

# Denbigh Christian Academy

This school is an equal opportunity provider and employer.

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# Denbigh Christian Academy

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## I. GENERAL INFORMATION

### **A. Denbigh Christian Academy's Mission/Vision statement:**

Denbigh Christian Academy, in community with home and church, seeks to create a safe and authentic Christian learning environment to train students to know, love, and serve Jesus Christ, and to equip them to achieve an excellent academic education based on the infallible Word of God, so that as students of strong character and integrity, they will impact their community and world, thereby fulfilling the "Great Commission" as Royal Knights for Christ.

### **Core Values: Our Commitment to God and Community:**

1. To value and seek God's presence in each classroom.
2. To teach God's Word as the standard of truth.
3. To value all people and the ethnic diversity of our student population.
4. To provide excellent Christian teachers.
5. To inspire a passion for learning.
6. To educate within an engaging learning environment.
7. To pursue excellence in academic standards.
8. To teach Christ-like character.
9. To integrate faith and learning by shaping a biblical worldview within our school community.
10. To challenge the students to fulfill God's plan for their lives and instill a passion in them to carry out the Great Commission.

### **B. Statement of Faith**

1. **We believe the Bible to be the inspired, the only infallible, authoritative Word of God.**
2. **We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.**
3. **We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.**
4. **We believe that, for the salvation of lost and sinful men, regeneration of and by the Holy Spirit is absolutely necessary.**
5. **We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.**
6. **We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.**
7. **We believe that Heaven and Hell are definite places.**
8. **We believe in the Spiritual unity of believers in our Lord Jesus Christ.**

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## C. Educational Philosophy

The educational philosophy of Denbigh Christian Academy is dependent upon the Bible for providing the viewpoint for interpreting any subject of any school activity. The entire process of education is seen as a means used by God to bring the student to Himself (God) through personal faith in Christ, and to develop a Christian mind in him/her so that he/she can fulfill God's will in his/her life both vocationally and personally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give him pre-eminence in their lives, and from Biblical teaching that parents are responsible for the total education of their children.

### **We believe the following concepts in our Christian philosophy of education:**

1. God is the Creator and Sustainer of all things, and is the source of all truth.
2. God is sovereign, maintaining control over His entire universe and man.
3. God has revealed Himself in a general way in creation, and in a special way through Jesus Christ and the Bible, which is authoritative and inherent.
4. God created man in His own image in a special act of creation and, consequently, man is responsible to God for his actions.
5. Man is born a sinner and omits God, failing to relate his life and knowledge to God, the source of all wisdom.
6. Salvation.
7. Knowledge of Jesus Christ and the Bible is essential for proper spiritual, mental, social, and physical growth.
8. The Holy Spirit indwells each Christian and is significant in his education by bringing conviction of sin, revealing Christ's glory, and guiding each believer into all truth.
9. Prayer by parents, teachers, and students is a significant factor in affecting the lives of the students.
10. The family, the school, and the church are to be complementary in educating the student for a life of fellowship with God and of service to man.
11. The teacher represents the parent during the school day, but does not relieve parents of their responsibilities to their children in the home.
12. God has created each student uniquely to be the person that he/she is. It is the teacher's responsibility to teach each student in accordance with his/her abilities and achievement level.
13. Moral standards and a value system consistent with the Bible best prepare a student for fulfilling his/her responsibilities as a member of our democratic society.
14. Man's purpose in life is to render glory to God in all things, for he was created to have dominion over creation, to care for it, to replenish it, and to subdue it.

