



2019-2020 Preschool Family Handbook – Viera Campus

TABLE OF CONTENTS

SCHOOL INFORMATION 3
VISION 4
MISSION 4
PHILOSOPHY 4
OUR GOAL FOR YOUR CHILD 4
OUR STAFF’S GOALS 4-5
DESCRIPTION OF DAILY PRESCHOOL SCHEDULE 5-6
POLICIES AND PROCEDURES 6-10
GENERAL 6-7
DISCIPLINE 7
EXPULSION POLICY 8
HEALTH AND ILLNESESS 8-10
TUITION AND FEES 10-11
TUITION PAYMENT OPTIONS 10
SCHOLARSHIP PROGRAMS AND PAYMENT OF TUITION AND OTHER FEES 11
INSUFFICIENT FUNDS FEE 11
WITHDRAWL 11
ARRIVAL AND DISMISSAL 11-12
ARRIVAL 11
DISMISSAL 11-12
ATTENDANCE 12
BEFORE/AFTER CARE 12
DRESS CODE 13
NOTE 13
PERSONAL ITEMS 13
EMERGENCY INFORMATION 13
SECURITY 14
PARENT SERVICE HOUR REQUIREMENT 14
CONFERENCES 14
FIELD TRIPS 14
WEATHER 15
SNACKS 15
PLAYGROUND 15
HOLIDAYS 15
HOLLOWEEN..... 15

CHRISTMAS	15
EASTER	16
Conclusion	16

“We will tell the next generation the praiseworthy deeds of the LORD,
His power, and the wonders He has done.”

Welcome to Calvary Chapel Academy Viera!

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Vision

The vision of Calvary Chapel Academy (CCA) is to equip and raise up godly generations of young people who love, serve, and worship Jesus.

Mission

The mission of CCA is:

- To partner with parents who are Christ followers;
- To provide quality Christian education; and
- To prepare students for a lifetime of fruitful Christian service.

Philosophy

CCA was established as a ministry of Calvary Chapel Melbourne (CCM) in 1999. We are committed to providing quality education in a loving, Christian atmosphere. We offer a nurturing environment where the individual needs of the children will be met and where the children may develop spiritually, socially, physically, and academically through varied activities. Our school places a strong emphasis on building solid basic learning concepts, as well as establishing Christian life principles in accordance with Proverbs 22:6, *“Train up a child in the way he should go and when he is old he will not depart from it,”* CCA serves as an extension of the educational training in the home and the church.

Our Goal for Your Child

Our goal is to help each child learn and grow in a loving and encouraging environment. We provide challenging opportunities in which to learn new skills. By following a daily schedule that allows for a blending of self-direction and the teacher’s guidance, we will be encouraging children to actively participate, which will stimulate their curiosity, and allow them to follow their interests to increase their abilities and skills.

Our Staff’s Goals

INTERACTION AMONG STAFF AND CHILDREN

To provide a warm, nurturing, relaxed atmosphere which fosters optimal care and development of the individual child and demonstrate a Christ-like love to all.

STAFF-PARENT INTERACTION

To make families aware of their effectiveness at the school and to generate optimal communication between the staff and parents.

STAFF QUALIFICATIONS AND DEVELOPMENT

To insure high standards for education and growth of the teachers and support staff in keeping with state requirements.

ADMINISTRATION

To maintain the integrity and philosophy of the school, an awareness of employee needs and qualifications, and open communication with parents.

STAFFING

To provide qualified staff members who will uphold the CCA philosophy and help maintain the integrity of the school.

PHYSICAL ENVIRONMENT

To provide a positive atmosphere of warmth and safety in which young children can play, move, learn, express creativity, satisfy curiosity, and socialize with other children and adults.

HEALTH AND SAFETY

To ensure the health and safety of all involved at the school.

ACADEMICS

To provide activities that lay the groundwork for spiritual growth, as well as introductions to reading, mathematics, and language arts skill development, while maintaining the standards set forth by the State of Florida.

