



EARLY CHILDHOOD PARENT-CENTER AGREEMENT



PALM BEACH CHRISTIAN ACADEMY

1101 South Flagler Drive ■ West Palm Beach, FL 33401 ■ 561-671-5795 ■ pbchristianacademy.com

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School Color and Mascot

Colors: Navy blue, white, and grey
Mascot: Cavalier

Mission Statement

Palm Beach Christian Academy's mission is to build families by helping them discover and pursue God's design.

Philosophy

Palm Beach Christian Academy (PBCA) is a ministry of the First Baptist Church (FBC) of West Palm Beach/Family Church (FC). We share a common philosophy based upon an understanding of the needs of children. Preschool children learn best through play and discovery. As preschoolers pass through stages of development, which occur in a predictable sequence, we believe it is our responsibility to recognize these stages and to plan experiences that will nurture and facilitate maximum growth. These experiences are designed to meet the needs of the total child, thoroughly promoting intellectual, social, emotional, physical, and spiritual growth.

Administrative Prerogative

The intent of this handbook is to outline policies and guidelines that apply to students and their parents in relation to working together with teachers and administration for the student to reach their fullest potential. Its purpose is

to clarify school policies and the responsibilities of both the Parent/Guardian and the school. **The signature of both parties in the appropriate spaces on the registration and acknowledgement form indicate that the following conditions involved in the education of your child are understood and agreed upon between the school and Parent/Guardian of the child. PBCA reserves the right to exercise its administrative prerogative in responding to any situation.** These responses may include, but are not limited to, parent conferences, suspension and/or expulsion, and required counseling. Administration reserves the right to adjust these policies at any time to improve the quality of PBCA programs.

Statement of Faith

- ❖ We believe in the unity and equality of the Trinity: God the Father, God the Son, and God the Holy Spirit.
- ❖ We believe that salvation is by grace through faith, not of works (good deeds, baptism, giving money, etc.).
- ❖ 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.
- ❖ We believe that the Bible, both the Old and New Testaments, was inspired by God, is inerrant and is our only rule in matters of faith and practice.

Values

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17, II Peter 1:20-21).
2. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7, I Corinthians 9:24-27).
3. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4, Ephesians 5:21).
4. To teach the student how to become a contributing member of his/her society by realizing his/her need to serve others (Galatians 5:13, Romans 2:10).
5. To teach the student to understand and use fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics) (II Corinthians 5:20).
6. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
7. To teach the students creative and critical thinking based upon the proper use of biblical criteria for evaluation (II Timothy 3:14-17).
8. To teach the student biblical skills for personal and social relationships (Psalm 119:9, Ephesians 4:12).
9. To teach each student to develop a personal relationship with God (Philippians 3:10, 4:7).
10. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use, and preserve it properly (Psalm 8:6, Hebrew 2:6-8).

History

Palm Beach Christian Academy is a ministry of the First Baptist Church of West Palm Beach/Family Church. Over 30 years ago, our church had the desire to minister to children in a way that impacted their spiritual and educational development at a young age. This was accomplished when we launched what was then known as the Christian Child Development Center. As we continued to grow and expand both our vision and capabilities, we officially became Palm Beach Christian Academy.

Accident Insurance

Each child in our school is covered by our Excess Coverage Insurance; this does not replace primary insurance. If a student is injured, a claim should be made with the parent's insurance first, then with the schools.

Animals

Animals are not allowed on campus, except for service animals that are individually trained to work or perform tasks for the benefit of an individual with a disability.

Baby-Sitting Services

PBCA does not allow PBCA employees to babysit PBCA students. At no time may a PBCA employee sign out and/or remove a PBCA student other than their own child from the school. PBCA employees may not bring and/or sign in another PBCA student other than their own child.

Biblical Worldview Integration

PBCA is a Christ-centered school. It is vital that there be focus and implementation of Biblical Worldview Integration in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at PBCA encompasses the provision of a Christ-centered atmosphere for school personnel, students, and families. This atmosphere will be realized through prayer, devotions, training, nurturing, and the shepherding of students and their families. A second path to attaining Biblical Integration at PBCA is through the deliberate merging of the Biblical Worldview Integration into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

Change of Address, Phone, or Email

To maintain accurate communication between home and school, it is vitally important that parents notify PBCA immediately of any changes in address, phone, custody, email address, etc. In cases of shared custody, it is the responsibility of each parent to maintain current information and authorized pick-up lists as agreed upon in custody papers and parenting plans. Please see **Child Custody** section for further information.

Child Abuse or Neglect Reporting Policy

Section 39.201 of the Florida Statutes requires that all school employees, including but not limited to, teachers and administrators are mandated to report any reasonable suspicion or knowledge of child abuse to Department of Children and Family's Central Abuse Hotline immediately at 1-800-962-2873. Failure to report child abuse may lead to the school employee to be charged with a 3rd degree felony per Florida Statute Section 39.205.