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## **D. Educational Objectives:**

We believe that the following are objectives and core values of a Christian educational program:

### **Denbigh Christian Academy seeks:**

1. To teach that God is the Creator and Sustainer of both the universe and man.
2. To integrate subjects and activities with the Bible's teachings.
3. To teach that the Lord Jesus Christ is the Son of God Who came to earth to die for our sin.
4. To teach that the Bible is the only Word of God which is authoritative, practical, and important.
5. To teach the necessity of being born again by receiving Christ personally.
6. To teach the importance of living according to the Holy Spirit's direction.
7. To teach that growth in the Christian life depends upon fellowship with God through prayer, studying the Bible, and service to mankind.
8. To teach the application of Biblical ethics and standards of morality in every aspect of life.
9. To teach the importance of world missions.
10. To teach students to get along with people who hold differing views.
11. To teach the sanctity and importance of marriage and the family.
12. To teach the student to apply him/herself to his/her studies, activities, and responsibilities.
13. To teach the student to work independently and with others.
14. To teach the student to think for himself, standing up for his/her personal convictions in the face of disagreement.
15. To develop the creative skills of the student.
16. To give students exposure to the fine arts.
17. To teach the student to communicate effectively.
18. To promote physical fitness, good health habits, and appreciation of the body as the temple of God.

## **E. History of Denbigh Christian Academy**

In the fall of 1977, Denbigh Christian Academy was started with a total of twelve children in a kindergarten/day care combination class taught by Mrs. Carol Craft, our first teacher. Pastor Bob Collins of the Denbigh Church of God became the Administrator, and Mrs. Dorothy Collins, his wife, took the position of Director for both the school and the day care. From the beginning, our vision as DCA has been to offer Christ-centered class instruction and day care to our community.

The very next year, a four-year kindergarten class was added, and a year later a second 4-K class. Both the school and the day care continued to grow, and soon it became evident that a school building separate from the Day Care facility was needed.

In August, 2005, Pastor Collins stepped down from his post as Administrator, and Mr. Rush stepped up into that position.

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In 2012, Mr. Rush took the position of Administrative Pastor at World Outreach Worship Center. Our day to-day operation is handled by our Director Linda Amiss.

Currently, Denbigh Christian Academy offers superior class instruction in Pre-School for ages 2 - 3 and School for grades 4K & 5K, and continues to serve our community in the best way possible—by enabling children to learn about God, His Word, His love, and His saving grace through His Son, Jesus Christ.

## F. DCA Motto/Colors

### 1. Motto:

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

## G. Pledges

### To the Bible:

“I pledge allegiance to the Bible, God’s Holy Word.  
I will make it a lamp unto my feet, a light unto my path,  
And I will hide its words in my heart that I might not sin against God.”

### To the Christian Flag:

“I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.”

### To the American Flag:

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

## II. GENERAL POLICIES

As parents and students consider making Denbigh Christian Academy the Christian school of their choice, the following standards should be kept in mind:

- Each student will cooperate with those in authority over him, and will respect God-given authority at all times.

The following procedures and documentation must be completed before admission to Denbigh Christian Academy is finalized:

1. **Registration Form**
2. **Admission Agreement**
3. **School Health and Immunization records**
4. **Official birth certificate**
5. **Agreement to Support (end of the Student Handbook)**

Parents must be united in their belief that enrollment in Denbigh Christian Academy is the best thing for their child, and should exhibit a strong desire to have their child taught from a Christian perspective.

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## A. Admissions:

### 1. Non-Discrimination Policy:

Denbigh Christian Academy (DCA) admits students of any race, color, gender, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded, or made available, to the students of DCA. The school does not discriminate on the basis of race in the administration of its educational policies, and athletic or other school-administered programs.

### 2. In-House Enrollment Policy:

In January of each year, in-house enrollment forms are sent home with students who are currently enrolled in DCA. These enrollment forms enable our school parents to have the first opportunity to enroll their students for the next school year...prior to the open enrollment afforded to the community later in the year. Open enrollment begins in February. After that, currently enrolled students are no longer guaranteed a space for the up-coming year, and enrollment is granted on a first-come, first-served basis.

### 3. Application for Admission:

All applications made to DCA must be accompanied by a registration fee in order to guarantee a space.

## 4K & 5K

### a. Testing Appointment and Parent Interview:

After the application and enrollment fees have been received, a student testing appointment and a parent interview will be scheduled. Final admission will be based upon the results of both the student testing and the parent interview.

