



Christian Chapel Academy

Parent Handbook 2011-2012

OUR MISSION STATEMENT

The mission of CCA is to provide a foundation for moral integrity and academic excellence within a framework of Biblical Christianity.

A ministry of Christian Chapel Assembly of God

CHRISTIAN CHAPEL ACADEMY

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PARENT HANDBOOK

2011-2012

Revised January 2011

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CHRISTIAN CHAPEL ACADEMY

PHILOSOPHY OF EDUCATION

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.
II Timothy 3:16 (NIV)*

It is the desire of Christian Chapel Academy to develop a child's God-given mind, heart, and body in harmony with God's Word. We believe that the process of training and educating children is a unique ministry, special to God. Any educational process that is not based on God's Word is incomplete.

It is our desire that children spend their developmental years in an atmosphere of Christian love, Christian learning, and Christian values so that . . .

No one takes you captive through hollow and deceptive philosophy which depends on human traditions and the basic principles of this world rather than on Christ. Colossians 2:8 (NIV)

CCA believes that a high quality education in a Christ-centered atmosphere can only be achieved with the continual and diligent involvement of the student's parents or guardians.

CCA will provide the highest quality educational program to encourage all students to attain their highest level of academic excellence.

CCA admits students of any race, color, national, and ethnic origin.

OBJECTIVES

By wisdom a house is built and through understanding it is established; through knowledge its rooms are filled with rare and beautiful treasures. Proverbs 24:3-4

To assist students in gaining wisdom, understanding, and knowledge, this school desires to fulfill the following objectives.

1. To teach the Bible as God's inspired Word, worthy of study and respect.
2. To lead each student toward full academic development with the reassurance that each is **fearfully and wonderfully** created in God's own image.
3. To develop each student's understanding of our American heritage as a nation "**under God**" with Christian responsibilities.
4. To encourage each student's family to continually seek God's instruction for establishing a Christ-centered home by regular church attendance and family worship.
5. To equip all students with a firm foundation of truth and values that will allow them to make right choices and to lead lives which will bring glory and honor to God.
6. To promote an awareness of and participation in projects that addresses the needs of the local community and seeks to improve the quality of life for others.

MISSION

Our sponsoring church is Christian Chapel Assembly of God (C2 Church), and our mission is to be more than a church. . . we are a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arms reach of every heart and home in mid-Missouri and around the world.

Consistent with, and in support of, the mission of C2 Church, *Christian Chapel Academy's mission is to provide a foundation for moral integrity and academic excellence within a framework of Biblical Christianity.*

STATEMENT OF BELIEFS

The following statement is offered as the beliefs of Christian Chapel Assembly of God, the sponsoring church for CCA. The families and staff of our school come from a variety of local churches. The beliefs WE AFFIRM at CCA are:

...the Bible is the inspired and only infallible and authoritative Word of God. (2 Timothy 3:16)

...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (2 Corinthians 13:14)

...the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal future return to this earth in power and glory to rule a thousand years. (Matthew 16:16; 1 Corinthians 15:3, 4)

...the blessed hope, which is the rapture of the Church, at Christ's coming. (Titus 2:13)

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (1 Peter 1:18, 19)

...regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5)

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. (1 Peter 2:24)

...the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. (Acts 2:39)

...the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)

...the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (John 5:28, 29)

MEMBERSHIP

Christian Chapel Academy is a member of the Association of Christian Teachers and Schools (ACTS).

SCHOOL COLORS AND MASCOT

*But they that wait upon the Lord shall renew their strength; they shall mount up with wings as EAGLES.
Isaiah 40:31*

Colors: Royal Blue and White



Mascot: Eagle in flight

ENROLLMENT PROCEDURES

Early enrollment is of great benefit to families and to the school. Families are encouraged to register early in the spring. A CCA ENROLLMENT & FEE INFORMATION enclosure, describing tuition and fees, as well as estimated book costs are available in the school office.

In order to secure a position, the application process must be carefully completed.

Each student will submit a current application with appropriate fees. *Please call the school office for a current application.* Each child who wishes to enter Kindergarten at CCA must be five (5) years old by July 31 of the school year applied for. If a child has completed Kindergarten or first grade successfully at another school, he must have a birthday before September 1 to enroll in a primary grade. Any child who wishes to enter our preschool must be three (3) or four (4) (for K-4 class) years old by July 31 of the school year applied for. Rare exceptions may occur on age requirements. **A valid birth certificate must be submitted with each new application.** All other required forms and documentation must be submitted prior to attendance.