Child Custody

Families who are in legal dispute over child custody or who are divorced are required to submit to the PBCA office a copy of any legal documents which explains all custodial agreements. Both parents are responsible for all financial obligations to PBCA unless otherwise stated in court documents. It is the responsibility of each parent to communicate with the other parent as to upcoming school events, classroom news, etc. PBCA uses Procure as our primary communication platform. Parent(s)/Guardian(s) have access to messages, updates, etc. While attending PBCA sponsored functions, families are always expected to remain cordial.

Communicable Diseases

PBCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of major communicable diseases. The term “communicable disease” means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

We depend on the parent’s assessment of their child’s health before sending him/her to school. Germs are spread quickly in school environments. Parents are requested to contact the school if their child acquires a contagious condition so we can notify staff and other families who are directly affected. **Per the Palm Beach County Health Department parents will need to keep their child home if there has been a fever (100 degrees or above), vomiting or diarrhea within 24 hours (this is a very contagious time for these conditions).** A teacher or administration official that reasonably suspects that a student or employee has a major communicable disease shall immediately notify the school Director.

The following list comes from Article XIV.C of the Palm Beach County Health Department Rules and Regulations. Should your child(ren) contract any of the following contagious items you are required to contact PBCA within 24 hours so we may take the proper protocols:

- Hepatitis, measles, meningitis, diphtheria, German measles (rubella), whooping cough, tuberculosis, chicken pox, mumps, Salmonella, Shigella, Campylobacter, Coronavirus, or Giardia intestinal infection.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school and all school related activities while ill. If the nature of the disease and circumstances warrant, PBCA may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. PBCA reserves the right to request to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. PBCA also reserves the right to request a letter from the physician after an illness before the student may return to school.

- PBCA may be required to notify the FLDOH and PBCA families in the event of one or more cases of a communicable disease.

Computer and Technology Use Policy

PBCA offers computers and/or tablets to some of our students to serve as a resource for enriching curriculum and learning objectives. Computers will be used for legitimate assignments or activities as prescribed by administrators, faculty, or staff.

Students may not:

- use computers without permission,
- share passwords,
- use obscene or inappropriate language,
- threaten our network or its integrity,
- download, install, or copy program files to the network without the network administrator’s permission,
- search for, send, or receive messages that are deemed offensive by PBCA Administration,
- unlawfully copy, save, or redistribute copyrighted material (users should assume material is copyrighted unless noted),
- subscribe to any services or order any goods or services,
- share their home address, phone number or other information over the internet,
- visit social network sites; and/or maintain a social network site,

- be careless or wasteful with computer resources such as paper, ink, etc.
- conduct audio and video recordings on campus (including the recording of classes and classroom activities) without teacher approval. Furthermore, students may not use their device to listen to music while on campus.

Students of PBCA may not be involved in any way with cyber bullying, hacking, harassment, misrepresentation, plagiarism, or indecent material while using any computers on campus. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible suspension or expulsion from school.

Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take appropriate action regarding inappropriate computer use on campus.

Curriculum

In selecting classroom resources and materials both Christian and secular publishers are considered. Each will be reviewed to determine how closely they align with PBCA's philosophy and values. It is recognized that Christian publishers provide a distinctive Christian perspective with an emphasis on Christian values and thinking. On the other hand, secular publishers often provide excellent teacher resources for skill building. PBCA uses a combination of Creative Curriculum, Gospel Light and Handwriting Without Tears as the curriculum foundation for: Bible, Social Studies, Mathematics, Reading, Phonics, and Writing. Each year of preschool at PBCA builds upon previous years in all aspects of study.

Discipline Policy Infant-Toddlers

Biting, hitting, kicking, pushing or any aggressive behavior is taken seriously, but with an understanding that it is not unusual for some young preschoolers to communicate with this type of behavior. Teachers/staff take each incident on a case by case basis and look for a cause and effect for the aggressive behaviors. If history indicates the behavior of the child is more than just an isolated incident, then the parent/guardian will be asked to assist in finding effective ways to prevent such actions. Therefore, **Discipline Policy for Tiny Tots - Toddlers:** Children, who bite, hit, kick or push other children and/or adult(s), will be monitored and placed on an agreed upon behavior intervention plan between the teachers and parents. If the plan does not cease the undesired behavior, then the student will be asked to stay home for one class day. Some instances may require the parent to come during the day to remove the child from the classroom. Children who continue to behave aggressively will be asked to leave the program until such time as the behavior is under control. The child's return will be at the discretion of Administration.

Discipline Policy 2's-VPK

PBCA encourages positive behavior in class, at school, with classmates, with teachers, and with Administration. We believe that the home is the first institution God established and it is there that the child first learns set patterns of behavior. In the home the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully. Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teacher. The school has an obligation to provide an environment and a curriculum conducive to effective learning. Also, as a Christian school, it is our responsibility to build Christian character in our students. Without discipline, PBCA would not be the type of school that students would want to attend, nor would a parent want their children to attend. The purpose of our discipline program is to create an atmosphere where students can learn academically; and explore the concepts of Biblical obedience, respect for authority and responsibility and honesty. (Romans 13) We are instructed in God's word, The Holy Bible, that we show love by administering correct discipline (Pr. 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore.