### b. Physical Examination and Immunizations:

Before being admitted to class, each student must have a complete physical record and updated immunization record on file in the school office. Transfer students must submit records from previous schools attended, or give our school office permission to request said records.

## 2 1/2 & 3 Year Old Pre-School

### a. Registration Procedures

Our policy is that the parents and child come into the Day Care Center for orientation. At this time the family is given a tour of the center, and given copies of paper work to include: Registration Form, Admission Agreement, Rate Sheet, Activity Schedule, Physical Form, and Information Handbook (complete handbook is available online). We require that the application be filled out, and the **registration fee** of \$100.00 for new students or the **renewal fee** of \$50.00 for returning students, **NON-REFUNDABLE**, be paid in order to reserve a slot for the child. There is also a \$25.00 renewal fee for children attending for the summer program ONLY. The registration form that our center uses is the State License Form- #032-05-252/6. If immediate space is available, the child may enter with an up-to-date shot record, physical, and all required documentation. The registration form includes child information, parent/guardian emergency information, and signatures. It also includes any food allergies or intolerance, medication, which require documentation from your

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child's physician. The persons who are designated to pick up a child **must be in writing**. Appropriate paper work, such as the divorce decree, shall be attached if a parent is not authorized to pick up a child. The parent/guardian gives authorization for the child to participate in field trips, although, when specific field trips are scheduled, the parent signs another form. A new registration and Admission form is required each year.

The parent/guardian must keep the center informed of changes in address, work numbers, etc. Staff members record the arrival and departure times; therefore parent/guardians will be asked to show ID until the staff becomes better acquainted with a child (which normally takes a few days).

Parents who enter a child who is not potty trained must pay an additional \$1.00 per day and furnish diapers until the child is potty trained.

Children may be withdrawn from DENBIGH CHRISTIAN ACADEMY at any time with a **2-week advance notice** (notice is to avoid charges).

Children are allowed 2 weeks' vacation annually (5 consecutive days) with **2 weeks prior notice**, at no charge. After the 2 weeks, whether or not your child attends, **your account will be charged**.

Parent/guardians are encouraged to **notify the Director** if, at any time, he/she becomes dissatisfied with the child's classroom, teacher, facility, etc.

### b. Potty Training Policy

Potty training is not dictated by a child's age. Some children are ready sooner than others.

**Our teachers will look for some of the following signs of each child:**

**Child's independence**

**Able to follow instructions**

**Sit quietly for two to five minutes at a time**

**Can pull their pants up and down by themselves**

**Not afraid of the potty**

**Let the teacher know they have to potty**

Once the potty training starts, if the teacher sees that a child is not using the potty at **any** of the scheduled potty times and still **only** wetting or pooping in their pull up; they are not quite ready. Parent's working with the teacher by **providing pull-ups** for your child during this process is essential. The **teacher will notify each parent** when a child is ready to **begin wearing underwear**.

**We consider a child potty trained when:**

**They let the teacher know they have to potty (including pooping)**

**They have been consistent for 4 weeks with no accidents at our facility**



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Parent's cooperation and assistance at home will greatly help with the potty training process. Our teachers will communicate with you of your child's progress.

A child has to be **completely potty trained** and must **be 3 years old to move up to a 3 year class.**

## c. Payments and Fee Procedures

Payment is required in advance for all students. These payments may be made weekly or bi-weekly. No account will be allowed to run past two weeks. **NO RECORDS WILL BE FORWARDED OR TRANSFERRED, NO REPORT CARDS ISSUED UNTIL ACCOUNTS ARE PAID IN FULL.** You will be asked to withdraw your child from school if the account becomes delinquent. Payments may be paid in the business, by phone(via MC, VS, AMEX, DS), or by mail. There is also a payment drop box in both the school office and the old Preschool Building. We prefer checks rather than cash in the drop box. There is a **\$25.00 fee** for returned checks. For 4K & 5K, and Public School, there is a **\$25.00 late fee** if your account is not paid in full by the **15<sup>th</sup>** of each month. Preschool payments are due each Tuesday, **weekly or bi-weekly**, by 5:00 p.m. or there will be a **\$10.00 late fee** added for each week not paid. There is a **\$25.00 late pick up** fee per child for those children picked up after 6:00 pm (per occurrence). After 3 such incidents, your child may be dismissed from daycare.

