

LIFE Christian Academy † A Child's LIFE

A Ministry of LIFE Fellowship

11500 North Sheridan Boulevard † Westminster, Colorado 80020-3302 † (303) 438-1260

2017-18 PARENT-STUDENT HANDBOOK GENERAL POLICIES & PROCEDURES

WELCOME! LIFE Christian Academy/A Child's LIFE is a Colorado state licensed child care center for (2-1/2 through 12 year olds), elementary school, and secondary school for all children in the community. A Child's LIFE operates between the hours of 7:00am-5:30pm. We endeavor to provide a Christ-centered, safe, protected, and learning environment.

The primary purpose of LIFE Christian Academy/A Child's LIFE is to educate young people according to the Word of God while providing a safe, secure, and protected environment. Therefore, every subject that is offered will be taught from a Christian worldview perspective. Respect for God, parents, and all authority will be upheld. Christian patriotism and the original intent of our Founding Fathers will be preeminent. Each student must be given the opportunity to enjoy a safe learning environment. Academic excellence, combined with Biblical values, will join together to equip children for success.

LIFE Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Parents or guardians will be notified in writing of significant changes in services, policies, or procedures so that they can decide whether the school/center continues to meet the needs of the child.

ADMISSIONS STATEMENT OF NONDISCRIMINATION

IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, it is the policy of LIFE Christian Academy/A Child's LIFE to admit and treat all children without regard to race, color or national origin. The same requirements for admissions are applied to all, and children are assigned within the school without regard to race, color, or national origin. There is no distinction in eligibility for, or in the manner of providing to any child, the services provided or through the auspices of the school. All persons and organizations having occasion either to refer children for admissions or to recommend LIFE Christian Academy/A Child's LIFE are advised to do so without regard to the child's race, color, or national origin. If you have any questions concerning compliance, talk first with the school Superintendent and/or Director of the childcare center. If you have further concerns please contact the Executive Director of Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203 or the Regional Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1961 Stout Street, Federal Office Building, room 9017, Denver, Colorado 80294.

A CHILD'S LIFE

A Child's LIFE, is a ministry of LIFE Fellowship Church, operates a Colorado State licensed, school year (August-May), full day childcare, as well as, a morning pre-school, offered during the regular school year, for 2-1/2 through 5 year olds. We are open between the hours of 7:00am-5:30pm, Monday-Friday.

- ✘ We endeavor to provide a Christ-centered, safe, protected, fun environment where the children in our care feel comfortable and secure.
- ✘ One of our primary objectives is to provide your child with every opportunity for learning through active participation throughout their day at A Child's LIFE.
- ✘ Our staff is dedicated, loving, kind and trained in developmentally appropriate practices. They will encourage each child to develop at their own level through a Christ-centered and nurturing curriculum program.
- ✘ Children are introduced to many types of musical instruments as well as vocal singing. The children are encouraged to use their imagination and God given talents during art and craft time.
- ✘ A Child's LIFE has set goals to spiritually, socially/emotionally, physically, and cognitively prepare children and their families for the coming years of formal education.
- ✘ Children will do the following:
 - Spiritually - Understand that God is a loving God.
 - Social/Emotional - Value family relationships and understand the importance of obeying parents and teachers.
 - Physical - Acquire and refine the fundamental movements of balance, movement, touch, and coordination.
 - Cognitive - Are able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question.
- ✘ Parents will do the following:
 - Understand the importance of being the primary educator of their child and of participating in the educational process.
 - Partner with the school in providing an enriched educational experience for their child
 - Understand the significance of continuing Christian education through elementary, secondary, and college years.

A CHILD'S LIFE STAFF

The administrative staff of A Child's LIFE is comprised of a director, assistant director, finance/records director, and an administrative assistant. Each classroom consists of an Early Education Teacher who is Department of Human Services, Division of Early Care and Learning qualified, and one or more teaching assistants. Staff qualifications and child/teacher ratios are always met and often exceed state requirements. We also have trained medication authorization personnel available during hours of operation. Each area will also have at least one person trained in first aid and CPR to meet state compliance.

ADMISSION TO A CHILD'S LIFE

All families must schedule a tour of the facility to view a classroom, meet staff, observe the classroom routines, and interview with the director, to determine whether the services offered by the center will meet the needs of the child and the parent or guardian.

Explanation of the center's policies and procedures will be reviewed with prospective families. Parents will be provided with a handbook and asked to sign a form indicating that they have read and agree to the center's policies and procedures.

Registration forms must be submitted for all children before enrollment. Your child's immunization record is due at the time of enrollment. There is a \$200.00 registration fee and \$150.00 curriculum fee due at time of registration. The registration fee is non-refundable. Tuition is due at the time of admission. Upon enrollment parents will be given paperwork to complete the enrollment process.

APPLICATION AND REGISTRATION TO LIFE CHRISTIAN ACADEMY

All families, new and returning, must complete and return a pre-enrollment form for each school year. The appropriate registration fee must accompany the pre-enrollment form in order that the student(s) be considered for acceptance. New students during any part of the year are required to submit an enrollment form and all pertinent fees (registration, curriculum, elective fees), regardless of the entry date. **Submitting the form and registration fee does not guarantee that the student will be accepted. The school reserves the right to return the fee for any student that cannot be accepted by the school.** Otherwise, the fee is non-refundable.

An LCA student should be able to demonstrate satisfactory work, a desire to attend, and a proper attitude to be admitted to the school and to continue as a student. Students with a history of disciplinary problems or who have been expelled from another school should not apply.

Current LCA students with a poor disciplinary track record or lacking satisfactory academic effort may not be accepted back for the next school year. At the end of the school year, if it is determined that the school cannot allow a student to return the following year, the family will be notified, along with a refund of the registration fee.

Along with a pre-enrollment form and application all new students 8-12th grade must submit two reference letters, available in the school office. One letter of reference must be from the student's pastor or youth pastor. An interview will be scheduled with administration, the high school director, student and students' parents before determination of acceptance is decided.

Students must meet specific age requirements as well as academic requirements to be enrolled in a specific age level class. They must be at least five by October 1st of the current year to be enrolled in kindergarten, six to be in first grade, etc. Exceptions can only be granted by the administration.

ATTENDANCE (IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES)

Regular attendance is very important to overall progress in school. Parents need to make sure their children are in school on a consistent basis, only permitting them to stay at home for health reasons, or in case of emergency. **For each absence or tardy, we ask that parents phone the school office.** Please contact the teacher or leave a message with the school office if the child will be absent for an extended period of time. We ask that you not send your child to school with an elevated temperature (100+degrees) or other symptoms of illness.

For security purposes, a sign-in/sign-out sheet will be maintained in each child care classroom. It will include a space for time and signature to be entered by person dropping child off or picking them up from the center. Staff will check and verify this at regular intervals and transitions during the day. A head count of children in each classroom will be conducted on a regular interval beginning at 7:30am and continuing every 30minutes until 9:00am, a 12:30pm rest time count, and each 30 minutes beginning at 3:30pm until 5:30pm, Monday-Friday. (Revised 9/19/2011)

CHILDCARE AND ASAP CHILDREN MUST BE SIGNED IN AND OUT OF THE PROGRAM EACH DAY!

BUSINESS SOLICITATIONS

We cannot promote business solicitations from the personal companies/enterprises of our school parents, even in the capacity of fundraisers unless approved by the church board.

CHRISTIAN AMERICANISM

LCA places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. We are concerned with historical accurateness of America's early beginnings, not political correctness. America is a republic, which guarantees liberties to educate and preserve freedom. We proudly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for the flag and country. Each student will learn to recite the following for morning opening exercises:



Pledge 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.

Pledge 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 for all who believe.

Pledge to the Bible:

I pledge allegiance to the Bible,
God's Holy Word;
I will make it a lamp unto my feet,
and a light unto my path,
I will hide its words in my heart,
That I might not sin against God.



CENTER'S PROCEDURE ON GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE AND CONSEQUENCES, INCLUDING HOW THE CENTER WILL:

1. CULTIVATE POSITIVE CHILD, STAFF AND FAMILY RELATIONS.

Each teacher at A Child's LIFE has been trained on positive teaching practices that ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.