Missouri law requires immunization records for each child entering CCA. Returning students will also need to maintain an up-to-date record of immunizations in the school office. *Such certification must be on file in our office by the first day of school. If not, the child will not be allowed to attend.*

APPLICATION PROCESS

The application fee will be waived for returning student applications received prior to Open Enrollment. Returning students and siblings of current students are given two weeks to enroll prior to open enrollment of new students. Student applications will be processed on a first-come, first-served basis until classes are filled. Preferential placement may be granted by the administration as circumstances arise. After a class has reached its capacity, a waiting list will be formed with applicants.

Each family is expected to read the *CCA Parent Handbook* fully and to discuss the unique curriculum, the conduct code, the standards of discipline, and the coordinated dress code with each child before submitting the application form. Each family should be able to wholeheartedly sign and support the STATEMENT OF COOPERATION found in the *Handbook* and as part of the application for enrollment.

After the school office has received the application of a new child for CCA, the family will be contacted to schedule a personal interview with the Principal or Preschool Director. All transcript information and report cards from the previous school must be received for evaluation prior to acceptance.

Children who wish to enter Kindergarten through eighth grade will be asked to take an entrance evaluation to determine their basic skills and grade readiness. Following this, the references will be checked and the evaluation scored. New and returning families will receive a letter clearly stating if the child is accepted for the upcoming school year.

If academic or behavioral issues are present, acceptance or re-acceptance may be granted based upon successful completion of or ongoing compliance with conditions that would be stated in the letter. If a child is not accepted, the parent/guardian will receive a letter clearly stating the reasons for denial of the application.

PLACEMENT OF STUDENTS

The Principal makes classroom placements of students. *Parent requests do not determine class placement of students.* A child's work habits, social traits, past achievements, and teacher recommendations are each important considerations when decisions regarding placement are made.

FEES

The *non-refundable registration fee* is due at the time of registration for all students enrolling during the Open Enrollment time. The registration process will not begin until this amount is received with the completed application and the necessary documents are on file. Registration fees cover the cost of forms, mailings, processing of records, etc. Please refer to the *CCA ENROLLMENT & FEE INFORMATION* sheet for the current school year.

The *tuition deposit* is due at the time of registration for every student (returning and new enrollee) with the completed application. Once the child has been accepted as a student for the coming year, the deposit will hold a place in the grade requested. The deposit will reduce the amount of the final monthly payment by the same amount. Only if a child is not accepted as a student at CCA will the deposit be refunded. *If the family chooses not to have their student attend CCA after being accepted (even if the school year has not yet begun), or withdraws before the last day of school, the deposit is forfeited.* For additional information see the section on *WITHDRAWAL OF STUDENTS*. The tuition deposit is refundable *only* if a student is not accepted as a student at CCA.

When a class is full, students may be accepted and placed on a waiting list. The deposit is held to keep a child on the waiting list. If, when a place becomes available, the child should choose not to attend, the deposit will be forfeited. The deposit is refundable if no space becomes available or the student is withdrawn from the waiting list prior to a place becoming available.

All other families will be placed on a ten-month payment schedule, August through May. The first payment is due on August 1. Thereafter, each payment is due on the first school day of the month. For each check returned, a Returned Check Fee will be added to the account of the person whose check is returned.

Book costs will be determined by the needs of the individual student. New books can be ordered through our school office. New book sales procedures are available in the office. Used books may be purchased from former students. Refer to current book lists *before* purchasing used books. Outdated books and books that are written in are not acceptable. All books are needed for each student on the first day of school.

Additional CCA fees include: music, art, achievement (SAT/OLSAT) testing, athletics, band, computer, and consumables, as well as others.

FINANCIAL AID

"At the present time your plenty will supply what they need, so that in turn their plenty will supply what you need. Then there will be equality." 2 Corinthians 8 14

At CCA we teach that the Scriptures contain principles to guide our thinking and living. One such principle is expressed above. In essence this principle says: God wants me to give today out of my abundance to meet the needs of others, believing that if I have a need tomorrow, God will use the abundance of others to meet my need. Living out this principle in our school will give us a biblical basis for our need-based financial aid program. As tuition is increased, a portion of that increase will also be allocated to this program.