## B. Operational Guidelines:

### 1. Hours of operation:

#### DCA Operating Hours:

6:00 a.m. – 6:00 p.m.

#### MEALS AND SNACK SCHEDULE

BREAKFAST	6:50-7:50 a.m.
AM SNACK	10:00 a.m.
LUNCH	12:00 – 12:30 p.m.
PM SNACK	2:30 p. m.

#### PRE-SCHOOL CURRICULUM HOURS:

9:00 A.M.-11:00 A.M.

#### KINDERGARTEN SCHOOL HOURS: 8:00 A.M- 12:10 P.M.

LUNCH	12:15 – 12:45 p.m.
PM SNACK	3:00 p.m.

#### **\*\*Please note.\*\***

**Students arriving before 8:00 a.m. and remaining after 12:30 p.m. will be charged day care fees from those times until picked up.**

*All students should be brought to the gym upon arrival. At 8:00 a.m., students will go to class escorted by their teacher.*

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## 2. Contact Information:

www.denbighchristianacademy.com

DCA School Office: (757) 874-8661

Fax: (757) 234-4377

## 3. School Arrival:

Students in 4K and 5K should arrive at school by 8:15 a.m. and be picked up before 12:30 p.m. However, any student arriving after 8:20 a.m. is considered to be tardy and must have a written excuse. **Five (5) unexcused tardies equal one (1) unexcused absence! If a Kindergartener accumulates 20 absences, he/she may be subject to retention in that grade level.**

## 4. Written Excuses:

Written excuses for student absences are required for students in 4K and 5K, and must be presented prior to the absence. In the case of student illness or family emergency, a note should be presented immediately upon return to school..

## 5. Student Illnesses:

Student(s) having a fever or contagious illness should not come to school. (A student must be free from fever for at least 24 hours before returning to school without the aid of a fever reducer.) Any contagious illness of the student or anyone in the household should be reported to the school office by letter. If your child needs medication, you must come to the school office to discuss and complete an "Authorization for Medication" form so that said medication can be properly administered. It is also important to update that form at the currently prescribed time table.

## 6. Parent Parking:

Parents bringing students to school, or picking them up, should always park in such a way that the flow of traffic is not hindered. The driveway in front of the school building is ONE WAY going toward Shields Road. Parents should never park on the drive-through ramp. Please call the office at 757-874-8661 if you need assistance. Please be respectful of other parents dropping off their children. **DO NOT BLOCK DRIVE-THRU RAMP.**

## 7. School Dismissal:

Kindergarten will be dismissed at 12:10 p.m. At 12:15 p.m., any students remaining in class will go into day care and will be charged after 12:30 p.m. Should someone other than an authorized parent need to pick up your child, s/he must come into the office, show proper identification, and sign your child out properly. Furthermore, the school office must be notified by letter that this is going to occur.

## 6. Classroom Etiquette:

- a. No student will be allowed in the classroom unless a teacher is present.
- b. Students should not be out of the classroom without their teacher.
- c. All visitors (parents, friends, etc.) must obtain permission and a visitor badge from the office before entering the classroom. This request is made so that all students will benefit from the teacher's uninterrupted instruction, and to further protect the school population.

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## 7. Teacher-Parent Appointments/Classroom Visitation:

In an effort to maintain consistency with minimal distractions within the learning environment, the following policies will be in effect for anyone not employed by Denbigh Christian Academy.

- a. All classroom visitation/observations **must** receive approval from the **administration and the teacher(s) prior** to the observation date. **Written** approval may be required at the discretion of the administration.
- b. Visitation /observations dates will be set in consultation with the teacher.
- c. Classroom visitation/observations will be limited to:
  1. Professional evaluators (with the approval of the student's parent)
  2. Prospective parents
  3. Student interns who submit proposals complete with supporting data
  4. Invited guests

Parents/friends (4K and 5K) who enter the building during regular operating hours must check-in at the school office. Visitors are required to sign in, wear a visitor's badge, and be announced to the classroom teacher before proceeding to the classroom. **These policies may be changed to maintain security if a high-level risk condition should occur.** The parent must contact the school office for such an appointment. **Do not try to speak to your child's teacher before or after class!** We must respect these teacher planning times. Teacher and/or staff telephone numbers will not be released.