We are engaged in the spiritual growth and character development of our students. How they behave, both on and off campus, is important to PBCA. A Christian has only one standard for living, The Holy Bible. This standard applies on or off campus. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Heb. 12: 5-11, Pr. 3:11-12, Phil. 1:27).

PBCA utilizes the pyramid model for its behavior management strategies in each classroom. Parents will be given a copy of the pyramid model in their welcome folders when their child starts at PBCA. The goal of the pyramid model is to help students express their feelings in a healthy and safe environment, teaching them to think of the feelings of others, and to continue in age appropriate social/emotional development.

The staff does not use corporal punishment. Parents are contacted when unacceptable behavior so warrants. In some cases, the parent may be asked to participate in a parent/teacher/Director conference to develop a plan of action, and/or take the child home for the day.

PBCA Administration reserves the right of dismissing any child if, after entering a plan of action, he/she seems unable to cooperate in the classroom routines.

- **Bullying and/or Harassment:** The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct, or gestures directed at a student by another student that has the effect of:
 - physically, emotionally, or mentally harming a student
 - damaging, extorting, or taking a student's personal property
 - placing a student in a reasonable fear of emotional or mental harm
 - placing a student in reasonable fear of damage to or loss of personal property; or
 - creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the mission of the school.

Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidation, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). This definition includes a student who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

Dismissal of Students

Palm Beach Christian Academy (PBCA) wants to ensure that no child is allowed to leave the care of our school in the custody of a person who is in a physical condition which may prevent him/her from assuring the child's welfare. PBCA will only release students to authorized parents or approved authorized representatives stated by the parents/guardians. All authorized representatives must present a photo identification to pick up. It is up to the parents/guardians to keep the authorized pick-up list current and submit any changes in writing to PBCA's administrative staff. In the event of a last minute/day-of pick-up change, parents/guardians are required to email PBCA's main office (Downtown and Lake Park) or campus director (Gardens/Farms). PBCA cannot take additions to pick-up lists over the phone. Any last-minute changes/requests must be sent in writing via email or Procure.

PBCA will not permit parents or authorized representatives who are in an impaired condition to pick up children from our school. We will expect, therefore, our staff to be alert to the possibility of parental/authorized

representative's impairment, and if there is suspicion of such impairment the staff member will call a second staff member and administration to corroborate. If all involved staff members agree that the parent/authorized representative's faculties appear to be impaired, the school will not permit transportation by the impaired person.

PBCA will attempt to contact another person on the Authorized Child Pick-up List to come and pick up the child. If we are unable to reach any other authorized person, the local Police Department will be contacted to assist PBCA in determining an appropriate course of action to be taken. If the situation continues to occur, at PBCA Administration's discretion the student participation in the program may be terminated.

No children may be left unattended in a vehicle in the PBCA parking lot at any time, even if the vehicle is locked and left running.

Dress Code:

Infant-3's

Dress your child in appropriate clothing for play and inclement weather. Select clothing that is washable, sturdy, and free of complicated fastenings. Please **label all** clothing articles, including outer garments, such as caps, sweaters, and coats with student's first and last name.

All strollers or carriers must be labeled with student's first and last name and be free of chemicals, medicines, or other items that may be hazardous to children.

No pull-ups or diapers of any kind may be worn during the school day in the 3- or 4-year-old program.

All children, ages **14 months and older**, are required to **wear tennis shoes or oxfords**. No cowboy/girl boots, open toed, loose fitting, high heel or flip-flop type slide on shoes. This is for your child's safety.

Parents are asked to **label all items** that are brought to class, including: blankets, sheets, clothing, underwear, cups, pacifiers and clips, plastic containers and lids, lunchboxes, "Show-N-Tell" etc. PBCA will not be held responsible for lost or misplaced articles or "Show-N-Tell" items. Our space is shared with the weekend Preschool Ministries of First Baptist Church of WPB and it is important that all articles be put away in your child's cubby or taken home over the weekend.

Potty training students are recommended to always keep extra clothes and shoes available in class.

Pre-K

Pre-K students will be required to wear our PBCA uniform during school days.

The following items may be purchased at a store of your choice:

- Short or long-sleeved polo shirt (navy, light blue, gray?)
- Khaki, black, or navy pants/shorts/skirts/skorts
- Polo dresses

Additional Uniform Notes:

Polos can be purchased at your preferred store and can be embroidered through a local company of your choice. We recommend purchasing uniforms through our online uniform store with French Toast. If you prefer to purchase shirts on your own, Stitch by Stitch in Wellington will embroider.