We are convinced that a Christian education should be available to all families regardless of their social and/or economic status. We do not believe that God would have us eliminate a section of society from our school because our tuition has exceeded their ability to pay. At the same time, we do not believe that God wants us to sacrifice excellence by keeping tuition levels artificially low.

We offer needs-based financial aid to families who qualify, up to a maximum of 60% of their CCA tuition obligation. Financial aid applies to students in grades K-5 through 8 only. The school office has information about the application process for financial aid, including required documentation, deadlines, and fees. We use an outside source (Family Aid for School Tuition) to evaluate financial need and to distribute aid. *All families must make application to CCA prior to being able to apply for financial aid (see ENROLLMENT PROCEDURES).* Re-enrolling families *must* be current with their school bill and apply during the pre-enrollment period to be considered for financial aid.

FINANCIAL POLICY

... for God loves a cheerful giver. II Corinthians 9:7

The operation of CCA is dependent on the timely receipt of all payments. Just as parents rightly expect teachers to be on time to work with students, the cooperation of parents is expected with tuition payments. *Payment is due by the fifth day of each month, unless an alternate payment date is arranged with Smart Tuition.* A late fee is assessed monthly on any past due charges. If the account is not paid by the fifth day of the second month, the child may not be admitted to school. If any financial obligation to the school is past due, report cards and transcripts associated with that account will not be released.

Although tuition and fee payments are not tax deductible (except for preschool and kindergarten enrollment under certain circumstances, ask your tax preparer), any financial gift to the school is tax deductible. A donor may request a tax receipt for such financial gifts from the school secretary. All receipts for financial gifts will be given at the end of the calendar year.

WITHDRAWAL OF STUDENTS

When circumstances arise in a family that make it necessary for a child to be withdrawn from enrollment at CCA prior to the last day of school, the parent/guardian should follow these steps.

1. Notify the school office **in writing** *at least four weeks* prior to the student's final day of attendance. The letter should state the reasons for the decision and provide a forwarding address, if relocating.
2. After receiving the withdrawal notice, *families will be charged for tuition for four full weeks from the date the written notice is received by the office or until the final day of attendance, whichever is the greater length of time.* This includes withdrawals prior to the first day of school. Because the loss of a student results in a loss of anticipated income to the school, enrollment of a student is considered to be a year-long commitment to CCA.
3. The tuition deposit being held on account will be forfeited by the family and is not used to pay down any balance on the account balance.
4. Schedule a withdrawal interview with the Principal.
5. The Principal will then notify the teachers to finalize grades and submit them to the office.
6. All financial obligations (tuition, extended care, lunch charges, library fees, etc.) must be met in full before the child's records or report cards can be released.
7. At the end of the final day of attendance, the family should collect all of the student's books and possessions from the classroom.
8. The Principal will send a letter of acknowledgement of the withdrawal to the family.

STATEMENT OF COOPERATION

All parents wishing to enroll their children in CCA must agree in writing with the policies of CCA, as stated in this handbook, by signing a Statement of Cooperation form.

I/We, the parents/guardians of a CCA student, have read the **2011-2012 Parent Handbook** and understand that the education of my/our child(ren) will be based on these guidelines.

I/We agree to support the CCA staff and faculty at all times in the home. Any grievance will be taken *in private* to the teacher or staff member involved. If the grievance cannot be resolved between parents and the CCA staff member, the cooperation of the Principal will be enlisted.

I/We agree to make all payments to the school office on time. I/We understand that the deposit being held on account will be used to reduce the final monthly tuition payment and will be forfeited if I withdraw before the last scheduled day of school.

I/We agree to notify the School Administrator in writing at least **four** weeks prior to the student's final day of attendance.

I/We agree to participate in at least ten (10) hours of school-related ministries during the school year to promote and foster the improvement of the quality academic program and a positive spiritual atmosphere at CCA.

I/We agree with CCA's policy of loving correction and know the **primary responsibility** to "raise up a child in the way he should go" **is given to parents**. Therefore, I/we agree that the standards of discipline, respect, and conduct articulated in the CONDUCT CODE will be supported to my child by me/us and will be reinforced at home.

I/We realize that if I/We cannot agree to the above statement of cooperation, our child(ren) cannot attend CCA.

Christian Chapel Academy accepts students of any race, color, national, or ethnic origin.