2. CREATE AND MAINTAIN A SOCIALLY AND EMOTIONALLY RESPECTFUL EARLY LEARNING AND CARE ENVIRONMENT.

All of our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.

3. IMPLEMENT TEACHING STRATEGIES SUPPORTING POSITIVE BEHAVIOR, PRO-SOCIAL PEER INTERACTION, AND OVER ALL SOCIAL AND EMOTIONAL COMPETENCE IN YOUNG CHILDREN.

Through training each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a wanted behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them be more socially and emotionally aware of the feelings of their peers.

4. PROVIDE INDIVIDUALIZED SOCIAL AND EMOTIONAL INTERVENTION SUPPORTS FOR CHILDREN WHO NEED THEM, INCLUDING METHODS FOR UNDERSTANDING CHILD BEHAVIOR; AND DEVELOPING, ADOPTING AND IMPLEMENTING A TEAM BASED POSITIVE BEHAVIOR SUPPORT PLAN WITH THE INTENT TO REDUCE CHALLENGING BEHAVIOR AND PREVENT SUSPENSIONS AND EXPULSIONS.

A Child's LIFE believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

5. ACCESS AN EARLY CHILDHOOD MENTAL HEALTH CONSULTANT OR OTHER SPECIALIST AS NEEDED.

At A Child's LIFE we continuously strive to strengthen our relationships with our children and their family. Through our continuous specialized trainings, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that make a child's needs difficult for staff and parents to adequately address the family with the given information on how to access and Early Childhood Mental Health Specialist to support their child in all environments.

CANCELLATION OF OPERATION

In the event of heavy snowfall or severe weather conditions, our school day may be cancelled or delayed. Our closing or delay will be announced on KOA (radio 850), and the major television stations (4, 7, and 9 and their websites). Due to the volume of calls, if you call the school office, office personnel may not answer. As our students live in different parts of the metro area, we ask each family to exercise caution, as the conditions in their area may demand. If it is unsafe for you to bring your child, please call the school office. The absence will be excused. Weather-related tardies will also be excused. Any days that have to be added to the school calendar as make-up days are required days, with the same attendance policies as other school days.

CHAIN OF COMMAND

The governing body is LIFE Fellowship Family Bible Church. Pastor Ed Bulkley is the Senior Pastor, Pastor Dan Bulkley is the LCA Superintendent, Cheryl Strong is the LCA Principal & A Child's LIFE Childcare Director, Bill Strong is the Finance Records Director.

CHURCH ATTENDANCE

Because LCA is a ministry of LIFE Fellowship, we are strongly committed to church attendance and involvement, fellowship, and accountability within the local church. We ask families to attend LIFE Fellowship or a like-minded Bible-believing church so that the philosophy and principles taught at LCA are reinforced at home and through church and Sunday school attendance.

CLASSROOM CURRICULUM

All school curriculum is carefully chosen grade by grade, subject by subject. Criteria for selecting curriculum include Biblical integration and academic superiority. Publishers are Bob Jones, Alpha Omega Publishers, Positive Action Bible Curriculum, ABeka and Funshine Express.

A curriculum guide detailing curriculum used and age-appropriate concepts taught is given to parents at time of admission and is also available upon request throughout the school year.

CONDUCT

As a representative of our school, a student may not be involved with any of the following (on or off campus): smoking, drugs, or drinking alcohol. No body piercing (with the exception of pierced ears for girls) will be allowed. We ask parents to take active involvement in screening the television and movies their children view. Students are not permitted to discuss questionable movies, television, or other such activities with their classmates that may be offensive to some. All electronic devices must be kept in student backpacks. If they are brought out during the school day they will be confiscated and turned in to the office.

COMMUNICATION

Please take all concerns or suggestions to the appropriate person. Our teachers and assistants want to serve you and your family. If you are not satisfied with their responses, feel free to contact the director. One of the most disturbing comments administrators and teachers hear is “other parents feel the same way we do about such and such an issue”. Simple misunderstandings can be blown completely out of proportion, shared with other parents in an attempt to build a case against a teacher, and before long, those who were once supportive are now disenchanted with the school and the teacher. We want you to go to the source because we truly wish to correct any grievance or conflict. We are here to serve your family.

If you need to talk to your child’s teacher, please call the school office or send a note with your child. It is our desire to communicate with you; we appreciate the graciousness and support of each parent.

MATTHEW 18 PRINCIPLE PRACTICED

We believe that it is not only ethical, but also Biblical to always go to the source of the conflict first. Please avoid sharing a problem with those who are not directly the source of the problem, for this is only gossip and can lead to bitterness and strife. If you have an issue with a particular instructor, please go directly to that staff member and no one else. Do not come to the administrator first. If and when you have gone to the instructor and you feel that the conflict is still not resolved, then you may proceed to discuss the situation with the administrator. This practice will help to strengthen our school, because good reports edify and testify of a strong, unified school.

DISCIPLINE PHILOSOPHY

Love goes hand-in-hand with discipline to insure a successful child. God set the standard when He made sure we had everything we needed to live in this world (Phil. 4:19), everything we needed to be successful spiritually (Eph. 1:3), and tempered it all with control (Heb. 13:17), when necessary.

Discipline in the Christian school and childcare will be tailored to fit the offense. Our main intention will not be to punish the child, but to discipline in love and lead him to repentance. Parents can help the staff by observing the following when your student gives his account of any incident:

1. Give the school the benefit of the doubt until you know all the facts.
2. Realize your child’s view is only one side of the story. It is very difficult to give a totally unbiased account.
3. Before siding with your child, check with the school. We will be glad to discuss the matter with you.

DISCIPLINE PROCEDURES

Younger students may be given a “quiet time”, of separation or redirection where they are not able to participate in an activity. They will be kept near the teacher and never be left by themselves. For a child who will not submit to the authority of the teacher, the teacher may seek assistance from the director and/or call the parents, requesting that they come to the school to either discipline the child or take the child home for the rest of the day. This would only happen in rare cases, when a child is out of control.

Children must not be subjected to physical or emotional harm or humiliation. Staff will not use corporal or other harsh punishment, including but not limited to pinching, shaking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline. Discipline will not be associated with food, rest, or toileting. Verbal or derogatory remarks will not be permitted.

In the event a student refuses to accept discipline, or for very serious offenses, the student may be suspended from school, and not allowed to return to school until the disciplinary action is completed. Once a student has had a suspension, **he/she is on probation.** If a behavior pattern or attitude persists, the parent will be asked to withdraw their child.

Parents will be notified if their child has been sent to the office for discipline.

DOCTRINAL STATEMENT

- ❖ We believe the Scriptures, Old and New Testament, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.
- ❖ We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- ❖ We believe Jesus Christ is true God and true Man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. He arose bodily from the dead and ascended into Heaven, where at the right hand of God, He is now our High Priest and Advocate, and in the person of the Holy Spirit, He indwells all believers.
- ❖ We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.
- ❖ We believe in the personal and imminent return of our Lord Jesus Christ, and that this has a vital bearing on our personal life and service of the believer. We believe water baptism (by immersion) and the Lord's Supper are ordinances to be observed by the Church during this Age.
- ❖ We believe in the bodily resurrection of the dead, of the unbeliever to judgment and eternal separation from God, and of the believer to everlasting blessedness and joy with the Lord.

DRESS CODE/CHILDCARE K3-K4-K5 STUDENTS

We ask our young children to wear modest clothing, allowing for easy toileting. They should wear sturdy shoes with socks; sandals are inappropriate for outside play. Please avoid any worldly messages on your child's clothing, lunchbox, backpack, etc. Thank You!

DRESS CODE 1ST-12TH GRADE

In formulating a dress code for our students, our key objective is modesty. While each family may have different standards for their home, we ask your cooperation in maintaining the standards set by our school.

1st-4th Grade Uniform Dress Code:

School Uniforms may be purchased from local stores that sell “school uniforms”.