- Tennis shoes are required for all VPK students
- Girls' tights or leggings to be worn under skirts, dresses, or skorts (solid black, gray, white, or navy blue only, jeggings are not permitted)
- Jeans may ONLY be worn on special occasions as determined by the classroom teacher.
- Students may wear jackets or sweaters, but must have a PBCA uniform shirt underneath.
- No costume like or large head accessories are to be worn, except for designated dress down days.
- Appropriate head accessories would include small barrettes, hair ties, bows, and headbands.

Students who do not wear their PBCA uniform and/or adhere to PBCA's dress code, (unless otherwise designated), may receive a Uniform Infraction Form. After 3 infractions parents will be notified to immediately bring a PBCA uniform or proper dress code item for their student. Failure to comply to PBCA dress code may result in a one-day suspension.

Uniform policy also applies on days of cold or inclement weather.

Emergency, Safety and Security Procedures

PBCA provides one main doorway for entrance and exit from the school. All other doors will remain locked and are not for use except in the case of emergency. Parents are asked not to park in the lanes designated as "Fire Lanes" in front of the school. Parking spaces are clearly marked and should be used only when dropping off or picking up your child. No overnight parking is permitted. The safety and security of all our students and staff is our main priority. We have procedures for visitors as they come to our campus and plans in place for emergencies (fires, evacuations, lockdowns). The school will conduct monthly fire drills. Parents will be notified of any drills that need to be conducted during early or aftercare. All visitors must sign in and out at the PBCA Security Desk just inside the main school entry door. If the school should need to implement emergency safety procedures, no one will be permitted to enter or exit the campus until PBCA is cleared by the proper authorities and/or administration. PBCA has established a notification system to parents via Procure in case of such emergencies. Please ensure that we always have your most current information.

- **Lockdown**
 - A "lockdown" is implemented when there is a crisis/danger on the school campus that warrants staff and students to lock all doors and wait quietly in their classrooms until the danger is removed.
 - If there is a crisis/danger which warrants a lockdown, (for example, an intruder enters the building) staff will be made aware. All doors will be locked preventing any visitor or parent to enter the building or classrooms.
 - The lockdown will remain in effect for as long as it takes law enforcement to bring the situation under control. If the crisis/danger warrants an evacuation after the lockdown ceases, procedures for evacuation will take effect immediately. If there is no need for an evacuation and the crisis/danger is over, school will resume as normal and parents will receive a letter or email from the Director notifying them of the lockdown that took place that day. Lockdown drills will be performed multiple times throughout the year.
- **Evacuation**
 - An "evacuation" takes place when staff and students leave the school campus to go to an off-site safe location to avoid the impact of a crisis/danger that is present on the campus.

- In the event of an evacuation, the school's office will notify all parents by Procure of the evacuation. The phone call will give parents specific directions as to where, when, and how to pick up their child from the evacuation off-site location. For example, the parent may be asked to refrain from coming to or calling the school and go instead to the off-site evacuation location.
- The parent and/or anyone designated by the parent to pick up the child will need to provide proof of identification and be listed on the registration form in order for the student to be released. Parents must be patient and remain calm during this time. Your child and our staff's safety are our main priority.

Please pray God's continued protection of the PBCA students, parents, faculty, staff, and campus.

Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Fundraising

All fundraising activities for PBCA are to be approved by the Administration. No fundraising projects should be undertaken without prior approval by the Administration.

Food and Nap Time Policies

Infants (6 weeks-12 months)

PBCA strives to meet the schedule of each infant that the parents/guardians have established, with the understanding from the parents that there are other infants in the room and at times schedules may need to be adjusted for the wellbeing of the entire class. PBCA staff will discuss with parents before any adjustments are made.

Each infant room is equipped with a refrigerator and bottle warmer to store and heat up bottles. Parents are responsible for providing breast milk/formula for their child. Frozen breast milk may be brought in the proper storage containers and labeled with child's first and last name and date it was expressed. Formula must come premixed unless it is determined by a physician otherwise and then instructions from the physician must accompany the formula.

Once an infant begins on solid foods, parents may bring food/snacks, precut into bite size pieces, for us to feed their child. Microwaves are available for us to heat food items as needed.

Due to the varying schedules of the infants, students may be dropped off or picked up any time during their registered schedule.

Frozen breastmilk may be stored at PBCA over the weekends at your own risk, in the case of a power outage PBCA will notify parents immediately that breastmilk has been compromised. All frozen breastmilk will be sent home should we be faced with a tropical storm/hurricane, during Christmas and Spring breaks, and during the week of teacher prep before each school year.

