parent not wishing their child to participate in a field trip may keep their child home on the day of the trip. No tuition reduction or refund will be made in this event.

Parent/guardian volunteers will be requested to provide field trip transportation and/or supervision throughout the school year. CCA requires each driver to provide the school with a copy of a valid Pennsylvania driver's license and the declarations page of their auto insurance policy indicating proof of coverage. The teacher will provide directions for the drivers and check to make sure that each car has a cell phone in it. The teacher will have a list of all the cell phone numbers being used that day.

Parents must provide car seats/boosters for their children as required by law. If a

parent/guardian is not accompanying the child on the field trip, the car seat/booster must be left at the school with the child's name on it when the child is brought to school in the morning. All car seats will be returned after the trip is over. CCA does not have the facilities to store any car seats at the school.

CCA and/or Shepherd of the Hills Church are not liable for damages to parents'/guardians' cars by children from CCA during transportation to or from a field trip.

6.8 Incident Reports

Should a child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's backpack.

Parents / guardians are required to sign any incident/accident reports from the day at pick-up.

The classroom teacher will briefly discuss the matter with the parent/guardian at pick-up. Should a parent feel it necessary to have an in-depth discussion, such a meeting will be scheduled for a later date at a convenient time for both the Director and the parent.

6.9 Emergency Drills

Throughout the school year CCA conducts emergency drills (i.e. fire drills, emergency evacuation drills, etc.) Because these drills are intended to prepare for the unexpected, they may or may not be announced.

7.0 Health and Wellness

7.1 Medication

The staff of CCA will not dispense any prescribed medications during the school sessions. Parents/guardians are expected to give necessary medications before or after class time. The only exception to this would occur in an emergency situation where prior notification and permission had been given for administration of an epi-pen, inhaler, or other medication prescribed for possible allergic reactions.

7.2 Communicable Disease

Parents/guardians are required to pick up an ill child within 45 minutes of notification by phone. If a parent/guardian is reached but cannot pick their child up within 45 minutes, it becomes the parent's/guardian's responsibility to arrange for alternate pick-up with someone listed on the emergency contact list once a parent/guardian is reached. If a parent/guardian cannot be reached, the staff will begin to call the people listed on the emergency contact form until arrangements can be made for the child to be picked up.

Children will be excluded from participation at CCA if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until

they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. CCA reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If a child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If a child will be absent due to illness, the parent/guardian should notify the teacher. This enables CCA to keep track of any illnesses which may occur. This information will only be shared with faculty on a "need to know" basis. If a child has a communicable disease, the parent is asked to notify the teacher so that the parents/guardians of other children in the school may be notified that a communicable disease is present. CCA will take all measures necessary to protect each child's confidentiality. The parent is not required to disclose this information by law and continued enrollment will not be based on the parent's/guardian's decision to share or not to share the reason for the child's absence from school.

7.3 Allergies

For the safety of your child, parents/guardians are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is diagnosed. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months or more frequently as needed. In addition to this form, parents/guardians must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from Director.

Parents/guardians must also execute a "Release and Waiver of liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases CCA from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided CCA exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with

the Medication Policy detailed herein.

8.0 Student Supplies

8.1 Student Supplies

While much of what is required for class is supplied by CCA, some items shall be the responsibility of each student to provide. In such cases, parents will receive a school materials list prior to the start of school.

8.2 Transportation

Parents are responsible for transporting their student to and from school each day.

In the event of a field trip requiring transportation, parents shall be required to supply their student(s) with appropriate child seats/booster seats.

9.0 Behavior

9.1 Dress Code

Children are engaged in various activities during the course of the day; some of these activities can be messy and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Children may not wear overalls or clothing with difficult closures unless they can manage the closures independently. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, mittens and scarves must be provided in the winter months. We will go outside on the playground as long as there is no rain or snow and the temperatures are above freezing. Fresh air is good for the kids and should be provided whenever possible.

Children are required to have one seasonable and size appropriate complete change of clothing in the child's back pack at all times. A complete change of clothing includes shirt, pants, underwear and socks.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, mittens and scarves. CCA is not responsible for lost or damaged items of clothing. Clothing, backpacks, etc. that are not labeled at home will be labeled by the teacher.

All students are required to have a schoolbag with the CCA tag on it. Tags will be provided by the school.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring toys from home unless specifically requested by the classroom teacher for use as part of the curriculum. Parents/guardians are responsible for enforcing this policy with their

child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

9.2 Code of Conduct

CCA requires the parents/guardians of enrolled children to conduct themselves in a manner consistent with decency, courtesy, and respect. Parents/guardians are required to behave in a manner that fosters this ideal environment while on CCA property and/or at CCA functions. Parents/guardians who violate the Parent/Guardian Code of Conduct will not be permitted on school property or at school functions thereafter. Please refer to the Policy on Parent's/Guardian's Right to Immediate Access for additional information regarding disenrollment of the child when a parent/guardian is prohibited from accessing school property.

Language

No parent/guardian or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent/guardian or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

Threatening Behavior

Threats of any kind to an employee, child, parent, or any other adult associated with CCA will not be tolerated.

Addressing Behavioral Issues

Parents/guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent/guardian or other adult may physically punish a child who does not belong to them. If a parent/guardian should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the Director of CCA.

Parent/guardians are not permitted to seek out another parent/guardian to discuss their child's behavior. All behavior concerns should be brought to the Director's attention. The Director will then address the issue with the other parent/guardian. Teachers and/or the Director are strictly prohibited from discussing anything about a child with anyone other than that child's parent/guardian. All children enrolled in CCA have privacy rights and are further protected by our Confidentiality Policy. Parents/guardians must be assured that their child will not be discussed with any other parent/guardian or adult visiting the School.