**Colors: Pants, Shorts, Capris, or Skorts-Navy Blue or Khaki
Polo Shirts-White, Navy Blue, or Burgundy**

Girls Plaid jumpers, skirts, or skorts must be purchased from Dennis Uniform Company

5th-12th Grade Dress Code:

Polo Shirts-White, Navy Blue, or Burgundy

Pants, Shorts, Capris, or Skirts- Navy Blue or Khaki or Blue or Black Jeans

GIRLS	BOYS
<p style="text-align: center;"><u>OUTERWEAR</u></p> <p>Coats, sweaters, nylon warm-up style jackets may be worn. Collegiate or designer sweatshirts are acceptable. No hats, gloves, or sunglasses should be worn inside the building.</p> <p>Outerwear worn in the classroom must be white, navy blue or burgundy.</p> <p style="text-align: center;"><u>SHOES</u></p> <p>Dress or tennis shoes, or dressy leather sandals are acceptable. Hose or socks should be worn. No beach or shower shoes.</p> <p style="text-align: center;"><u>HAIR/JEWELRY</u></p> <p>Hairstyles should be modest, feminine, neat & conservative. Jewelry should be feminine and conservative. Pierced ears are acceptable.</p> <p>No shaved looks, unnatural hair colors, or extreme hairstyles. Body piercing & tattoos are not allowed. No excessive ear piercing. No make-up for K-5th grades.</p>	<p style="text-align: center;"><u>OUTERWEAR</u></p> <p>Coats, sweaters, nylon warm-up style jackets may be worn. Collegiate or designer sweatshirts are okay. No hats, gloves, or sunglasses should be worn inside the building. No bandannas or sweatbands.</p> <p>Outerwear worn in the classroom must be white, navy blue or burgundy.</p> <p style="text-align: center;"><u>SHOES</u></p> <p>Dress or tennis shoes, or dressy leather sandals are acceptable, but must be matching and unaltered. Socks should be worn. No beach or shower shoes.</p> <p style="text-align: center;"><u>HAIR/JEWELRY</u></p> <p>Hair must be neatly trimmed. Length will be no longer than the base of the neck, off the eyebrows in the front. No facial hair. Conservative male jewelry may be worn (ID Bracelet, neck chain, class ring, watch, etc.)</p> <p>No shaved, unnatural or fully bleached hair colors, ponytails, or extreme hairstyles. Body piercing & tattoos are not allowed. No large chains are to be worn. Boys may <u>not</u> wear earrings.</p>

EMERGENCIES

To ensure the safety of the children within our program we respond to all emergency situations, to include, but not limited to: lost children, tornados and fires. If you child becomes lost while in our care we will alert the proper authorities, as well as all staff within our building, and we will immediately call the parent or legal guardian. On a monthly basis, we conduct practice fire drills and several times a year, we conduct tornado drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency. Please refer to our disaster preparedness plan (located in the main office) for more detailed information regarding other emergency situations.

Lost children: Children will be carefully supervised, with hourly counts. Should a child be deemed missing, a sweep of the grounds will be immediately initiated. If this is unsuccessful in locating the child the parent will be notified and 911 called.

Tornadoes: During a tornado warning, children will be directed away from window areas, with instructions to sit quietly on the floor, ready to place their heads between their knees, hands covering their heads. In eminent prediction of a Tornado we will congregate in the Atrium inner classroom areas and prepare the children to place their heads between their knees, hands covering their heads.

Fires: Procedure will be similar to fire drills, with children being directed to exits away from the area of fire.

Gas leaks: If a gas leak is suspected, children will exit the building quickly and in an orderly fashion. Staff members will not turn lights on or off during such an occasion. Professionals will be called from another building or cell phone to determine at what point the children can safely re-enter the building.

Emergency Re-location Plan: If an emergency occurs that forces the evacuation of the students from the property location at 11500 Sheridan Blvd, Westminster, the staff will safely and calmly evacuate the students from the classroom and proceed to the designated relocation center. Parents will be notified by local television stations and radio. Staff will use personal cell phones to contact parents. The relocation areas will be the Westfield Village Park Pavilion, east of the school located on Wolff Street directly adjacent to LIFE Christian Academy/A Child's LIFE, Family in Christ Church located south and across the street at 11355 Sheridan Blvd, Westminster, or The Strong's residence 4863 West 112th Place, Westminster, approximately 10 blocks south of the school.

Communicable Disease Reporting: If a reportable communicable disease is suspected or reported to the center the State Department of Public Health and Environment will be notified @ 303.692.2700. The Tri-County Health Department will be notified @ 303.288.6816.

Staff will discuss with the students the importance of conducting monthly practice drills for fire, tornado and emergency relocation procedures.

FIELD TRIP CHAPERONE FORM 1ST-12TH GRADE

We will be taking many field trips this upcoming school year and are in need of chaperones. Chaperones need to be a responsible person who accompanies the class and will support and uphold the policies of LIFE Christian Academy. Field trips are planned to enhance the learning experience for the student in a specific subject. They are not planned as a time for parents to spend socially with their child or other parents.

As certain field trips vary in number of needed chaperones, we will request the amount needed for each trip. You will be contacted by your child's teacher if your services are needed, after you have submitted this form. Volunteering to be a chaperone does not secure that your child will ride in your vehicle.

If you are interested and available to chaperone, please fill out the form and return it to your child's teacher. This form will be kept on file with the current teacher. You will be required to fill out a new form each consecutive school year.

FIELD TRIPS/Guidelines & Expectations 1st-12th Grade

As we begin to schedule educational field trips in each grade level, we are implementing the following guidelines. Our goal is to include you, when possible, as a chaperone once you have submitted the attached sign up sheet. The teacher will contact you personally to schedule you to chaperone for your child's field trip. Due to limitations on some field trips we may be limited to the number of chaperones that are needed on each field trip. Each teacher will do their best to be fair in utilizing all chaperones throughout the school year. Guidelines before field trip:

- Must be willing to pay for all fees: entrance, parking, gas, etc incurred for the field trip.
- You will not be considered a chaperone if you must bring other siblings.
- A photo copy of your driver's license and vehicle insurance card must be turned into the office prior to the date of the field trip. The front office staff will copy these documents.
- Be prepared to leave the school at the designated time...making sure your vehicle is in good working order and filled with gasoline.
- Chaperones should report to the classroom to receive directions from the teacher.
- Entire group will meet in the Lobby area for a time of prayer and will depart together.
- Adhere to Colorado safety laws at all times, (refrain from cell phone usage unless you need to communicate with the teacher).
- Booster Seat laws are in effect for children under the age of 8 or the height of 4'9" inches.

Guidelines during field trip:

- Maintain a constant supervision of assigned students. You should expect good behavior and attitudes from all students under your care. Keep your students with you during the field trip.
- Remember we are representing God first and LIFE Christian Academy second. Our words and our actions are a constant witness to others. *Psalm 19:14 May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and Redeemer.*"
- Students may not purchase items at the field trip. This is a learning time off campus and does not require the students to purchase souvenirs
- Parents may not purchase food, dessert or beverage items for any students on a field trip. Teachers will determine if money is needed for students to purchase any food, dessert or beverage items on the field trip.
- Meet up with the class group at the prearranged departure time. DO NOT depart early. You must communicate with the teacher if emergency situations arise.

Guidelines after the field trip:

- Chaperones must remain in the Lobby with the children in their supervision until the teacher and remaining students have arrived at LCA.
- Do not leave students unattended. If they need to use the restroom you may take your entire group to the door 4 restrooms.
- Unless requested by the classroom teacher DO NOT stop for drinks or treats on the way back to the school. It is a nice gesture, however, not considered appropriate by all parents.

FIELD TRIPS/ACTIVITIES/LATE ARRIVALS/EMERGENCY PROCEDURES ON THE ROAD

A Child's LIFE field trips consist of walking trips on campus and to the Westfield Village Park on Wolff Street. A notice will be posted on the sign in/out clipboard when this activity is planned for the week. If a child arrives late and the child's assigned class has already left for the planned excursion away from the center, the child will be assigned to another class at the center while the child's normally assigned class is away from campus.