Safe Sleep Policy for Infants

Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs recommends that all staff, parents, guardians, volunteers and others follow the eleven required safe sleep practices recommended by the American Academy of Pediatrics:

1. Infants up to twelve months of age should be placed on their backs to sleep. This should be used for every nap or sleep time, unless the infant's primary care provider has a note from a physician indicating that the child requires an alternate sleep position.
2. Infants should be placed for sleep in a safe sleep environment. This includes a firm crib mattress covered by a tight-fitting sheet in a safety-approved crib that meets the standards and guidelines reviewed and approved by the U.S. Consumer Product Safety Commission. There should be no other items or devices used unless required by the child's primary care provider, with the exception of a pacifier.
3. Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen, play yard, highchair, chair, futon, or any other type of furniture/equipment that is not a safety-approved crib in compliance with the Consumer Product Safety Commission and ASTM safety standards.

4. If an infant arrives at the facility asleep in a car safety seat, the parent, guardian, caregiver, or teacher should immediately remove the sleeping infant from this seat and place them on their back in a safe sleep environment. Ideally, this would be the infant's assigned crib.
5. If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant and place them on their back in their crib.
6. Only one infant should be placed in each crib.
7. Soft or loose bedding should be kept away from sleeping infants, and out of safe sleep environments. This includes, but is not limited to, bumper pads, pillows, quilts, comforters, and sleep positioning devices. Blankets and other items should not be hung on the sides of cribs. Swaddling infants when they are in a crib is not necessary or recommended, but instead one-piece sleepers should be used.
8. Toys, including mobiles and other types of play equipment that are designed to be attached to part of the crib, should be kept away from sleeping infants and out of safe sleep environments.
9. When caregivers place infants in their cribs for sleep, they should check to ensure the temperature in the room is comfortable for a lightly-clothed adult; and check the infants to ensure they are comfortably clothed and that bibs, necklaces, and garments with hood ties are removed.
10. Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up.
11. Bedding should be changed between children, and if mats are used, they should be cleaned and disinfected between uses.

Toddlers (12 months- 24 months)

It is important that students have breakfast at home before coming to school.

Due to Health Department regulations, we are unable to pour or distribute drinks from any open containers. Drinks must be provided from home in a closed container (i.e., non-glass bottles, sippy cups, juice boxes, etc.).

Bottles will not be permitted after the age of 15 months, at which time children will need to use a sippy cup labeled with child's first and last name.

During school-sponsored parties, parents may participate if arrangements have been made and planned of time with the teacher. Parents may bring in store bought item(s) that include a list of ingredients. No home-made food will be served to the children. 48 hours' notice must be given to the teacher before special items will be served.

Parents are not permitted to provide lunch for the students in celebration of their child's birthday. No balloons, banners, streamers, goodie-bags, etc. are allowed. We do not give out the addresses of your child's classmates, but we are happy to distribute birthday party invitations if every child in the class receives an invitation.

Parents are responsible for providing a morning snack for students enrolled in the regular school day and a morning and afternoon snack for students enrolled in early/after care. PBCA does not provide snacks or meals. All food is provided by the parents.

Parents must bring their child's lunch in a lunch box with an ice pack or thermos for hot items. Microwaves are available in the toddler classroom to heat any lunch items that require it. Please send in some items that your child

can feed themselves with appropriate utensils. Please note that food cannot be microwaved for students once they turn 2 years old.

If a child comes to school without snack or lunch the parent will be contacted and will have to provide food immediately or come and get their child for the day.

Nap time/rest time is a **mandatory** part of the preschool day based on the rules and regulations governing Palm Beach County, therefore, all children will be required to rest during the school day for a period of time deemed reasonable for the age of the child. If a child continually causes a disturbance during naptime, the child must be picked up before the scheduled naptime. No child will be admitted to class once naptime has started. No stuffed animals or pillows may be brought to school per Health Department Regulations.

Students will not be accepted after lunch if they have not been fed and no students will be accepted once nap time has begun. Please refer to your child's class schedule for those times.

2's through VPK

It is important that students have breakfast at home.

Due to Health Department regulations, we are unable to pour or distribute drinks from any open containers. Drinks must be provided from home in a closed container (i.e. non-glass bottles, sippy cups, juice boxes, etc.). Please label all items with first and last name of child.

During school-sponsored parties, parents may participate if arrangements have been made and planned ahead of time with the teacher. Parents may bring items that are individually wrapped from a store or bakery with a list of ingredients. No home-made foods will be served to the children. 24 hours' notice must be given before special items can be served.

Parents are not permitted to provide lunch for the students in celebration of their child's birthday. **No balloons, banners, streamers, goodie-bags, etc. are allowed.** We do not give out the addresses of your child's classmates, but we are happy to distribute birthday party invitations if **every child in the class receives an invitation.**

Parents are responsible for providing a morning snack for students enrolled in the regular school day and a morning and afternoon snack for students enrolled in early/after care.

Parents must bring their child's lunch in a lunch box with an ice pack. Microwaves are not available, but thermoses are permitted if your student wants a warm lunch.

If a child comes to school without snack or lunch the parent will be contacted and will have to provide food immediately or come and get their child for the day.