## 8. Updated Student Information:

**Keep the office informed of any updated information,** such as a new address, telephone number, work number, or emergency information, etc. Failure to do this means that you may not receive necessary communications or could delay the administration of necessary medical treatment for your child!

## 9. Signed Permission Slips:

Each student must have a signed permission slip (by a parent or a guardian) before s/he may attend any school-sponsored field trip. Most teachers will also send home a detailed permission form about each field trip to be signed. You may fax or email the signed form. Over-the-phone permission will not be accepted.

## 10. School Parties:

Parties are not school-sponsored unless parents receive a notification letter from Denbigh Christian Academy. If a class has a party, items for the party which include any of the following are not permitted:  
witches, ghosts, Santa Claus, Easter Bunny,  
Easter Egg or Hunts, Jack-o-lanterns, skeletons, etc.

## 11. School Calendar:

Parents should refer to the school calendar in order to keep abreast of upcoming events. (Updated calendars will be sent home as necessary and are available on our website.)

## 12. School/Home Communication:

### **Folder System:**

Maintaining an open school/home communication network is essential. In our continuing effort to maintain this communication, we have implemented the school/home communication folder system.

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The benefits of such a system are many:

- a. Parents should read every letter sent home.
- b. It is a simple system which involves very little work.
- e. Parents have a means by which to communicate with the teacher.

The procedure is this:

A pocket folder is labeled for each student. Letters, bulletins, and many other notes are sent home in this folder. The folders are usually sent home each week. Each parent should read the contents and sign appropriately. (Each teacher will have his/her own method for signing.) The student then returns the folder to school the next day. (Often, parents will include notes, etc. in the returned folder.)

## **\*Interim Reports and Report Cards: (4K & 5K)**

An envelope labeled with the student's name is used to send home both interim reports and report cards. Both must be signed and returned immediately via the envelope. A report card will be held if account is not current. The final report card will be mailed at the end of the year when all accounts are clear.

## **III. ACADEMIC POLICIES (4K & 5K)**

### **A. Report Cards:**

Report cards are issued at the end of each nine-week quarter. Grades are determined according to the following criteria:

#### 4-Year Kindergarten:

E – Excellent      S – Satisfactory  
G – Good Work    H – Help Needed

#### 5-Year Kindergarten:

S+ - Excellent    S- - Needs Improvement  
S – Satisfactory    U - Unsatisfactory

### **B. Interim Reports:**

At the mid-point of each grading period, students will receive notification of their academic progress to that point. These notices are for the express purpose of keeping parents informed of their child's academic progress and must be signed by parents and returned to the teacher.

## **IV. DISCIPLINE POLICIES**

### **A. Philosophy:**

Jesus said that the first and greatest commandment was "Love the Lord your God with all your heart, soul, and mind." He further said that the second commandment was "Love your neighbor as you love yourself."

Our love for God and for others constrains us to display proper attitudes and behavior. It is the intent of the Discipline Policy of Denbigh Christian Academy to bring students to the point of submitting their wills to God in every aspect of life.

Denbigh Christian Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that 'all things should be done decently and in order' and that our students should be taught to accept their responsibility to 'walk honorably before all men'.

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At Denbigh Christian Academy, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action is needed, it is firmly carried out, tempered by good judgment and understanding.

Discipline should not only correct behavior, but it should also build up, encourage, and train the student in concepts as well as behavior that is pleasing to God. God tells us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger, or in a manner that is demeaning to the worth of the individual. Discipline is ordained of God for the building of character and the training of behavior.