Field trips for LIFE Christian Academy 1st-12th grade students will be scheduled throughout the year. Although a general field trip permission slip must be signed, notarized, and on file at the school, parents will be notified before each upcoming field trip and have the opportunity to notify the school in writing that they do not wish their child to participate. Private vehicles may be used, with authorized parent volunteers as drivers. Field Trip Chaperone forms must be submitted each year. Children must be seat-belted in the vehicle of transportation.

Colorado child safety laws must be adhered to for booster/car seat use. Staff will carry an emergency kit and have emergency forms for each student on field trips.

Children who arrive late to the center when their class/group is away from the center on a field trip or excursion will be taken to the location of the field trip or excursion by the parent. Childcare children will be kept in the office or taken to the park by the parent.

Parents volunteering to drive for field trips must leave a copy of their automobile insurance and driver's license in the office. **Parents may accompany a class on a field trip but not act as a sponsor if they need to bring along any siblings. The exception would be if the field trip destination does not allow for non participating children to attend.**

Cars should travel caravan-style to the destination. Should someone have a flat tire, motor problems, etc., the driver should pull as far off the road as possible, with the other cars in the caravan stopping to assist. As the safety of the children is our number one concern, should the car be deemed not roadworthy, LIFE Christian Academy/A Child's LIFE would be called and another driver sent to ensure the safe return of the children. Should a child become injured, 911 would be called and information from the emergency form given. Children are never to be left alone in order for an adult to seek help; Parents must exchange their cellular phone number with the staff and parents driving on the field trip.

FIRST AID KITS

Portable first aid kits will be available to staff at all times and will be located out of reach of children. The first aid kits will be checked and restocked at least on a monthly basis.

FORMS

Parents and children must agree to abide by the policies of the school as stated in this handbook and other forms in the registration packet. **All forms must be on file by the first day of school: Registration/Emergency Form, Tuition Payment Policy Form, Field Trip Permission, Health/Medical Forms, Sunscreen Permission Slip, Immunization Record, Statement of Faith and Conduct Form, and Medical Authorization form.**

FUNDRAISERS

It is school policy to limit the number of fundraisers. Each proposed fundraiser is carefully reviewed. We do not require any family to participate; we merely encourage your help as such fundraisers help us provide updated and improved equipment as well as supplement the budgetary needs to operate the school.

GENERAL RULES

Teachers will have additional classroom rules, but the following is a list of general rules that should be carefully adhered to:

1. Respect for the administration, faculty, and staff. Disobedience or disrespectful speech shall not be permitted.
2. Proper and kind speech is expected. Vulgarity, profanity, "guttural" language, and lying are unacceptable.
3. Stealing or cheating will result in immediate disciplinary action.
4. Candy, food, and drinks are to be consumed only in designated areas and at appropriate times.
5. There is to be no talking or getting out of one's seat without the teacher's permission (students must raise their hands and be acknowledged!).
6. Inappropriate behavior such as rough housing, running, or jumping in the hallways, and yelling are not permitted.
7. When arriving at school, students are to go directly to the designated waiting area until given permission to enter their classroom.
8. Electronic devices should not be brought to school. Toys of any kind are not to be brought unless requested by the teacher for special occasions.
9. Older students are not to show physical affection toward one another at school or at any school function.
10. Students need to maintain a good attitude at all times. Bad attitudes affect others and if not changed, shall make the student subject to dismissal.

GRADING STANDARDS

Report cards and progress reports will be issued quarterly. Report cards will be issued only if tuition and all fees are current. Elementary grades are issued for each quarter, with a year-end average. Middle school grades include semester averages. Report cards include percentages, letter grades, and comments.

The grading scale is as follows:

A	90%-100%	I	Incomplete
B	80%-89%	E	Excellent
C	70%-79%	S	Satisfactory
D	60%-69%	U	Unsatisfactory
F	59 and below	↓↑	Directional Trends



GRADING STANDARDS/REPORT CARDS

For elementary students, daily work will be graded and sent home. Parents should review the papers with their child, encouraging them to correct the papers. In some cases, teachers may allow students to correct papers in class for corrected grade receiving a grade no higher than a “C”.

Progress reports and report cards will be issued every 9-weeks. Report card grades will be based on daily completed, classroom assignments, test and quiz averages, projects, book reports, and final examinations. To encourage students to become responsible, they must stay current in submitting their assignments.

Upon returning to school from the absence, the student must check with the teacher for any missing work or tests missed. Typically, the student will be given one day for every day absent to turn in assignments missed or make up missed tests or quizzes unless other arrangements have been made.

In addition to quarterly report cards, mid-quarter reports will be issued each quarter for students working below a “C” or showing a decline in any subject area. These reports do not become part of the academic record; they are just another means of communicating with the parents any missing assignments or areas of concern while there is still enough time left in the quarter for something to be done.

HOURS OF OPERATION & HOLIDAYS

LIFE Christian Academy/A Child’s LIFE operates August-May and is closed on all local and federal holidays; Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday (1 week), Christmas Break (2 weeks), New Years Day, Presidents Day, Martin Luther King, Jr. Day, Spring Break (1week), Easter Holiday (Friday/Monday).

A Child’s LIFE is open 7:00AM-5:30PM Monday through Friday during the months of August-May of each calendar school year.

HOMEWORK

Homework is not merely assigned for homework sake. Homework is assigned to reinforce skills taught during the school day. Children should be given opportunity to review for upcoming tests and quizzes as well as to become proficient in Bible memory and math facts. Homework is never intended for discipline. We believe that if a student works diligently during the school day, he/she should not have a lot of homework at night. Exceptions would include students that are behind grade level or have difficulty with reading comprehension. We highly recommend that students have a regular place and a consistent time to study, free from all distractions. Start with the more difficult subject first, finishing with the easier assignment.

HYGIENE

LIFE Christian Academy/A Child’s LIFE shall include provision for personal hygiene, such as washing hands and face before meals, and hands after using the toilet. Disposable paper towels will be used. Children will be encouraged to bring a water bottle for daily use. There is a drinking fountain provided at several locations within the facility.

IMMUNIZATIONS

The State of Colorado Health Department requires that each child have a certificate of immunization signed and dated by your physician the first day of attendance. The State of Colorado law, Senate Bill 97-082 concerns the immunization status of students attending school. Please Note: Colorado State Law allows parents to exempt their child from immunizations due to medical, religious, or personal exemptions. An up-to-date immunization record will be required for all students enrolled at A Child's LIFE/LIFE Christian Academy.

- ☞ A certificate of immunization or approved alternate Certificate of immunization must be on file at the childcare center or school-age child care center the first day the child enters care at the child care center.
- ☞ **Parents must be notified in advance of their child's enrollment in a childcare center if that center accepts non-immunized children.**
- ☞ A Child's LIFE/LIFE Christian Academy accepts children in the center who have exempted from immunizations by written signature of exemption from the parent/guardian on the Health Department form. Students who are exempted from immunizations may be excluded from attending school if deemed necessary by the Colorado Department of Health during an outbreak.

An up-to-date immunization record will be required for all students. **Children attending preschool must show proof of three hepatitis B immunizations. It is important that you inform staff of any special food allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise.**

ILLNESS, IMMUNIZATION, INJURY, AND MEDICATION

During times where a child becomes ill, has an accident or injury parents/guardians will be notified by phone and by written form. The child will be cared for by the staff member (taking temperature, tending to an injury or accident, filling out the appropriate form).

When a child becomes ill at school, the office will attempt to notify a parent. You will be contacted if your child shows any of the following symptoms:

- a temperature of 100+ degrees
- discharge from ears
- discharge from eyes or red eyes
- vomiting or diarrhea
- any rash or skin lesion that blisters
- excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing



We will make every attempt to isolate the sick child and make him/her comfortable. However, we request that every effort be made on the part of parents to take the child home or to a doctor (if necessary), as soon as possible. We would also ask you to not send your child to school if they have any of the symptoms listed above.

Please make sure we always have current emergency numbers on file. In the event of injury, school personnel will determine and proceed with the appropriate action. In a limb or life-threatening emergency, we will call 911 and then notify the parent. Otherwise, we will call parents first and have them determine what course of action to take. Children must be fever free for 24 hours, without medication, before returning to school.