Description of Daily Preschool Schedule

ARRIVAL

Child is checked in and welcomed to the group. Tray tasks are set out to foster independence and to reinforce what is being taught in the classroom.

CIRCLE TIME

All children participate as a group. Although individual differences may be apparent, the focus is on the group. Some activities that take place are opening prayer, pledges, stories, music, calendar, weather, or specific demonstrations and/or interactions.

BIBLE LESSON

Bible stories, songs, and prayer are taught daily.

PHONICS LESSON TIME

Our Preschool classes learn basic phonics skills by following activities from a teacher-created curriculum. The curriculum is based on the interests and academic needs of our students.

RECESS

Weather permitting, classes spend 20-30 minutes daily at the playground. Activities such as sidewalk chalk, bubbles, and more are available during this time.

GROUP ROTATIONS

Children are divided into small groups where they rotate through activities. Activities are academic-based and led by the teacher and the aide. There are also art projects and journal pages, as well as a variety of activities that are set out by the teachers, such as large building blocks, transportation vehicles, and table toys. They may also engage in dramatic play with props in a quiet place.

Activities during the day may be inside or outside. They may occasionally vary depending on the children's interest. The length of each activity is determined by the children's progress. As an activity ends, the children help organize and clean up their area in preparation for the next activity.

CLOSING

Children are helped to finish activities, gather their belongings, and end each day with prayer.

Policies and Procedures

Our policies are in place for the protection and safety of the children and staff. They have been determined by the Administration and must be understood, acknowledged, and followed by all parents.

GENERAL

- Our Preschool operates on a non-discriminatory basis, providing equal treatment and access to services without regard to race, color, religion, national origin, or ancestry. It is paramount that the parent/guardian understands that this is a Christian school and that the teachings of Jesus Christ will be taught without apology.
- Preschool students must be three years old and potty-trained in order to attend CCA. Pull-ups or diapers of any kind are not permitted. A child experiencing prolonged difficulty adjusting to school may not be emotionally ready for school.
- Per state requirements, VPK students must be four years old on or before September 1, 2019. CCA requires that every VPK student be potty-trained. Pull-ups or diapers of any kind are not permitted.
- Policies and rules will conform to the standard for schools as adopted by the Florida Department of Children and Families.
- CCA is a licensed non-profit institution governed by the School Board for the best interest and welfare of all concerned.

- If CCA determines that our spiritual, academic, and social environment is uniquely suited to minister to a prospective student who exhibits a past history of misbehavior, that student may be enrolled on a probationary status for one semester (i.e. August through December or January through May). If administration determines that an enrolled student's behavior is a detriment to the environment at CCA, that student may be asked to leave prior to the end of the probationary semester
- The school reserves the right to refuse attendance of any child if the parents do not observe the rules, if the child appears to be ill, overly fatigued, not completely potty-trained, or the child is too immature or challenged for the daily program.

DISCIPLINE

Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6

Our emphasis in discipline will always be on love. More than anything else, we want each child to know that they are loved. However, love does not necessitate a tolerance of misbehavior, but Godly love sets the highest standard and then encourages the children to love and do good works. We do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect toward others.

Through clear expectations, positive examples, and appropriate, consistent consequences, our preschool students learn respect for themselves and others. Teacher responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate:

1. **Conferencing.** The teacher explains the inappropriate behavior regarding its effect on self and others. More appropriate behaviors are identified and discussed. The student is encouraged to assume responsibility as needed. Teacher and student pray and discuss very simple Bible illustrations as indicated.
2. **Logical Consequences.** The teacher applies appropriate, logical consequences to the student (e.g.: picking up, sharing and apologizing, etc.)
3. **Redirection/Distraction.** The teacher presents alternatives to students engaged in conflict (e.g.: presenting a different toy, suggesting a new activity, engaging the student in an activity with a teacher or different peer, encouraging independent play).
4. **Take a Break.** The student is separated from his peers for an appropriate period of time. The student rejoins peers after a silent time and following a conference with the teacher.
5. **Discipline Dean.** If the behavior is severe or repeated, a teacher may call the Discipline Dean.