Smoking/Tobacco Usage

Shepherd of the Hills Calvary Chapel, along with CCA, is a tobacco free campus. This means tobacco products of any sort (to include tobacco-like products such as vapes and other similar products) are not permitted on CCA property, to include any area owned, leased, and/or operated by the church and/or the Academy. Additionally, this policy shall apply to any CCA functions not on CCA property.

Violations

Parents/guardians and staff are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences but to protect the welfare and best interests of the employees, children, and associates of CCA. Particular attention will be paid to CCA entrance procedures. All personnel are to be alert to possible threats and strangers. Any perceived security threats are to be reported immediately to a staff member.

Confrontations

While it is understood that parents/guardians will not always agree with the employees of CCA or the parents/guardians of the other children, it is expected that all disagreements will be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate and are strictly prohibited. If there is an unresolved issue, please contact the church office.

Confidentiality

CCA takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents/guardians must understand the implications of this responsibility. Parents/guardians need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees associated with CCA. Any parent who shares any information considered to be confidential, or pressures employees or other parents for information which is not necessary for them to know; will be considered to be in violation of the Confidentiality Policy.

Solicitation

Solicitation of any kind is not permitted on any CCA property.

Parents or guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at CCA, as provided by law.

In cases where the child is the subject of a court order (e.g. Custody Order,

Restraining Order, or Protection from Abuse Order) CCA must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with CCA, both parents shall be afforded equal access to their child as stipulated by law. CCA cannot, without a court order, limit the access of one parent at the request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, CCA suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. CCA staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the office, and are allowed in the school only at the discretion of the Director. An employee of CCA will accompany visitors at all times throughout the school.

CCA will disenroll any child whose parent/guardian is prohibited from entering school property. Due to the Parent's/Guardian's Right to Immediate Access policy, as well as state and federal regulations, CCA cannot have a child at the school when the child's parent/guardian is prohibited access. CCA will not agree to any request to maintain a child's enrollment even if the parent/guardian agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

10. Legal

10.1 Court Orders

In cases where an enrolled child is the subject of a court order (ex ... Custody Order, Restraining Order, or Protection from Abuse Order) CCA must be provided with a **CERTIFIED COPY** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with CCA administration, both parents shall be afforded equal access to their child as stipulated by law. CCA cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason.

If conflicting court orders are presented, the most recently dated court order will

be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, CCA is obligated to follow the order for the entire period it is in effect. Employees of CCA cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. CCA will report any violations of these orders to the court.

10.2 Impairment

The staff of CCA will contact local police and/or the other custodial parent should a parent/guardian appear to the staff of CCA to be under the influence of drugs and/or alcohol when they arrive to pick up a child. The parent's/guardian's right to immediate access does not permit the school to deny a custodial parent access to their child even if the parent/guardian is or appears to be impaired. However, CCA staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff of CCA to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of CCA will contact the child's parents, and, if necessary, local police to notify them of the situation.

10.3 Emergency Contact

Parents/guardians are required to list at least one Emergency Contact person on their application form. Parents/guardians are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick up their child from CCA. In an emergency situation the child's parents/guardians will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by someone on the emergency list. Habitual failure of the parent/guardian to make such arrangements may result in disenrollment from the program.

Parents/guardians will be asked to determine which persons (if any) on the Emergency Contact list have the right to act/speak for the parent. Such status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to incident/accident reports and behavior issues. In the absence of this designation the people on the Emergency Contact list only afforded the right to pick up the child. Staff are not permitted to discuss the child's day with them.

Those on the Emergency Contact list will be required to provide a valid photo driver's license prior to the school releasing the child. There will be no exceptions to this rule. Only custodial parents have the right to make changes or additions to this Emergency Contact list.

CCA reserves the right to refuse or ban any person listed on the Emergency Contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Contact list of the policies/procedures.

11.0 Notifications

11.1 Emergency Closing

Should school be cancelled for an emergency (i.e. inclement weather, problems with the building, etc.) parents will be notified via the Shepherd of the Hills Calvary Chapel app. **Please be sure and download the SOTHCC app to receive these and other emergency notifications!**

11.2 Standard Notifications

Standard (i.e. non-emergency) notifications shall be made through any one (or more) of the following; email, phone, text message, flier, and/or social media.

In the event a child is sick, the parent shall be called directly. If the parent is not reachable by phone call, a text will be attempted. Should a text message not reach the parent promptly, the staff may contact an emergency contact from the approved list. Picking up a sick child shall be governed by the standards set forth in 7.2 of this handbook.

12.0 Pick Up and Drop Off

12.1 Traffic

When arriving to CCA, please drive in a clockwise direction around the building to avoid traffic congestion.

12.2 Release of Students

Parents and/or guardians shall pick up their child(ren) at their respective classrooms at the end of the school day. Children will not be allowed to exit the room without a parent present.

12.3 Late Pick-Up

Children must be picked up at the conclusion of class. Any parent/guardian arriving more than 15 minutes late may be charged a late fee of \$5 per child for the first fifteen minutes or a portion thereof and \$1 for each additional minute past fifteen minutes. In an emergency, parents are responsible for planning for their child's prompt pick-up. All

measurements of time are to be according to CCA clock located in the classroom. CCA cannot be held liable for children who remain after dismissal. Students consistently picked up late may be disenrolled at the discretion of the Director.