When a child experiences a minor injury the staff will wash the area with soap and water, cover with a non-medicated bandaid and fill out an "ouch report". If the injury is of a serious nature the front desk asst/director/asst director will be called to evaluate the injury and contact parents, emergency contact, or 911.

A student is not allowed to have any medication in his/her possession during the school day. All medications will be dispensed through the school office. Topical preparations, such as petroleum jelly and sunscreen, may still be administered with written parental authorization.

Please keep the school updated as to any medical conditions or concerns you have for your child.

INCLEMENT WEATHER

During times when the weather is rainy or windy children will spend their recess time in the atrium/gym area of the facility. When the weather is below 40 degrees, including wind chill factor, the children will remain indoors for gross motor development. During excessively hot weather the children will be offered drinks of water frequently and will play/rest in shaded areas on the playground. Sunscreen (Coppertone Waterbabies SPF 50 or similar) will be applied at intervals during the outdoor play time.

LUNCH PROGRAM

Students will bring their own nutritious lunch. Parents will be informed at the beginning of the school year as to the availability of food services that may be provided. A Child's LIFE will have available food items to supplement a child's lunch that does not meet the USDA standards.

Snacks will be provided to K3 (AM & PM) and K4 (PM) children unless there is a special dietary need. Children with a special dietary need must provide a snack alternative.

MEDICATIONS

Per Colorado State Rules and Regulation 7.702.62C, "Prescription and non-prescription (over-the-counter) medications...can be administered only with the written order of a person with prescriptive authority and with written parental consent." This means that each time a child is required to take medication at school, the medication must be in its original bottle and must be accompanied by a Medication Authorization Form (available in the school office). In such cases, the parent should give the necessary medication or prescription to the office upon arrival at school. The medication will be stored in a locked cabinet in the office. **A student is not allowed to have any medication in his/her possession during the school day. All medications will be dispensed through the school office. Topical preparations, such as petroleum jelly and sunscreen, may still be administered with written parental authorization.**

All medications given to the center to administer to children will need to have annual parental permission and doctor's orders for each medication prescribed. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented in our medication log book. All medication will be stored in areas inaccessible to children at all times. If a medication is expired or is left over, those medication swill be given back to the parents, if the parents are not able to be reached, the left over medication will be properly disposed of. Emergency medication swill be stored in an area that is easily accessed by staff, but inaccessible to children.

LCA staff cannot administer even simple medications such as Aspirin or Tylenol, unless the family makes it available and has proper permission granted to the school (see regulation 7.702.62C above and Section 12-38-132, CRS., of the “Nurse Practice Act”). In such cases, the student should give the necessary medication or prescription to the teacher upon arrival at school.

Medication paperwork and medications must be present on or before first day of school or at time of students first day of attendance. Students 8th-12th grade may self carry one dosage during the school day and may not share with other students. Please keep the school updated as to any medical conditions or concerns you have for your child.

NO SMOKING FACILITY

LIFE Christian Academy/A Child’s LIFE is a “NO SMOKING” facility. Smoking on the property is prohibited for all providers, employees, substitutes, parents, visitors, volunteers, and residents. Smoking is prohibited in the building, on the play yard and in the proximity of children.

PARENT AGREEMENT/CONSENT FORMS

Parents and students must agree to abide by the policies of the school as stated in this handbook and other forms in the registration packet. All forms must be on file by the first day of school, including Immunization Record, Field Trip/Photograph permission, Health Status Form, Registration/Emergency form, Immunization record, Statement of Faith Support & Conduct Agreement and Medical Authorization form (if applicable). New students grades one and up must also have returned a completed Request for Transcript form, **with the name and address of their former school on it.**

PARENT INVOLVEMENT

We always encourage parents to volunteer for class functions, field trips, and special days. We especially need help with special days such as field days. Parents who help us or who work with activities are asked to send all communication about their activity through the school administration for approval first. That way, the school office will not be caught off guard by information being circulated that they were unaware of. Teachers requesting parent helpers must check with administration before giving approval for the parent to begin helping in the classroom.

Parents volunteering to drive for field trips must leave a copy of their automobile insurance and driver’s license in the office each school year. **Parents may accompany a class on a field trip but not act as a sponsor if they need to bring along a sibling.**

Parents are encouraged to send a special pre-packaged, store bought snack item on their child’s birthday. Please let the teacher know ahead of time so that he/she can plan accordingly and make arrangements for any children with special dietary needs. If your child has a summer birthday, you may pick a day with the teacher and celebrate that day.

We ask parents to refrain from sending anything “worldly” to class Christmas parties and other events. “Santa Claus” and “Halloween” type items are two major areas that we ask parents and students not to bring to LCA.

PARENT-TEACHER CONFERENCES

Daily and weekly updates will be provided in writing to the parents of the K3 and K4 parents. K3 and K4 parents will receive a progress report in November, February, April, and a certificate of completion in May of each school year. A signed response form must be returned to the school within 1-week of the progress report.

Parents and teachers are encouraged to meet together any time there is concern about a child's behavior, progress, and social and physical needs. As an old saying goes, "We won't believe everything your child says about you, if you don't believe everything he says about us". In any situation, please give the school staff the benefit of the doubt until you've met with the appropriate personnel and given them opportunity to share pertinent information with you.

Make sure you do not try to compare your child with another child. Before you share your concerns with other parents, bring the issues to the attention of the teacher and/or administrator. We cannot discuss with you all of our dealings with another student, just as we would not share with any other parent our dealings with your child. Our goal is to be fair and consistent with each and every student. Above all else, it will benefit your child greatly (and you as well) when you uphold the authority of the school and its staff with your children. They will learn to respect authority (including you as a parent) by watching you support the authority of God, the church, school, and all other authority. Teachers will work with the families in any feasible way to facilitate improvement on behalf of the students.

PERSONAL BELONGINGS/MONEY COLLECTED FOR CHILDCARE CHILDREN

Our center ensures that all classrooms are equipped with a variety of equipment and toys for each child to play with individually and with friends. Because our storage space is limited, we encourage children to keep valuable personal items at home. However, we do allow for children to bring a blanket and stuffed animal for rest time that will remain in the storage bag individually labeled when not in use. We do not allow children to bring money to school. If there is money that is need for a special activity, all funds collected by the Director from the parent or legal guardian prior to the special activity. Please label all clothing and any personal items that your child brings to school. The school is not responsible for any valuables or toys brought to school. Please do not send money with your child or allow them to bring money, as it could easily be lost or misplaced. The school is not responsible for any such money brought.

Each child will be assigned a cubby for storage of personal items. Each child is required to have a crib-size sheet, **receiving size** blanket, and extra change of clothing. These items will be stored in a plastic storage bag, labeled with the child's name and placed in a storage tub.

When money is turned in to the center it must be marked with the child's name, parents name, teacher's name, and amount of money.

PLAYGROUND

Children will be strictly monitored as they walk from the building to the playground area. A staff member will lead the children in a single-file line as they leave the indoor area. For more than 15 children, a staff member will monitor children from the middle of the line. Staff will follow the last child out of the building, checking that all children are exiting. Children will only be allowed to return to the building in pairs or with a staff member to accompany them when feasible.

LCA has playground rules established to keep children safe while enjoying their recess time on the playground. Teachers regularly go over these rules with the students to keep them reminded of safety protocol while on the playground.

PHILOSOPHY OF EDUCATION

The word *philosophy* comes from Greek words meaning, “love of wisdom”. Since the Garden of Eden, man has wanted to be wise and know all truth (Gen. 3:5). In searching for the truth, each person develops a system of values and beliefs that guides his every action. This system is one’s philosophy of life.

The Apostle Paul admonishes us not to be spoiled by the philosophies of the world, such as situation ethics, humanism, and materialism (Col. 2:8). Christian philosophy, therefore, must be based on the Lord Jesus Christ, because in Christ “are hidden all the treasures of wisdom and knowledge” (Col. 2:3). As all truth is rooted in the Bible, Christ and the Bible must be central to every subject and activity. Science, therefore, will be approached as God’s handiwork; history, as God’s dealings with the nations through the centuries; language, as God’s desire for man to communicate; mathematics as God’s orderliness; physical education as taking care of the temple God has given each of us; and music and art as tools of worship and appreciation of God’s beauty.