Please read the following Scripture passages which are the foundation of Denbigh Christian Academy policy:

Proverbs 6:23; 10:17; 12:1; 13:18; 19:18; 22:15; I Corinthians 13;  
Ephesians 5:1-4; Hebrews 12; and Revelation 3:10.

## **B. Responsibilities for Discipline**

### Parents:

Parents have been given the responsibility by God for the discipline of their children. Denbigh Christian Academy parents have conferred this authority on teachers and administrators during the school day and during school activities. If parents have questions or disagreements regarding disciplinary actions, it shall be their first responsibility to discuss these questions immediately with the teacher involved, and **not to bring their grievance to other parents, faculty, or students**. If the matter is not resolved with the teacher, the parents shall then discuss the issue with the Director.

### Teachers and Administrators:

Teachers and administrators are responsible to God for the lives placed under their care. They have the authority from parents to administer discipline within the limits and guidelines of the Discipline Policy. It shall further be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations.

It shall be the director's responsibility, through personal observations, examination of records, and by whatever other means are deemed practical, to see that proper standards of discipline, within the guidelines of the Discipline Policy, are maintained.

### Students:

Students are responsible under God to obey and to show respect for teachers and administrators just as they should their parents, and they are responsible for helping to maintain the learning environment.

## **A. Behavioral Expectations/Guidelines:**

### **General Rules:**

1. Each teacher will establish the rules for classroom decorum that will prevail in his/her classroom. Students will heed these expectations.
2. Students' language should reflect the highest moral principles
3. The school is not responsible for items lost or broken at school.

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4. Electronic games, toys, or equipment of any kind are not to be brought to school. They will be confiscated.
5. Teachers' desks and files are off limits to students.

## **Lunch Room Rules:**

1. Keep your hands and feet to yourself.
2. Sharing of food or drink is not allowed due to food allergies.
3. **Carbonated drinks are not permitted during lunch.**
4. Throwing food is not allowed.
5. Mind your manners.
6. Raise your hand if you need help, and a teacher/lunchroom aide will assist you.
7. Toys, etc. are not allowed during lunch.
8. Glass containers are not allowed in the classroom or the cafeteria.
9. Talk quietly to students at your table only.
10. Walk to and from your seat. Do not run or skip, etc.
11. All food allergies must be declared to the kitchen staff—by the teachers, parents, and/or staff.

## **FOOD SERVICE**

Our facility furnishes breakfast, a.m. snacks, lunch, and p.m. snack. Our menus are planned by an experienced dietician to meet the daily food requirements, vegetables, fruits, proteins, etc. Menus are placed in the office and on the kitchen door for parents to see. Our center meets the Health Department requirements for kitchen staff having **Food Protection Manager Certification**, issued by the National Restaurant Association. If a child has a known allergic reaction to any food or food product, the parent **must** furnish a physician's statement. In order for a parent to bring food from home, he/she must bring a statement signed by the child's pediatrician. USDA regulations require that a *Statement of Special Diet Form* be completed and signed by your child's pediatrician for all children with food allergies.

If parents would like to have lunch with their child, they can discuss arrangements with the office. Parents may bring birthday cakes or cup cakes for their child's birthday.

## **Hallway Rules:**

- a. No Running
- b. No Talking
- c. No Loitering
- d. Single File – On Right Side
- e. No Jumping

## **Playground Rules:**

Children are not allowed to THROW dirt, mulch, sticks, etc., while on the playground. Children should be instructed in proper ATTITUDE toward each other's rights to use the equipment. (sharing/taking turns, etc.)