If inappropriate behavior is frequent or severe, teacher and/or administration will meet with parents to identify and implement a plan to address the student's needs.

Please note that kicking, hitting, or biting is absolutely not tolerated. If a student engages in any of these behaviors, the child's parents will be called and requested to immediately pick up the child. If a second instance occurs, a conference with the parent(s), teacher and Preschool Director will be scheduled. If a third incident occurs, the parents may be asked to withdraw the child from the school.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with

the family of the child(ren) in order to prevent this policy from being enforced. Reasons for expulsion or suspension include, but are not limited to:

IMMEDIATE CAUSES FOR EXPULSION

1. The child has caused injury to other children to or him/herself.
2. Parent threatens physical or intimidating actions towards staff members.
3. Parents exhibit verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's immunization records.
3. Habitual tardiness when dropping off or picking up your child.
4. Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts.
3. Ongoing physical or verbal abuse to staff or other children.
4. Biting.

Prior to expulsion, a parent will be contacted indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

HEALTH AND ILLNESS

Clinic

Students who are ill or injured will be brought to the clinic and made comfortable. Students will return to the classroom after they have been treated or have rested in the clinic for approximately 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs, and/or injuries which are not treatable with Band-Aids.

Communicable Health Issues

School policy requires that children with head lice, scabies, ringworm, or impetigo be treated with proper medication before being admitted to the school. In 1985-86, the School Board of Brevard County adopted a no-nit policy for head lice. This means that a child may not attend school with head lice nits in the hair.

Children are to be kept home if any of the following signs of a communicable disease are noticeable within a 24-hour period:

1. Oral temperature at or above 100 degrees F.
2. Rectal temperature at or above 101 degrees F.
3. Axillary temperature at or above 99.6 degrees F.
4. Abdominal symptoms of vomiting, diarrhea, or pain.

5. Upper respiratory symptoms of sore throat, excessive coughing, difficulty breathing, excessive nasal discharge, or earache.
6. Symptoms of conjunctivitis, pinkeye, or any discharge from the eyes.

NOTE: Students must be fever-free for 24 hours before returning to school.

Medication

CCA reminds parents/guardians of Florida Statutes Section 1006.062 regarding medication in schools:

- All medications coming to the school must be brought by the parent to the School Office and must be in the original container with the manufacturer/pharmacy label in place. This includes cough drops and over-the-counter medications.
- Over-the-counter medication can only remain at school for 10 days unless a physician's note authorizes that it may remain for a longer period of time.
- Parent permission forms need to be completed for all medication to be given at school, including cough drops and over-the-counter medications. The parent must give written permission to the school office, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business.
- Students cannot transport medication to and/or from school.
- All medications will be counted upon arrival at school. A parent signature is required to verify that the count is correct.
- Prescription medication will only be administered as approved by a physician.
- The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered.
- Medication will be stored properly in the original container under lock and key. Medication may be left at the school overnight in cases where the physician and parent/guardian request frequent and prolonged dosage requirements.
- At the end of the school year, parent/guardian must pick up prescriptions and non-prescriptions in person.

Non-prescription, over-the-counter medication, in its original and unopened container, will be administered in the school clinic under the following guidelines, and dosage cannot exceed manufacturer's recommendations:

- A doctor's prescription will be required if medication is to be administered for any period exceeding 10 days in a school year.
- Medication shall not be carried on a student's person in the school.

Please use the *Parent Request for Administration of Medication by School Personnel* form available in the school office.

Immunization and Physical Examination

An immunization form or a certificate of waiver is required for all students enrolled at CCA. Immunizations must be kept current, as required by Florida law. A certificate of immunization, signed by a physician and completed on the state of Florida forms, must be kept on file in the school office.

Students may not attend school without an appropriate immunization record and physical form. You may be asked to submit a current physical or immunization form if the one on file has expired. This must be submitted within a timely manner.