With faculty assistance and guidance, each student will have an opportunity to:

- ❖ Grow in the knowledge of spiritual truths
- ❖ Learn how to stand apart for Christ in an ungodly world
- ❖ Learn to think, speak, and act Biblically
- ❖ Learn respect for all authority
- ❖ Learn respect for fellow students
- ❖ Gain knowledge of basic core skills
- ❖ Discover and develop special talents, interests, and capabilities
- ❖ Develop critical thinking skills
- ❖ Learn correct study habits
- ❖ Recognize the importance of self-discipline
- ❖ Accept responsibility for his or her own behavior
- ❖ Respect the property and worth of others

PREVENTIVE MEASURES (SEE EMERGENCIES)

FIRE DRILLS: Each classroom will have fire escapes clearly posted. Staff members will routinely review with the children the procedure for fire evacuation. During a drill, students will line up single file, exiting the room quickly but calmly. The teacher will close any open windows, turn off all lights and take the grade book, closing the door on the way out, proceeding to a designated outdoor area. Once outside, students will line up single file and remain quiet. The teacher will take attendance to verify that everyone in the class safely exited the building. Students and staff will wait until someone in authority gives an “all clear” signal.

FIRST AID: Each teacher will carry a first aid kit with him/her to the playground or other outdoor activity. First aid items will be made available in the school office.

ALLERGIES: If your child has allergies to certain foods, i.e. milk, cheese, peanuts, etc., we are, by law, required to have a signed note from your physician or assistant that your child is not allowed to receive these foods during the child’s mealtimes, and the physician is to give

substitutions that your child may have during his/her meal. General notices will be posted in the classroom noting the type of allergies common to that classroom.

PROBATION, ADJUSTMENT, AND TRANSITION

At any school there is a time of social adjustment and transition for the child and the parents. However, if at the end of this time period we feel that your child cannot adjust, we may ask that you find another childcare center/school which can meet your child's needs.

We want you to know we will help you and your child in any way that we can. We urge parents to communicate with the staff and administration at all times. Without communication there is no way for improvement.

If for any reason you need to withdraw your child from A Child's LIFE, we require a written 2 week notice prior to the disenrollment of your child. There are also times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a 2 week notice to find alternative care. (Rev 1/2017)

PROGRAM REVIEW

Each year in May and August a review of the program, policies and procedures will be conducted in accordance with the Rules & Regulations for Childcare Centers, with parent and staff evaluation questionnaires being distributed and collected. A committee consisting of the Director, Teaching Staff and Parents will be formed to prepare a formal evaluation to be kept on file.

PROMOTION/RETENTION

If it appears a student is not progressing satisfactorily in his/her studies, the administration and staff will discuss possible plans of action with the parents at a special meeting which either parents or staff may request. If efforts to help the student improve academically are not successful, it will be recommended the student repeat the grade or receive a conditional or non academic promotion.

RELEASING CHILDREN

For each child enrolled, A Child's LIFE requires written authorization from a parent or legal guardian regarding persons who each child can be released to. Persons picking up children will be verified through identification of a valid state driver's license or identification card to ensure they are an authorized pick up person. Children will not be released without verifying that the person picking up the child is authorized to do so.

Students enrolled in the childcare program must be signed in and out each day. They can only be released to persons for whom the school/pre-school has written authorization, unless a restraining order supercedes such authorization. Please call the office if someone else will be picking up your child. A driver's license check will be required before our staff will release your child to the person whose name you've called in. A fee of \$1.00/per minute, per child is due upon arrival after the 5:30PM closing time. At least one staff member will stay until all children are gone, even past closing time.

A child will never be left alone if he/she has not been picked up at the end of the day. Emergency information, located in the Main Office, will be used to notify all authorized persons. If no one related to the child can be contacted and other methods have been exhausted, the police will be contacted for further assistance.

All staff will request to see identification the first time you pick up if they have not met the parent previously. If an individual not authorized by the parent or guardian of a child attempts to pick up the child the parent or guardian will be called. If the individual is aggressive in nature, or appears to be impaired by drugs or alcohol the police department or 911 will be called immediately. If any individual not authorized by the parent/guardian attempts to pick up a child the parent/guardian will be notified immediately and the child will remain in the care of the center until parent/guardian arrives to pick up the child.

A Child's LIFE closes at 5:30PM daily and all staff begin their evening clean up routine including checking every classroom and classroom attendance verification log to ensure all children have been picked up for the day. Staff also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by our closing time, that child will continue to be cared for by one of our qualified staff and the parents will be called to ensure pick up. If a parent can't be reached, the emergency contacts listed on the child's enrollment forms will be called. For each minute a child remains in our care after closing, a \$1.00 per minute charge will be charged to the parent or legal guardian. If a child remains in our care for more than an hour after the center has closed and we have been unable to reach a parent, legal guardian or emergency contact person, the center director will contact local child protective services and/or law enforcement.

SCHOOL CALENDAR/SCHOOL DAY

Please keep a copy of the school calendar, updated, distributed monthly and located in the back of this handbook, posted in your home for easy reference. All vacations and holidays are noted, along with, school events. The school day for elementary is from 8:30 until 3:15. Students may arrive for school between 8:15 and 8:30, going directly to the Tim gym. Any students that arrive before 8:15 in the morning or stay past 3:30 in the afternoon will be sent to our ASAP program.

Our ASAP program (After School Activities Program) is a before and after school program provided as a service to our families. Parents who need to use this before and/or after school program for their children should request an information sheet regarding this program.

SCHOOL ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by a secular educational administrator who may or may not be a Christian.

Quality Christian schools will not seek accreditation from a governmental agency for several reasons. First, the school would be required to use textbooks adopted by the state. Such texts are developed by secular writers who in many ways reject our Lord Jesus Christ, and in fact, extol concepts contrary to the teachings of the Bible. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. Public schools and universities may also choose not to be accredited.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate

each applicant's academic aptitude through nationally standardized tests, high school transcripts and grades, and recommendations. Students in private schools on the average score higher on nationally standardized tests, as our own students have demonstrated.

While we do not seek state accreditation, our staff is highly qualified. Elementary and secondary classroom teachers must be certified or seeking certification. Teachers may be state certified and/or certified through The American Association of Christian Schools or The Association of Christian Schools International.

SCHOOL HOURS

The childcare center is in session Monday through Friday. Our doors open promptly at 7:00am and close promptly at 5:30pm. Parents who fail to pick up their child/ren promptly at the scheduled 5:30pm will be charged a fee of \$1.00 every minute per child that they are late starting exactly at 5:31pm unless prior arrangements have been made with the director.

All teachers check in with the supervisory staff member with any children who remain at the Center after 5:31pm. The closing staff member will stay with all remaining children until they are picked up. Parents will be notified by phone at 5:30pm. If the parent is not reached the next emergency contact will be contacted.

SCHOOL OFFICE/USE OF TELEPHONE

The school office is reserved for official school business only. We want to serve everyone efficiently, so please be understanding if we cannot stop and visit about unrelated school issues as much as we would like to during the school day. The school telephones are not for the use of the students except for emergencies, which will be determined by a teacher or office personnel. The student must always have permission before using the telephone.

SCHOOL SUPPLIES

Each student is required to bring the necessary school supplies detailed on the supply list provided in the enrollment packet. Non-consumable items, such as pencil boxes and rulers, will be sent home at the end of the school year. Consumable items, especially in the lower grades, may be stored as community property, and are not returned. We try to request only the amount of supplies needed for the current school year. Any consumable items left at the end of the school year will be distributed at the discretion of the teacher or used in the ministry.

SICKNESS, IMMUNIZATION, INJURY, AND MEDICATION

When a child becomes ill at school, the office will attempt to notify a parent. You will be contacted if your child shows any of the following symptoms:

- a temperature of 100+ degrees
- discharge from ears
- discharge from eyes or red eyes
- vomiting or diarrhea
- any rash or skin lesion that blisters
- excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing



We will make every attempt to isolate the sick child and make him/her comfortable. However, we request that every effort be made on the part of parents to take the child home or to a doctor (if necessary), as soon as possible. We would also ask you to not send your child to school if they have any of the symptoms listed above.