GENERAL INFORMATION

CLEAR DRINKS ONLY

If you send drinks for snacks or special occasions, please send clear drinks only. Red and other colored drinks stain the carpets and are not allowed in the classrooms. However, they are allowed in the lunchroom.

FIELD TRIPS

A Parental Consent form must be signed and returned to the office in order for the student to attend school. During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher, providing details of the trip (destination, times, transportation, costs) and a way for the parent to sign up to chaperone. Parents are encouraged to attend a field trip during the year and serve as chaperones and/or drivers. ***Parent chaperones on a field trip are not to bring other children on the trip, including siblings of the students in the class.*** Chaperones are there to aid in the supervision and safety of our students. We need the undivided attention of chaperones. *All chaperones and drivers must annually have a signed Field Trip Expectations Acknowledgement form on file.* If a parent desires to bring a sibling, they may meet the class at the location of the field trip; making all their own arrangements. This is not encouraged as it can be a distraction to the class. They are not to be with the class which is on the field trip. Non-students and non-chaperones may not be transported with the class. *CCA students must be transported with the rest of the class.*

FUND RAISING/COLLECTING MONEY

Any class, school-sponsored organization, club or parent desiring to solicit money for any reason, including fundraising, must first clear the project through their sponsor and the administration. Funds raised must be maintained in the school accounting system. See *Money Issues* in office.

HOURS OF OPERATION

The office is open Monday through Friday 7:30 a.m. – 4:00 p.m., excluding holidays and breaks, when hours may be adjusted. The *Preschool* and *Extended Care* are open on school days from 7:00 a.m. till 5:30 p.m. The academic day for students in grades 1-8 is 8:00 a.m. – 3:00 p.m. For more information, see *PRESCHOOL GENERAL INFORMATION* and *ELEMENTARY/MIDDLE SCHOOL GENERAL INFORMATION*.

ILLNESS

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. They will need the reassuring care and comfort parents can provide at home. The child should be fever free for at least 12 hours before returning to school. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees, has vomited, or has diarrhea, he will be sent home. If after one hour the parents cannot be reached by phone, the emergency contact person listed in the student file will be called to pick up the child. Please maintain accurate and current information each semester for the emergency file of the child.

LUNCH

Lunch is provided as part of the tuition for “all-day” preschool students only. Menus are published in the monthly CCA newsletter. If a child will not eat the scheduled menu for that day, parents will need to send a lunch with the student. All other students may choose to bring a sack lunch from home *or* purchase hot lunch at school. Send items that do not need refrigeration, since CCA does not have the facilities to accommodate perishable foods. Soda is not allowed. If for some reason a parent would need to drop off a child's lunch, the parent should come to the school office. The school secretary will contact the child. **ALL LUNCH BOXES OR CONTAINERS MUST HAVE A CHILD'S NAME!**

As a convenience to the families of our students, a hot lunch "alternative" is available five days a week. Various fast food entrees from local restaurants are provided with a drink and side-items. One day per week, a parent volunteer will prepare a hot, nutritious meal. The modest charge may be paid daily, or a lunch ticket may be purchased. See the office for more details.

MEDICATION

The office staff is willing to give medication to a child when needed. The school is not obligated to administer medication to students at school, but it does so as a courtesy; therefore, the school retains the right to reject requests for medication administration. All medicines must be brought in original containers to the school office and clearly marked with the child's name. A student is to ***never*** keep medication with them at school unless specific written permission is granted by the administration. ***Instructions must be in writing*** on the forms provided by the school, including a parent or guardian's signature. Medication will only be given as prescribed. *The school will not administer the first dose of any medication.* At the end of the school year any remaining medication will be discarded if it remains in the office after all students have left. A new permission form must be signed each year.

OUTSIDE PLAY/ACTIVITIES

Outside play and activities are a daily part of the curriculum. When the weather is dry and 22 degrees or above (including wind chill) the students will spend time outside. Please make sure your student is dressed appropriately.

PARENT TEACHER ORGANIZATION (PTO)

In order to encourage the participation of parents/guardians in the daily life of CCA, the PTO exists to organize volunteers in a variety of activities. Meetings are scheduled for planning and coordinating fund-raising efforts and service projects for the school and preschool. Leaders are chosen from among the active supporters each spring for the coming school year. The many hours of assistance to students and teachers by parents are an investment in the lives of our students.