- a. **Swings:** Children shall be instructed in proper use of swings:

1. NO STANDING in swings!
2. NO LYING across seats!

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3. NO JUMPING from swings!
  4. NO BUMPING swings together!
  5. NO WALKING/RUNNING between the swings!
  6. NO STRADLING the swing seat!
- b. **Slide:** Children shall be instructed in proper use of the slides:
1. No WALKING UP slide, CLIMB the LADDER!
  2. ONLY ONE child at a time should go down slide!
  3. Slide down SITTING DOWN, FEET FIRST!
  4. DO NOT STOP at the top deck or on the ladders!
- c. **Parallel Bars (4K and 5K):** Children shall be instructed in the proper use of Parallel bars. This includes the Bars that are a part of the Play-system.
1. ONE child at a time!
  2. DO NOT skip bars!
  3. DO NOT jump from the step bar or deck to skip bars!
- d. **Jungle Gym (4K and 5K)::** Children shall be instructed in the proper use of the Jungle Gym.
1. NO ONE IS TO SIT ON THE TOP!
  2. NO ONE should HANG or JUMP from the Jungle Gym!
- e. **Chin-up Bars (4K and 5K):** Children shall be instructed in the proper use of Chin-up Bars.
1. NO ONE IS TO SIT ON THE BARS!
  2. Children are NOT to hang from the bars by their legs!
- f. **Fireman's Poles (4K and 5K):** Children shall be instructed in the proper use of Fireman's Poles.
1. TWO students at a time!
  2. DO NOT hang from them!
  3. DO NOT sit on the top!

### Gym Rules:

1. Always use an inside voice. DO NOT YELL.
2. Use the equipment and games correctly.
  - a. DO NOT kick the balls!
  - b. Basketballs ARE NOT Dodge-balls.
  - c. Balls ARE NOT to be thrown at the head!
  - d. DO NOT go into storage cabinets without permission.
  - e. CLEAN up and PUT AWAY the game you were playing with.
  - f. CLEAN up crayons and papers.
  - g. Use the jump ropes properly.
3. ALWAYS ask for permission to go to the bathroom or to leave the gym!
4. RESPECT one another – KEEP YOUR HAND AND FEET TO YOURSELF!
5. DO NOT run around the tables!
6. Book bags, coats, and other items should be kept in lockers or hoods adjacent to the classroom!

# Denbigh Christian Academy

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## V. Discipline Policy:

Denbigh Christian Academy understands that our pre-school and kindergarten students are still in the process of learning what behaviors are expected of them while at DCA. In keeping with the definition of discipline, our effort, in policy, is to be repetitive with our expectations. In our process, we strongly encourage our parents to be a part of this method of repetitiveness. The beginning levels of discipline are handled by the classroom teacher. However, should a situation arise where the classroom policies do not produce the desired results the following steps will be enacted by the administration:

1. We discuss with the student appropriate classroom behavior.
2. If behavior continues, we will again discuss appropriate behavior and place in time out. We will send home a parental note or make a phone call explaining the situation and request parental reinforcement. This may require a meeting with the Director.

## **BITTING POLICY**

At Denbigh Christian Academy we consider biting a serious offense. Each incident will be evaluated on a case by case basis.

## VI. DRESS CODE

### A. GENERAL GUIDELINES

Dress for Kindergarten/Pre-School children should comply with the following guidelines:

- Children should wear clothing that is clean, neat, and in good repair.
- Children should wear clothing that is comfortable and safe to allow them to participate in activities inside and outside of the classroom.
- Children should wear clothing that they can manipulate by themselves when going to the bathroom.
- Children may **not** wear clothing with logos or characters that are contrary to our Christian philosophy, specifically those dealing with magic, witch-craft, or other practices that are neither Biblical nor Christ like. (When in doubt, don't.)
- Parents should provide a change of clothes to be kept in the student's locker/book bag for emergencies.

Shoes with open toes or open heels pose a potential safety hazard and, therefore, are **not** permitted

## VII. SAFETY AND HEALTH

- A. A copy of the **DCA Emergency Preparedness Manual** is available for review in the school office.
- B. **Fire and Safety drills** are conducted on a regular basis according to local fire and safety regulations and the Denbigh Christian Academy Emergency Preparedness Manual.
- C. **First-Aid Procedures:** When a student becomes ill or sustains an injury, the teacher will call the office to come get the child or take the student to the first-aid area of the school office. If it is necessary for the student to go home, one of his/her parents (or



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persons designated by the parents on the registration form) will be called by the school personnel.