Please make sure we always have current emergency numbers on file. In the event of injury, school personnel will determine and proceed with the appropriate action. In a limb or life-threatening emergency, we will call 911 and then notify the parent. Otherwise, we will call parents first and have them determine what course of action to take.

When a child experiences a minor injury the staff will wash the area with soap and water, cover with a non-medicated bandaid and fill out an "ouch report". If the injury is of a serious nature the front desk asst/director/asst director will be called to evaluate the injury and contact parents, emergency contact, or 911.

A student is not allowed to have any medication in his/her possession during the school day. All medications will be dispensed through the school office. Topical preparations, such as petroleum jelly and sunscreen, may still be administered with written parental authorization. Please keep the school updated as to any medical conditions or concerns you have for your child.

If an injury occurs that requires medical treatment the Department of Human Services Division of Child Care will be notified immediately.

SNACK & MEALS

The parent will provide their child with a nutritious lunch when dropping off their child at the center. If we see that a child's lunch brought from home does not meet the required USDA nutritional needs, we will offer supplemental food the areas lacking adequate nutrition. The center will provide, from donated and purchased snack items, a morning and afternoon snack. To accommodate children with food allergies, there may be some food items that are restricted from being served or brought into the center.

SPECIAL NEEDS

It is the intent of A Child's LIFE to help those with special needs. We will provide reasonable efforts to make accommodations for a child with a disability who has special needs in compliance with the Americans with Disabilities Act. Our facility is wheel chair accessible, with handicapped restrooms available.

STANDARDIZED TESTING

National standardized tests are usually administered in March/April of each school year. All students will be tested (3rd-7th grade). Results will be provided as soon as possible with the end of the year progress report.

STATEMENT OF FAITH

People who do not believe the Word of God are alienated from the life of God (Ephesians 4:18) and therefore we as believers in the Word of God cannot have proper fellowship with them (II Corinthians 6:14-7:1). So those wishing to participate in true fellowship must live according to Christ and not according the world's philosophy or beliefs (Colossians 2:2-15). We believe that those who live according to the sinful nature cannot understand, desire or submit to Christ's ways; so this by the very contradiction of beliefs divides our fellowship with them (Romans 8:5-9, Amos 3:3).

The acts of the sinful nature are obvious to those in Jesus Christ (Galatians 5:19, Isaiah 30:20-22, I John 2:27) which includes, but is not necessarily limited to, living in, condoning or supporting immorality, impurity, greed, bestiality, idolatry, malicious talk, drunkenness, incest, theft, witchcraft, self-indulgence, gender-change, hatred, discord, jealousy, fits of rage, selfish-ambition, dissensions, factions, pedophilia, laziness, envy, orgies, adultery, unbiblical divorce, homosexuality, obscene language, coarse joking, evil desires, lust, murder, cowardice, lying, God-hatred, disobedience to parents, arrogance, prostitution, swindling, and the like.

(I Corinthians 5:11-13, Galatians 5:19-21, Deuteronomy 2:5, Leviticus 20:13, I Corinthians 6:9-12, Ephesians 5:3-5, Colossians 3:5-6, II Thessalonians 3:6, Revelation 21:8, Romans 1:18-32, Matthew 5:32, Matthew 19:9, Leviticus 20:10-23. I Thessalonians 4:1-8)

Rather for the glory of God and the fellowship of believers we teach, encourage and insist all believers must pursue, live out, admire and aim for such things as, but not limited to: a personal relationship with Jesus Christ, love for God, love for neighbors, faith, joy, peace, patience, brotherly-kindness, goodness, gentleness, self-control, truth, perfection, repentance, purity, righteousness, good deeds, excellence, service, sacrifice, hope, endurance, perseverance, knowledge, godliness, nobleness, correction, maturity, evangelism, obedience to authority, obedience to parents, sobriety, thankfulness, further knowledge of the Scriptures, rejoicing in the Lord, prayer, a clear conscience, harmony and the like.

(Matthew 22:36-40, Ephesians 4:17, II Timothy 2:22, Galatians 5:6, 22-24, I Corinthians 13:4-8, II Peter 1:3-8, I John 3:18, Philippians 4:8, Romans 12:1, Hosea 6:3, II Corinthians 13:11, II Timothy 3:16-17, Hebrews 5:13-6:1, Psalm 141:5, II Timothy 4:5, Colossians 3:16, Deuteronomy 6:5-7, Ephesians 6:1, I Thessalonians 5:16-18, Nehemiah 8:10, Philippians 4:4, Romans 12:16-18, Acts 24:16, Ephesians 5:18)

While we understand no one is perfect in these things (Philippians 3:12-16), we are instructed by the Word and bound by conscience to our Lord that anyone who clings to false teaching (I Timothy 1:8-10, 4:1) harms themselves (Jonah 2:8, Proverbs 19:3) and potentially others (I Corinthians 5:6, II John 8, II Peter 2:18-22). So by our belief we are constricted to not welcome into brotherly fellowship (I Corinthians 5:9-11) a teacher, employee, member, student, etc. who does not believe in the Scriptures as we do and persists in that unbelief (II John 7-11, II Corinthians 6:14-7:1, Romans 11:23).

The same requirements for fellowship and good standing are applied to all without prejudice to race, color, national origin, sexual orientation, gender, marital status, occupation, creed or religion (Galatians 3:26-29, Colossians 3:5-17, Ruth 1:16, Luke 14:26-35,), as everyone who desires to follow Christ and fellowship together in Him (I John 1:7, II John 1-6) must lay down whatever in their life is displeasing to the Lord and submit to God's instruction for them (II Timothy 2:19, Ephesians 4:11-5:21); we all must believe in Him alone (John 3:16-21, Acts 4:12, Isaiah 45:21) and repent (Acts 17:30). What matters is faith in God's Word expressing itself through the love (Galatians 5:6) defined by God (I John 3:18) by way of our new creation (Galatians 6:15). Any who come to Christ are no longer their own, so now they must honor God with their whole being (I Corinthians 6:9-20, II Corinthians 5:15) if we are to be united (Philippians 2:1-8). There is no difference (Romans 3:22-31).

It is not the action of the sin, failure in a particular sin or a wrong belief, but the persistence of refusing to believe and repent (II Thessalonians 2:10-12) that would force us theologically to disassociate (Proverbs 1:23-33, I Corinthians 5:5-13, II Thessalonians 3:14-15) so that there may be no confusion within the church about what pleases the Lord (Ezekiel 18:23) and that the ones in confusion may come to their senses and be saved (II Thessalonians 3:14-15, II Timothy 2:25-26). If anyone is in Christ they are a new creation, so the old has gone and the new has come (II Corinthians 5:17), so it is not the past sins and confusion, but the refusal to believe and repent of them that cannot be ignored. We cannot regard anyone from a worldly viewpoint (II Corinthians 5:16), and so we are commanded to view them by God's instructive grace so that we may call all people to reconciliation to God (II Corinthians 5:20) and benefit them now and forevermore (I

Timothy 4:8). If we were to ignore their plight for the sake of man's approval (Galatians 1:6-10, Jeremiah 15:19) we would be sinning against our God (Ezekiel 3:17-21, Jeremiah 6:13-16) and against their soul (Proverbs 24:10-12, Jude 22-23).

STUDENT PICK-UP

Do not send anyone, other than an immediate family member, or one who is authorized by the family on your school registration form, to pick up your child from school. In the event that someone different will be coming for your student, please notify the school office. That person must then show a driver's license before we will release your student. Our teachers and staff stand with the students while they are waiting; they will bring the child to the office while we call you should an unauthorized person come for him/her.

Parents coming during class time to pick up a child must report to the school office and sign the child out. If the student returns during the day, the parent must sign him back in at the school office. Parents are never to go directly to the child's classroom during the course of the school day without signing in at the Main Office.