Naps are a **mandatory** part of the preschool day based on the rules and regulations governing Palm Beach County, therefore, all children will be required to rest during the school day for a period deemed reasonable for the age of the child. If a child continually causes a disturbance during naptime, the child **must be** picked up before the scheduled naptime. No child will be admitted to class once naptime has started. **No stuffed animals or pillows** may be brought to school per Health Department Regulations.

No students will be accepted after lunch if they have not been fed and no students will be accepted once nap time has begun. Please refer to your child's class schedule for those times.

Hours of Operation

Please refer to our website or contact our main office to get hours of operation for each campus.

Our Early Childhood programs run year-round.

PBCA usually adopts the Palm Beach County Public School Systems Major Holiday, Christmas, and Spring Break closings. Please refer to www.PBChristianAcademy.org, or the school calendar for month-to-month schedule of days. The calendar may be changed as needed. Please note some holidays may differ.

Children enrolled in early care may not enter the classroom before 7:30am. Parents will be permitted into the school by security/staff, but must remain in PBCA's lobby until 7:30am, then they may take their child to class and sign them in following PBCA's sign in/out policy.

Drop off time for students registered to attend only for the regular school day is no earlier than **8:40 a.m.** VPK parents may drop off at **8:40 a.m.** at no additional charge. Parents are not permitted to linger in the classroom; drop off is at the door. This is for safety and security of all our students and staff members.

Parents who have students in our elementary school may drop off their preschool age students at **8:30 a.m.** at no additional charge. (Downtown and Lake Park campuses only)

Children should remain in class at least until lunchtime to receive the full benefits of the designed curriculum. Children who arrive after **9:15 a.m.** will not receive the full benefit of the designed curriculum. (Schedules vary; please see your child's teacher for more detailed information).

Children not enrolled in aftercare must be picked up no later than **3:00 p.m.** Please wait at the door; do not disrupt the other children by entering classroom prior to dismissal by the teacher. Parents picking up children after **3:05 p.m.** will be required to pay an over-time charge of **\$3.00** per minute. This is strictly enforced. These same rules apply to parents of children participating in our aftercare program. Aftercare ends promptly at **6:00 p.m. (Downtown and Lake Park)**. Parents picking up children after **6:00 p.m.** will be required to pay an over-time charge of **\$3.00** per minute. This is also strictly enforced. Continued **violation** of this agreement could lead to **expulsion** from the program. Parents need to immediately notify PBCA in the event of late pick-up. If PBCA is not notified within 15 minutes after the child's scheduled pick up time, PBCA will begin attempting to contact parents/emergency contacts. PBCA will make extensive efforts to reach an authorized person to pick up the child until 7pm at which time the proper authorities will be notified for assistance.

Inclement Weather

PBCA follows Palm Beach County School System's inclement weather safety procedures. If radio and television broadcasts announce that Palm Beach County Schools are closing due to severe weather, then this announcement also applies to PBCA. PBCA reserves the right to make its own reopening scheduling decision within reasonable safety boundaries and local authority approval. Such instances may include, but are not limited to, Palm Beach County Schools delay the reopening of their schools due to the aftermath of a hurricane or storm but PBCA is able to reopen sooner. PBCA will send an automated message via Procure with the date and time of the reopening of the school.

Membership

Christian Schools of Palm Beach County
Association of Christian Schools International

Non-Discrimination Statement

Palm Beach Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, nationality, and ethnic origin in administration policies.

Parent Participation and Communication

Parents are encouraged to attend Open House with their child prior to the first day of school. Newsletters will be sent home weekly to keep parents abreast on what is going on in the classroom. Parents wishing to conference with a teacher or administration should do so by appointment.

Parents may receive flyers, announcements, call outs, emails, and periodical mail-outs from PBCA/FC, to better keep you informed of programs, events, and happenings in and around our campus. All personal information submitted by you to PBCA/FC will be used for conducting PBCA/FC business only. We do not share this information with outside parties.

We value greatly the safety of our children and staff and therefore, have implemented a crisis response plan that includes the notification of parents via Procure in case of an emergency. Please ensure that we always have your most current information.

Parent Conferences

Conferences may be requested by either parents or teachers. All conferences are scheduled through administration. Parents are required to check-in with security before going to the classroom or office for the conference.

Philanthropy and Gift Support

Gift support is crucial to the future of PBCA. Tuition supports the budgeted yearly needs of educational programming. However, the philanthropy of friends, grandparents and parents provides for growth, expansion, and school improvements. Please direct all questions regarding your support to our main office.

Playground

Safety is one of the greatest concerns on the playground. Students are only allowed to play in designated areas. No roughhousing or contact sports are permitted. Good sportsmanship is the key to a healthy playground. Students are not allowed on the playground without PBCA staff supervision. **Parents may not take their children on the playgrounds during operational hours.**

Potty Training

To maintain sanitary classroom conditions, children attending 3-year-old programs and older **must be 100% potty-trained.** This means:

- Able to indicate to an adult the need to go potty and/or should respond when asked

to use the bathroom.