SCHOOL CLOSING

To find out about school cancellations due to weather conditions or other concerns, please listen to the local radio and television stations. *We do not follow the public school schedule.* Listen for announcements regarding "Christian Chapel Academy". The preschool will not be announced separately. In the unlikely, and extremely rare, event of a weather emergency or other situation which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media; however, parents should insure in advance the child has a procedure to follow and the office has current emergency contact information.

VISITORS

All visitors, including parents, must come to the school office to register with the school secretary and receive an identification badge, which is to be worn at all times within the building. Only those visitors specifically identified by a parent/guardian scheduled by the school may visit students. No unauthorized visitors will be allowed.

VOLUNTEERS

Christian Chapel Academy has been blessed with many dedicated volunteers. The staff appreciates the efforts of parents and other family members that commit so much of their time to CCA. Remember that part of the signed STATEMENT OF COOPERATION is a commitment to volunteering for school-related activities. Each time parents visit the building, they must come to the school office to register with the school secretary and receive an identification badge, which is to be worn at all times within the building.

WHAT IS A PRESCHOOL?

STATEMENT OF PURPOSE AND OBJECTIVES

“Children are a gift from God.” Psalms 127:3



Preschool is the first "school" experience of a child's life. When a child enters our preschool he will build habits and experience activities that introduce the skills of reading, math, and handwriting. Respect for God, obedience to parents and teachers, and love for others will be presented as values based on God and the Bible.

In our preschool the child will learn to get along with other children and with the teachers. The child will improve in physical coordination. He will learn to work and play in a group as well as to wait his turn when others want to use the same material or equipment. He will learn to follow simple, reasonable instructions, to share common property, and to tell about his experiences before a group. Each child will learn an appreciation and love for books and music. The child will be introduced to self-expression through singing, speaking, drawing, and painting.

The educational materials chosen for our preschool are intended to be fun as well as to provide meaningful learning experiences. For example, each child will need to consider size, proportions, and numbers that will later make math seem more sensible. As the child draws, colors, cuts, or works with clay, he is developing the use of the arm and hand muscles that will be used in handwriting.

"Play", as grown-ups term it, is really "work" to the child. The child pursues it as seriously as his parents approach their daily work. Preschool is an adventure for the child and the beginning of an exciting new phase of life.

The staff members at our school realize that each child has individual and specific needs. They will strive to give personal attention to each student and meet each one at that student's unique level.

PRESCHOOL PROGRAM OF STUDIES

“Train a child in the way he should go....” Proverbs 22:6

We provide a preschool experience for children who are at least three years old by July 31 of the school year applied for and toilet trained. Children may attend the 2-day, 3-day, or 5-day program. In addition, we offer a four-year-old pre-kindergarten program (K-4) which meets five days each week.

Spiritual growth is nurtured through daily Bible stories, songs, and prayer. Each month a spiritual character quality or fruit of the Spirit is featured.

Physical growth is promoted through nutritional snacks, aerobics, and daily play outside (as weather permits).

Academic growth takes place through the variety of readiness and enrichment activities. The present curriculum presents pre-academic learning in science, math, and language arts in addition to music, arts and crafts, and creative dramatics. All readiness activities are presented in 12 - 15 minute segments. They provide a multi-sensory approach to learning with numerous game-learning techniques.

All children are exposed to readiness activities in the form of games and hands-on activities that promote an interest in learning. The children learn social and behavioral disciplines, which will lead to success in elementary school.

Reading readiness for the preschool is offered using a phonics-based approach. Written curriculum from various publishers serves as the foundation upon which the staff develops activities for instruction.

K-4 is limited to students who will be four years old by July 31st of the current school year and who will be attending five-year-old Kindergarten the following fall, preferably at CCA. This popular program is more structured and more academic than the above, with the time for activities increasing as attention span allows. K-4 meets five days a week and aims to provide exposure to letters, sounds, penmanship and math concepts in a classroom setting. Progress is evaluated but mastery is not required. Bob Jones University Press curriculum is the primary source for materials, and is supplemented by A Beka Book and other publishers.

PRESCHOOL DISCIPLINE POLICY

Parents, bring children up with the loving discipline the Lord himself approves. Ephesians 6:4

The goal of CCA is to provide loving discipline based on a total understanding of the young child. In order to maintain the best atmosphere for discipline, the preschool will:

1. Establish a routine so each child will know what to expect.
2. Provide consistency in the consequences of misbehavior.
3. Establish clearly defined limits of behavior.
4. Discipline, both preventive and corrective. Teachers will do all possible to prevent misbehavior.