Students with Special Health Needs

Parents of a student with specific health needs are required to notify the school office concerning the student's medical condition in writing. This information should contain the specifics of the condition and procedures to be taken by school personnel. Every effort will be made to accommodate students with special health needs.

Tuition and Fees

Grade	New Student Registration, Testing, and App. Fees	Returning Student Enrollment Fees	Full Tuition	Monthly Tuition
PreK (2 Day)	\$75	n/a	\$1960	\$196
VPK	\$100*	\$100*	\$0	\$0

* Optional to help cover additional costs. **Parents who pay this optional fee will receive a school yearbook.**

All students currently enrolled in CCA must re-enroll by the re-enrollment date established each year to be assured of a place for the next school year.

TUITION PAYMENT OPTIONS

The tuition fee remains the same each month regardless of holidays, vacations, sick days, or personal reasons for which your child may be absent. Tuition may be paid using any of the following three options:

1. **Annual Payment Option** – a single payment of total tuition for the year is due in the school office by August 1st or by following the *Online Payment Option* instructions as follows. You will receive a 5% discount on your tuition if you choose this option.

Grade	Tuition	Discount	Total Discount	Amount Due
3 year old	\$1,960.00	5%	\$98	\$1862.00

2. **Monthly Payment Option** – 10 payments (August-May). Tuition is to be paid by the first day of each month. If tuition is not paid by 3:15 pm on the 5th of the month, a late fee of \$20 will be charged. If tuition and other incurred monthly charges (i.e., after care, field trips, etc.) are not paid by the 15th of the month, you will be asked to remove your child from the program.
3. **Online Payment Option** – tuition and fees may be paid online at the school website (calvaryCCA.com). There are two payment methods available: either by electronic check or by credit card (Visa or MasterCard). You may also schedule recurring payments for your monthly tuition charges. If tuition and other incurred monthly charges (i.e., after care, field trips, etc.) are not paid by the 15th of the month, you will be asked to remove your child from the program.

SCHOLARSHIP PROGRAMS AND PAYMENT OF TUITION AND OTHER FEES

CCA accepts Gardiner scholarships. Please contact Bronwyn Vintroux in the school office for specific information.

INSUFFICIENT FUNDS FEE

There will be an Insufficient Funds Fee (IFF) of \$40 assessed for all returned checks.

WITHDRAWAL

A one week written notice is required prior to withdrawing your child from school.

Arrival and Dismissal Procedures

ARRIVAL

For the safety of our little ones, we ask that all parents of preschoolers drop their students off by utilizing the car loop system. You will enter the Calvary Chapel Viera campus through the north entrance. It is the entrance directly before the VA Clinic.

The Car loop will be marked with tall orange cones. Please follow the line to stop and pull up at the cones. **PLEASE DO NOT PARK IN THE CHURCH PARKING LOT DURING CAR LOOP. DO NOT CROSS THROUGH THE CAR LOOP IN BETWEEN CARS! SECURITY WILL STOP YOU AND ASK YOU TO GO AROUND. THIS IS FOR THE SAFETY OF OUR STUDENTS!**

At 8:10 am, CCA Viera staff and security will be at the car loop. The children will say goodbye to their parents in their vehicles and staff will open the door to greet them. Next, the student and staff will walk to the entrance and line up. This is where the teacher assistants will be waiting to receive them. At 8:20 am, the side doors will be locked.

Parents not arriving by 8:20 am, must park and enter the front entrance of the church. Please walk to the reception desk. This is where you will drop off and check your child in for the day. A school or security staff member will escort the child to the classroom. Late arrivals cause distractions to teachers and students. We ask that you make every effort to have your child here by 8:15 am every day. Children benefit from being brought to school on a regular basis at the designated time. Please see our expulsion policy in reference to habitual tardies and absences.