- Able to effectively pull down their own clothes and undergarments and then pull them up again after they have gone to the bathroom.
- Capable in assisting with the changing of their clothes if a potty accident should occur, which from time to time may happen while napping.
- Able to sleep/rest during naptime accident free.
- Consistently accident free during school.

The **parent agrees that potty-training is primarily the parents' responsibility**. The PBCA will come alongside to partner with the parent by introducing the potty-training process in the toddler program. When the child enters the 2-year-old classroom, we will continue to support you, the parent, as this becomes a part of your child's daily routine.

Registration/Student Records

All students are placed in the beginning of each school year in an age appropriate classroom following the state's recommended cutoff date of September 1st. Classes are created based on the guidelines provided by the Florida Department of Education, Palm Beach County Health Department and the Department of Children and Families. **PBCA will not accept any request for teachers and/or request to be placed with certain classmates.**

All immunization and Physical Examination records must be on the appropriate Florida Department of Health forms and up to date. It is the parent/guardian's responsibility to maintain these records. Students with expired records will not be able to attend school until their records have been brought up to date. The school registration form must be signed and notarized, the insurance form signed, and the ***Know Your Child's Care Facility, Distracted Adult, Nutrition Agreement, and Influenza*** form signed for the child to attend. If any of these forms are missing, then the child cannot attend.

All children starting the program after the first day of school must submit the completed registration packet no less than one business day before the child may attend, thus allowing the office and teachers to prepare for the new student.

Since the operating costs of PBCA are based on estimated enrollment, all students are granted admission with the understanding that they are to remain the entire 12-month school year. **Should the student withdraw, be expelled, or for any reason fail to continue in attendance, tuition due the PBCA will be determined as follows:**

- Any student who is registered for the upcoming year that withdrawals before the first day of class, all tuition payments made to date will be refunded. **Registration fees are non-refundable, regardless of circumstances.** Students who pre-register and then withdrawals **before May 1st**, all Resource/ Curriculum fees will be refundable. If a student withdrawals **after May 1st** then all Resource/Curriculum fees are non-refundable regardless of the circumstances.

- Should a student withdraw after attending PBCA for one or more days, tuition will be charged through the end of the month, **regardless of the date** of withdrawal. (i.e., if a student withdrawal on December 10th, tuition will be charged through December 31st.) **Registration and Resource/Curriculum Fees are non-refundable.** School supplies and curriculum are ordered before the start date and therefore the fees cannot be returned.

Reporting Concerns

During the year, occasional misunderstandings or problems may arise between a teacher and student, a teacher and a parent, or a parent and the school. The school's policy for dealing with these situations is mentioned below. This is consistent with the teachings found in Matthew 18. *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them."* Matthew 18:15-20

All questions, problems, or complaints should first be brought directly to the teacher prior to involving other individuals. If the situation cannot be corrected through this level of direct contact with the teacher, it should then be brought to the Director. The teacher will be included in this meeting. If the problem is still not resolved after obtaining the director's involvement, it should then be presented to the administrative preschool director, then the school administrative team, and then the school's senior authority, the Superintendent. Please note that the director and/or teacher will be included in this meeting.

All reasonable efforts are made to resolve concerns and conflicts at the initial level of intervention, and again at each subsequent level of intervention. It is the desire of PBCA to address concerns and resolve disputes in a manner that is consistent with teachings in the Bible, which serves as our final authority. Parents agree to follow these steps and further agree to make every effort to reach a mutually beneficial resolution to all problems and disagreements within the school community. Please always avoid any actions that might otherwise injure the reputation of the school, the families of other students, school personnel or the church. Examples of these actions include but are not limited to gossiping, rumor mongering, and the spreading of hearsay reports. Confidentiality is strictly upheld by the Administration and these matters will not be discussed with persons who are not directly involved in the situation.

As a courtesy, please refrain from using email to address serious concerns and instead schedule a time to meet with the appropriate personnel.

Sick and Student Injury Policy

The parent/guardian will be required to come get a child should symptoms of illness occur during the day. Parents/guardians **must** respond immediately. If a child is left in our care for one hour from the time the parent is contacted, a fee for sick childcare at the rate of **\$15.00** per every additional half hour will be charged. (*PBCA does not have a nurse on staff; therefore, we cannot provide care for a sick child*). Should parents/guardians not respond immediately, PBCA will

begin calling down the student's emergency contact list to ensure someone is on their way to pick up the sick child.

Children who have shown any signs of illness within the previous **24-hour** period cannot be accepted in the preschool room. These include a fever of 100.0 degrees Fahrenheit or above, acute cold, heavy nasal discharge, eye discharge, constant cough, unexplained rash, vomiting or diarrhea.