For most children, a simple reminder of appropriate behavior is all that will be required. On the occasions when a reminder is not enough, the child will be given a brief "time out". Should a child continue to disturb, deliberately disobey, or show aggressive behavior, he will be removed from the classroom. The parents will always be notified if this action is necessary.

PRESCHOOL GENERAL INFORMATION



The preschool program of CCA provides a staff to student ratio of 1:8 and at times 1:7.

ATTENDANCE

The staff is mindful of the parent-child bond of early childhood and has a casual, yet planned, atmosphere to start each day. The preschool is open from 7:00 a.m. until 5:30 p.m. every day that school is in session. We ask that students arrive by 8:00 a.m. since that is the time the more structured learning activities begin. The day concludes at 11:00 a.m. for half-day students and at 5:30 p.m. for full-day students. See the section on EXTENDED CARE in this book for information about after-school care options for half-day students.

Attendance is expected of children for each day they are enrolled. If a child is absent, a phone call to the school office is most helpful. Messages for teachers or children will be promptly handled through the school office.

CALENDAR

The preschool academic year is consistent with the elementary and secondary schedule of Christian Chapel Academy and is published as a separate document. Please consult it for the first and last days of school, as well as vacation periods, and other important events.

CONFERENCES AND OBSERVATIONS

Parents may come to the preschool to observe their child at any time. The office has one-way glass if the parent does not wish to be seen by the child. Teachers will usually not be able to discuss the child's progress unless an appointment has been scheduled in advance; before and after the preschool hours are usually the best times. Please phone the school office at 573-874-2325 to arrange a conference at a mutually convenient time.

PROGRESS EVALUATION

Progress evaluations will be done during the school year to inform the parent of the child's progress. If you wish to discuss your child's progress, please contact the teacher.



CHRISTIAN CHAPEL ACADEMY KINDERGARTEN - 8TH GRADE CURRICULUM

“All your children shall be taught by the Lord and great will be your children's peace.” Isaiah 54:13

The primary base of our school materials for math, science, history, geography, and health, is published by *A Beka Book*. This program integrates academic development (with God at the center of each individual course) with Christian character building (to obey, to do right, and to love God and country). *Bob Jones University Press* curriculum is the primary base for language arts (English, writing, grammar, spelling, phonics, and reading) in the lower elementary grades and *Shurley English* in 4th & 5th grades. In the middle school we use materials by Houghton-Mifflin for language arts. Other publishers may be used when deemed appropriate. Our instructional staff continues to develop supplementary material to support individual student needs as well as individual teaching methods.

ART EDUCATION

The art education program introduces students to principles of art, art appreciation, drawing instructions, techniques, and crafts. Attention will be given to seasonal, religious, and patriotic themes, utilizing varying styles of art.



1. Grades 1 - 8 will have art education once a week. Participation in the art program by all students is required.
2. Students are graded on: following instructions, participation, tests, projects, and behavior.

BIBLE AND CHAPEL



CCA provides an education that gives students a worldview based on biblical Christianity. Students spend time each day in prayer, study, and the memorization of Scripture. Curriculum published by *Standard Publishing* and *Radiant Life* are used as the foundation for Bible classes. Students participate as a class in chapel services held each Friday morning. Families are encouraged to attend chapel services whenever possible.

COMPUTER

The CCA computer lab has been networked with personal computers to provide instruction to students.



1. At least one session per week is scheduled for each class. Activities that support the core subjects of math, language, spelling, history, and science are incorporated.
2. Grades 1-5 learn basic computer use, keyboarding skills, and word processing.
3. Grades 6-8 build on the skills learned in grades 1-5, as well as using the internet for research, presentations, and other activities.
4. Students are graded on: following instructions, participation, homework/projects, tests, and behavior.

LIBRARY

The CCA Library/Media Center provides information, resources, and services that enrich and complement the curriculum of the school. Books and media for children, family, religious issues, and other educational topics are provided to challenge students to cultivate a lifelong appreciation of reading and learning.

1. Most grades will have a library session once a week.
2. Classes may schedule additional visits with the librarian.
3. A list of procedures for the library will be given to each student during the first week of school. It should be kept with this handbook.