DISMISSAL

Students in the 3-year-old or VPK classes will be dismissed at their designated time, using the same car loop process. Students will not be dismissed from the classroom, unless prior notification is given for early check out. Students leaving early for the day must be checked out 30 minutes prior to dismissal time. Notification of early check out must be given by handwritten note or by calling into the Viera church reception desk. **IMPORTANT: Early checkout notice MUST be given at least one hour prior to dismissal.**

At dismissal parents should wait in the car loop. The students will be brought to your vehicle one at a time and handed off to the parent by a security staff, teacher or assistant. Our Preschool dismisses at 11:45 unless preregistered for aftercare. VPK classes will dismiss using the same procedure at 12:30 pm. Students not picked up within 15 minutes of dismissal will be checked into Aftercare and billed accordingly. **IMPORTANT:** Teachers, security and school staff may not buckle your student into their car seats. You may stand in front of your vehicle's door, to assist your child into their car seat. Please be reminded it is a car loop. We want the line to move smoothly in this process.

Attendance

Our goal is for every student to be in school every day – all day. The CCA School Board feels strongly that students cannot learn if they are not in attendance. Our attendance policy is as follows:

- In order for any absence to be excused, the absence must be reported via email by 9:00am to the teacher by a parent/guardian. Parents should either provide a written note, class dojo or send an email to the teacher, explaining the reason for the absence(s); to be included in the student's file.
- An excused absence may be for illness, court dates, or death in the family. Such other reasons for unexcused absences must be approved by Administration.
- Absence due to vacation is not considered an excused absence.
- The Early Learning Coalition of Brevard's VPK voucher does not allow for excessive absences.

Please see our expulsion policy.

Before/Aftercare

It is the philosophy of CCA that Preschool-aged children should be nurtured under the loving care of their parents for as much time as possible.

As a service to the parents of the CCA Preschool students, Before and After Care will be offered only on the days the children attend school. A mandatory \$30 registration fee will reserve your child's spot in the program, and a \$6 for the first hour or \$12 per day fee will be charged for child care each day.

Students must be in attendance for at least half of the current school day in order to attend Aftercare.

Students not picked up within 15 minutes of dismissal time will automatically be checked into Aftercare and billing will begin at 12:00 pm for students in our 3-year-old program and the 5-day VPK classes, and 12:45 pm for students in our 4-day VPK classes. (Parents of students who are not registered for Aftercare will be assessed the \$30 registration fee, as well as \$6 for the first hour/\$12 per day after that).

There will be NO aftercare on all field trip days and special half days.

Dress Code

Preschool children must always have a complete change of clothes available at the school for emergencies, including shoes and underclothes. These should be placed in a Ziploc bag and plainly marked with the child's name to avoid confusion and loss. All preschool students enrolled at CCA are required to wear a teal CCA t-shirt (no collar) along with shorts, pants, or skirt and closed toe shoes on a daily basis. Remember to make it easy for your children to dress themselves by wearing easy to manage clothing.

NOTE

It is required that all uniform tops be purchased from All Uniform Wear (located at 2585 West New Haven Avenue across from Olive Garden restaurant in West Melbourne) so as not to deviate from the color choices, style, and fabric provided by School Time.

School uniforms are expected to fit the student appropriately and be laundered on a regular basis.

Boys' hair must be neat in length (above the collar, no longer than the middle of the ears on the sides, no tails, and no longer in the front than the top of the eyebrow).

All students' hair must be of a natural shade with no distinct highlights or streaks which are different than the student's natural hair color.

PERSONAL ITEMS

All removable garments such as coats, sweaters, and boots must be marked with the child's name to prevent misplacement or loss of the item. Children are encouraged to leave toys, books, etc. at home with the exception of their assigned Show and Tell day. These items cause strife in the classroom.

Smart watches are not allowed at school. If your child comes to school wearing a smart watch, it will be removed, powered off, and placed in the student's cubby. It will be returned to the parent when the child is picked up at the end of the day.

Emergency Information

Parents are responsible for keeping the school informed as to changes in address, place of employment, home/work/cell numbers and other identification and emergency information. A medical release form must be in a student's file in order to ensure emergency medical/dental treatment.