Parents are required to notify the PBCA office and/or teacher whenever a child has been exposed to a contagious disease. If your child has a contagious illness, a statement from your child's doctor must be submitted, upon returning, saying that the child is no longer contagious and may safely participate in activities at the PBCA again. *Please refer to the Communicable Disease Section of this Handbook*

If during the day your child is sent home with any of the above-mentioned symptoms, then the child may not return to school until they are symptom free for a period no less than **24 hours**. (Meaning the child may not attend school the following day).

Teachers are not permitted to administer medications to any child. No medication may be sent to school in lunch boxes, backpacks, sippy cups or bottles, etc. In rare cases of extended non-contagious illness or allergy, necessary medications for your child can **only** be administered by the **PBCA office**. A clear, precise, and typed label from the pharmacy, including the doctor's name, phone number, and dosage amount, must be affixed to the medication bottle. The medication, along with any measuring devices must be brought to the PBCA office and medical release form filled out. Non-prescription medications will not be administered.

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. PBCA will maintain a First Aid Kit accessible to provide immediate first aid to the injured and assess the seriousness of the injury. Upon pick up parents are notified of a non-emergency injury and are required to sign an accident report. At times accidents may require a call for an ambulance to transport a student to the hospital. If a student requires traveling by ambulance a school representative will accompany, when possible, and wait for parent's arrival. The ambulance will be at the parent's expense. Every effort will be made to contact parents/guardians before professional medical attention is obtained. In all emergencies, PBCA has permission to take such reasonable measures as are necessary for the welfare and safety of the child.

Tuition

All tuition payments are due on the **first of each month**. Students may lose their place in the program after the fifth working day of the month if tuition has not been received.

Any student whose account becomes more than **(5) five working days past due** will not be allowed to return to the program until their account is brought current. A **late fee** will be assessed based on **10%** of the amount due.

Checks returned by the bank will be charged a service fee of **\$15.00** plus a **10% late fee**. The

payment must then be made with a money order or in cash. Should the bank return two checks to PBCA, all future payments must be made by money order or in cash. All cash payments must be exact amount due.

PBCA does not send out a bill for monthly tuition. It is the responsibility of the parent/guardian to drop off payments to the PBCA office or mail the payments to the school by the first of the month. Tuition payments can also be made by credit card, online at www.PBChristianAcademy.org. If paid online, a 1.5% convenience fee will be assessed.

PBCA charges an **annual tuition** divided into **(12) twelve equal payments**. It is not based on a daily or calendar month attendance fee (please refer to the VPK section for specific information). If you choose to pay for the school year in full by August 1st, you will receive a 10% discount (not including extended care fees). There is a 10% discount on the oldest child if more than one child is enrolled from the same family. Only one 10% discount will be offered, either for the oldest child or prepaid tuition. If tuition has been prepaid for the entire school year, tuition will be charged through the end of the current trimester.

If a current student withdraws and wishes to re-enroll, they will be required to re-register and pay all applicable registration fees to re-enroll based on availability (i.e., a student who does not attend the month of December must pay tuition to hold their spot or re-register in the month of January if there is availability in the classroom. PBCA will not hold spots without a tuition payment).

In the event of a temporary school closing due to a natural disaster or other event outside of PBCA's control, tuition paid during the school closing will not be reimbursed or prorated. If the school closing becomes excessive in the opinion of PBCA administration, a determination will be made at that time if and how to give tuition credit to each account that is current.

VPK

The Early Learning Coalition checks each child's attendance record every month. VPK instructional hours are Monday-Friday from **8:45am-12:00pm**. To receive full credit from the Early Learning Coalition a child must be in attendance at least 80% of the instructional hours each month. If a child is absent more than 20% of the instructional hours, then the Early Learning Coalition will adjust the credit paid and is subject to termination.

The Early Learning Coalition will be checking sign in/out sheets every month. Parents/guardians must fill each day out with the proper date, time, and signatures that are legible and that the signature is a full first and last name. Short forms must be signed monthly. To minimize the number of absences it is suggested that families plan vacations during Thanksgiving Break, Christmas Break, and Spring Break.

After **12pm** PBCA will begin their wrap around rates for the VPK students who are enrolled. Any child who is not enrolled in the wrap around program will be charged a fee of **\$3.00** per minute after **12pm**.

There will be no VPK credit for June and July. A child must be registered to attend June and July and appropriate resource and tuition fees paid to attend.

VPK Homework Policy

VPK students are encouraged to work daily on their reading and handwriting skills. Occasional supplemental items may be given to help students reinforce the skills they have learned in class. These items do not need to be returned for grading purposes, but parents are encouraged to complete them with their child.

Summary

We hope that the information contained herein has been helpful to you. If you have any questions or concerns regarding any topics in this handbook, it is your responsibility to seek clarification from administration. Once you sign the registration and acknowledgement form indicating that you understand and agree to comply with the policies and procedures you will be held accountable for carrying them out as outlined. We are here to help your child have a positive learning experience and will gladly clarify information anytime you need it, so when in doubt, please do not hesitate to ask for assistance.