SUNSCREEN PERMISSION FORM

Your child's child care provider will assist with the applying of sunscreen to bare surfaces including the face, tops of ears and bare shoulders, arms, legs and feet, 15-30 minutes before outdoor activity. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum of SPF 15. In the event your child's sunscreen is not readily available the center will provide Coppertone Water Babies #50 or similar brand.

SUSPENSION EXPULSION FROM A CHILD'S LIFE

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and begin with a parent teacher conference. To better accommodate our child we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed upon period of time. Once the child returns to our program. If the child is still a danger, then we will discuss if we are the best persons to be caring for your child. Please refer to our discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

TELEVISION AND VIDEO VIEWING AND SPECIAL ACTIVITIES, INCLUDING STAFF RESPONSIBILITY FOR THE SUPERVISION OF CHILDREN

A Child's LIFE plans for occasional television/video viewing and special activities, all which require parental permission in order for your child to participate. For each field trip to nearby walking field trips, and special activities, a parental permission slip form will need to be signed. During all field trips and special activities, our center will ensure that each group of children has a qualified early childhood teacher accompanying them and we will ensure that proper staff-to-child ratios are maintained at all times. As well, during special activities, attendance will be verified every 30 minutes to ensure that all children are accounted for.

TOILET TRAINING/DIAPERING POLICY

While we are primarily a pre-school with extended care, we understand that three and four year olds may have accidents from time to time. Children will be taken to the bathroom frequently, as well as, on demand, and will be encouraged in potty training. Children requiring diapering will be changed on a sterile mat, away from other students. The staff member will wear gloves. Both staff member and child will wash their hands thoroughly following the diapering process. Changing mats will be disinfected after each use.

TUITION/FEES

LIFE Christian Academy is a ministry of LIFE Fellowship. However, the school is totally self-supported by the fees it imposes on the students who are enrolled here. We rely upon the prompt and timely payments of our school families to meet the financial obligations that we incur as a school.

You will receive a Tuition Payment Policy Form at the beginning of each year that shows a breakdown of your fees and tuition payments. Tuition is due the first of each month. If you need something specific, such as for an employer, please give us written specifics and allow at least three days to process.

Registration is a yearly fee that covers the cost of equipment, testing, and record keeping. The yearly registration must be paid before a student is officially enrolled for the school year. It is non-refundable, should a family decide not to send their children to the school. However, if the administration cannot accept a student or a particular class is full, the school will refund the registration fee.

A curriculum fee is also charged yearly, and is due by **July 1**. This fee covers the **use** of textbooks and other materials. This is a non-refundable fee. Payment of the curriculum fee does not imply that all materials used in the classroom become the property of the students. It is actually a curriculum usage fee. If all textbooks, readers, and library books were consumed each year, the annual fee would have to be much higher. Students will typically have some workbooks that are consumable and other books that are non-consumable.

An elective/art fee is charged yearly to help defray the cost of special projects and crafts that the students will complete throughout the year, as well as, elective class expenses.

TUITION POLICY

Tuition may be paid on a yearly or monthly basis. If the full tuition amount is paid prior to the start of school, a 2% discount may be awarded. However, should a parent disenroll a child before the end of the school year, the discount is forfeited and the difference is applied to the account before any money is refunded.

Although tuition is a yearly fee, for your convenience, we break up the yearly fee into ten equal monthly payments. Payments are due the 1st day of each month. We encourage you to fill out an ACH payment form or a Credit Card Authorization Form to automatically have your payments paid the 1st of each month.

Families using our ASAP program (After School Activities Program), before and after school program, have several payment options. Please refer to your tuition payment policy form for fees. Parents arriving past 5:30 p.m. will be charged \$1.00 per minute/per child beginning at 5:31pm.

Students may not begin school in August **unless their registration, curriculum, and August tuition have been paid.** September tuition and following months are due by the 1st of the

month. A charge of **\$15** will be automatically added to the account for every returned check. This will be added upon the return of the check from the bank. If an account has checks returned two times, checks will no longer be accepted, and the account must be paid in cash, money order, or cashier's check.

Any student whose account is not paid in full up-to-date on or before the last day of each month will not be allowed to attend the school until such time as the account is paid in full. Families may receive special permission from the administration to continue attendance beyond the 30-day period. The procedure for this is as follows:

1. Request a meeting with the administrator prior to the account being 30 days late. The administrator will then take the matter before the school superintendent. A meeting may be avoided by submitting in writing the reason for the delinquency and a plan for resolving the matter.
2. A meeting will be arranged as soon as convenient to discuss the reasons for the delinquency, as well as, develop a plan whereby to make the account current.
3. Requests may or may not be granted.

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month in which the student leaves. **Registration fees are non-refundable. There is no refund of any tuition, curriculum, or any fees paid, whether the student attends one day, one week, or any other period of time.** It is very likely that another student would have gladly taken his/her spot had we had an opening at the beginning of school. The school will withhold report cards and student records until tuition and other fees have been paid in full. By registering your child, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full. You are also authorizing the school to collect unpaid balances through your credit card.

LCA will also withhold report cards/transcripts for any non-consumable curriculum that is not returned. As previously stated, the curriculum fee that is paid at the beginning of the year is a **curriculum usage fee.** While some of the curriculum, mainly workbooks, are consumable, the textbooks and readers are not. If students literally bought every book they used during the course of a school year, we would have to more than double the curriculum fee. Curriculum fees also help to cover the cost of the computer educational software we use.

The office also requests that when you make payments for several items, such as tuition and curriculum, that you carefully itemize the amounts on your check memo. Receipts will be issued for tuition and other major payments made in cash.

VIDEO AND TELEVISION VIEWING POLICY

There is no television viewing at A Child's LIFE of local or cable stations at any time by students or staff members. All videos shown are "G" rated and are educational, religious, or entertaining. K3 & K4 television viewing, including videos, will not be permitted without the approval of the child's parent and is not to exceed 30 minutes per week.

Teachers may send a request to parents regarding a movie with a PG rating requesting parent permission and signature. Parents will be notified of upcoming video viewing in each classroom.

VISITORS

Anyone coming to visit the school other than a parent of a registered child is considered a visitor. He/she must check in with the school office, sign in on the school log including drivers license number, address and phone number to obtain a visitor's badge.

WITHDRAWAL/DISENROLLMENT

If for any reason you need to withdraw your child from A Child's LIFE we require a two week written notice prior to the disenrollment of your child. There are also times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a two week notice to find alternative care.

Parents who withdraw their child from LIFE Christian Academy/A Child's LIFE during the course of the year must give written notification of their intention. Registration fees are not refundable; curriculum fees are non-refundable once the child has begun pre-school. Tuition is non-refundable through the end of the month or week that the child is withdrawn, depending upon payment plan.

Should LIFE Christian Academy/A Child's LIFE find it necessary to disenroll a child, parents will be notified by the director or administrator. Parents may request a meeting with the administrator or director to appeal the decision.

If for any reason you need to withdraw your child from A Child's LIFE, we require a written 2 week notice prior to the disenrollment of your child. There are also times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program; however, we will give you a 2 week notice to find alternative care. (Rev 1/2016)

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During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed upon period of time. Once the child returns to our program, if the child is still a danger then we will discuss if we are the best persons to be caring for your child. Please refer to our discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

CHILD CARE INSPECTION REPORTS

A copy of the current "Child Care Inspection Report", Rules Regulating Childcare Centers, Fire Inspection Report, Health Department Report, Fire/Tornado Drill Log is available in the childcare director's office located in the Main Office.

CHILD CARE COMPLAINTS

Any rule or regulation not covered in this handbook is included in the publication Rules Regulating Child Care Centers, #615-82-14-1000 (R5/07). A copy is available for your convenience in the Director's office. If you have questions concerning compliance, please bring such questions first to the attention of our administration. For further concerns, you may contact The Division of Child Care by phone or via mail as follows:

The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-714
(303) 866-5958

CHILD ABUSE PROCEDURES

Any caregiver or staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. The telephone number is:

Adams County Department of Social Services
7401 Broadway
Denver, CO 80221
(303) 412-5212
Colorado Child Abuse and Neglect Hotline at 1-844-264-5437

If a parent, co-worker, or administrator suspects child abuse at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.

If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.