All persons picking up children must be listed on the child's emergency card kept in the classroom and must present a photo I.D. at the time of picking up the child. This is for the safety of your child/children; there are no exceptions. Any changes to pickup must be made in writing and signed by parent. Any and all custody orders and court decrees must be turned in prior to pick up.

Security

Please note that parents and non-school personnel, will only be allowed to enter the school through the main entrance of the church. This is to further ensure the safety and security of our students. We are a closed campus. Classroom doors remain locked during school hours. Church security accompany students and staff when transitioning to outdoor play or chapel.

Parent Service Hour Requirement

Parent services are a valued part of our school. All CCA parents must fulfill yearly service hour requirements as follows:

- Each Preschool and VPK family must serve ten 10 hours per year. For each hour per family not served, a fee of \$10 will be charged to that student's account at the conclusion of the school year.
- Service hours fulfilled by a parent may not be transferred from year to year.
- A description of service hour possibilities will be provided to parents prior to the beginning of the new school year.
- All service hours must be served and recorded in Renweb in order to avoid charges being placed on the account at the end of the school year.

Conferences

Early Childhood teachers conduct parent conferences in October. Please see the school calendar for the exact date. All parents are asked to participate. Parents may request another conference with the teacher at any point if they have a specific concern. Regular communication will be made with parents by email or the class dojo app.

Field Trips

Safety is especially important when children are away from school on a field trip. It is mandated that a parent or guardian accompany each child on every field trip. CCA staff may not, under any circumstances, be assigned as your child's guardian. It is the parents' responsibility to provide transportation to field trips; we do not use buses and/or vans.

Any and all fees associated with field trips must be paid in advance of the field trip by a pre-determined deadline on the permission slip. Field trip fees are not reimbursable for any reason.

Weather

The school will be closed if weather conditions pose a hazard to parents and students. If Brevard Public Schools are canceled due to inclement weather, CCA Melbourne and Viera will also be closed. **IMPORTANT:** Car loop procedures will be altered due to lightning and inclement weather. Please download the class dojo app to your phone, as this is the quickest way of communication between teachers and parents.

Snacks

We require all preschool parents to provide a snack daily for their child. Healthy snacks such as fruits, crackers, cheeses, pretzels, etc. are highly encouraged. Please do not send in items that need to be refrigerated or heated. Drinking water is provided by the school. Water bottles are welcomed. **IMPORTANT: Please label all items sent into school with students first and last name.** Any unlabeled items, especially drinking bottles will be labeled with a permanent marker. Please no glass!

Playground

The playground is generally not available for use by students and their family after dismissal. Please be reminded that the rules for the playground remain the same whether the school is in session or not. If you wish to use the playground, please see the security staff.

Holidays

HALLOWEEN

It is our policy at CCA to focus on God's gifts to us during the fall season and harvest time of year. We feel pumpkins, stalks of wheat, fruit, or grain scenes are appropriate for preschool-age children. We discourage any use of symbolism associated with Halloween such as jack-o-lanterns, witches, ghosts, goblins, black cats, or scary scenes.

CHRISTMAS

The birth of Jesus must be protected from the commercialism that constantly threatens to take away from the importance of this holy event. Based on this concern, we feel that pictures or other uses of Santa Claus should not occur in the classrooms here at CCA. Christmas trees are less offensive to most and may be used in Christmas crafts. We seek to emphasize the birth of Christ and its meaning above any "seasonal" ideas.

EASTER

The resurrection of Jesus Christ is fundamental to our Christian faith. The use of bunnies or chicks is acceptable in seasonal studies of springtime, but separately from Easter itself.

Conclusion

We are excited, God has chosen our school to provide for the early learning of your child. CCA staff and CCMV church, regards the scripture as the infallible word of God. You will be pleased to hear of the “good news” from your child, as he/she grows and matures within our loving environment. Calvary Chapel Academy’s academics and excellent concrete learning, will provide your child; with the foundation to succeed!

Welcome to Calvary Chapel Academy Viera! Where faith and learning soar!

Proverbs 22:6, *“Train up a child in the way he should go and when he is old, he will not depart from it,”*