## VIII. MISCELLANEOUS

DENBIGH CHRISTIAN ACADEMY operates 51 weeks a year. This facility is **closed** for the major **holidays: NEW YEARS DAY, PRESIDENT'S DAY, MARTIN LUTHER KING DAY, EASTER MONDAY OR RESURRECTION MONDAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING AND THE DAY AFTER, CHRISTMAS DAY AND THE FOLLOWING WEEK.** Dates are subject to change with proper notice. Refer to the school calendar. We also communicate via text and email when possible, for parents who signed up for that service.

### A. EMERGENCY CLOSING OF SCHOOL:

Days on which school will be closed, due to weather or other circumstances, will be announced on TV Channel 3-WTKR, Channel 10-WAVY, and Channel 13-WVEC, and on various radio stations. Emails and texts may also be used when possible.

Announcements will be made on the early morning broadcasts. Please **do not** -call the school or director at home to ask about closings.

In the event of a Lock Down, Shelter in Place, or Evacuation, parents will be notified by text, email, or phone, as to the situation. Also, they will be notified how and where they will be reunified with their child or children whether it is usual procedure or an alternate procedure. Ex: if authority is on campus, we will follow their directions. Children will only be released to parents or designated individual, specified on child's pick-up list by parent. Staff and children will be notified of the circumstances through our phone system. Students will evacuate to the WOW Center Children's Sanctuary or if leave campus, then WOW Center2, Next Level Sanctuary at 525 Industrial Park Dr., Newport News, VA 23608. If communications are not available, parents can reunify with children in the WOW Center Children's Sanctuary, but if that's not available, then at WOW Center 2, Next Level Sanctuary at 525 Industrial Park Dr., Newport News, VA 23608. More detailed evacuation information can be viewed in the Emergency Preparedness Manual in the office.

### B. Lockers: (if applicable)

Lockers are assigned by the classroom teacher. No shelves, decorations, posters, etc. of any type are permitted inside the lockers. The teacher will direct what may be placed on the outside of the locker door. Lockers may be checked at any time at the discretion of the administration.

### C. Lost and Found:

Any found articles should be taken immediately to the school office. Lost articles may be located there before and after school. All personal articles not claimed after two weeks will be disposed of.

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2017-2018

## Agreement to Support

Parents:

As a Christian School and Pre-School, we expect more from your child in the areas of academics and behavior. God's Word tells us: "If you refuse to discipline your son, it proves you don't love him; for, if you love him, you will be prompt to punish him". (Proverbs 13:24). In signing this agreement, you, as parents of students at Denbigh Christian Academy, are saying that: **1) you have read our handbook (available in school office & DCA website) and explained to your child** what is expected of him/her as a student of our academy, and **2) you agree to support any discipline we as a school may take toward your child, in accordance with our plan of discipline (as explained in full in our handbook).** Some highlighted points of the plan are as follows:

- a. **A signed authorization must be provided for medical care should an emergency occur when the parent cannot be located immediately unless the parent states in writing an objection to the provision of such care on religious or other grounds.**
- b. **The center will notify the parent when the child becomes ill and the parent will arrange to have the child picked up as soon as possible if so requested by the center.**
- c. **The parent will inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.**
- d. **If your child is ill, or running a fever, he/she must be fever-free for 24 hours without the aid of a fever reducer before returning to school. If your child has a temperature of 101 or higher, or has thrown up, or has diarrhea before school, you will keep him/her at home. If during school hours, you will be asked to pick-up your child.**
- e. **You agree to come to school to discipline your child if you are called upon to do so. We ask that you notify the office of your arrangements as soon as possible so that your child will not have a lengthy wait in the school office.**
- f. **The school is not responsible for items lost or broken at school.**
- g. **Electronic games/toys are not to be brought to school. They will be confiscated.**
- h. **If parents have questions or disagreements regarding disciplinary actions or any other concerns, they will discuss these questions immediately with the teacher involved, then to Ms. Amiss and not bring their grievance to other parents, faculty, or students.**

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I have read this Handbook and Agreement to Support (available in school office and DCA website), discussed it with my child, and agree to support it.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_