MUSIC EDUCATION



Music at CCA provides a comprehensive, activity-based approach to the development of musical skills, theory, and concepts, within a biblical framework. Lessons emphasize singing, rhythm, listening, reading, interpreting, and composing music. Students will be given opportunities to experience these skills at their own grade level.

1. All grades will have a music class at least once each week. Participation in the music program is mandatory.
2. Students are *required* to attend evening music activities. These may include: Christmas Program or Spring Musical, K-5 Graduation, and Eighth Grade Graduation.
3. Students are graded on: following instructions, participation, tests, projects, and behavior.

PHYSICAL EDUCATION

The physical education program at CCA provides all students with the opportunity to develop and maintain an age-appropriate level of health-related physical fitness. Attention will be given to establishing locomotor skills (walking, running, jumping), non-locomotor skills (bending/flexibility, pushing, pulling, bouncing) and manipulative skills (throwing, catching, rebounding).



1. Grades 1 - 8 will have a physical education class twice a week.
2. Students must wear athletic shoes for safety. They will not participate if they are not wearing proper shoes. Girls are expected to wear slacks, culotte skirts, knee-length shorts in season, or shorts under jumpers and skirts, in order to participate.
3. Participation in the physical education program by each child is required. Students are graded on: following instructions, participation, tests, and behavior.
4. *During a temporary illness or injury, the parent/guardian should send a written excuse for each day of P.E. Then the child should sit and watch during the class; the student may be required to complete written work. Only two consecutive notes from the parent/guardian will be honored; then a physician's written excuse will be required.*

CHOIR/BAND

1. Choir is mandatory for students in grades six through eight, and the class meets once or twice weekly.
2. *Elective* band classes will be available to students in grades five through eight. There is an additional fee for band. The class meets twice weekly.
3. Since band is an elective class, participation may be based on a prearranged audition, availability of space, and payment of applicable fees.
4. Students will be responsible to provide their own band instruments and curriculum.
5. Students are graded on: following instructions, participation, tests, and behavior.

STUDY HALL

Times for individual study, apart from scheduled subjects, are an integral part of the CCA educational program. These sessions provide students in grades 5 - 8 with opportunities to intentionally develop effective study, research, and planning skills. Time may be used to work on missions and science projects, to do research on the computer or in the library, or to complete daily assignments, etc.

GRADING SCALE

The following range is assigned to the grades obtained by students. Most grades in Kindergarten are shown as symbols to indicate excellent or satisfactory progress or improvement needed. As students get older, more class grades are reported as letter grades until the 4th grade and above, for which all grades are letter grades. Report cards are issued for each nine weeks of the school year. See the current annual calendar for dates. Progress reports are sent home at mid-quarters.

100	A+	81-75	C
99-96	A	74-72	C-
95-93	A-	71-70	D+
92-91	B+	69-63	D
90-86	B	62-60	D-
85-84	B-	59-0	F
83-82	C+		

ACADEMIC AWARDS



There are six awards or certificates that can be received by students from each class at the end of each year. *They are:*

1. Citizenship Award – this award is presented to a student who has been extremely cooperative in class and school, and outstanding in helping others. One student from each class or homeroom receives this award.
2. Achievement Award – this award is presented to a student who has excelled academically determined by a cumulative grade point average for the entire year. In grades 1, 2, 3 and 4, one student per class will receive this award. In grades 5-8, Honor Roll Awards replace this award.
3. Special Subjects Awards: (choir, music, band, P.E. art) – these awards are determined by the teacher for that subject based on ability, effort, behavior, and a Godly attitude.
4. Principal's Award – this award is based on unique qualities as determined by the Principal. One recipient for each grade level is determined by the Principal.
5. Attendance Award – this award is presented to anyone who has maintained perfect attendance for the semester or throughout the entire year. This means no absences or tardies in the record book.
6. Golden Pen – this award is presented to an eighth grade student who best demonstrates the purposes of our school. Students are nominated by the middle school teachers and then, if necessary, voted on by the faculty and staff.
7. Other – Teachers are permitted and encouraged to present additional awards for any area to be presented to their students in a forum OTHER THAN the end-of-year awards ceremony.

MONTHLY AWARD:

Christian Character Award – this award is presented monthly to a student who displays the ‘fruit of the spirit’ and demonstrates Christ-like qualities, as determined by the classroom teacher. One student from each class will receive an award during chapel. Middle school teachers may collaborate to make their decisions. Input from the special subject teachers may also be sought.

HONOR ROLL certificates will be given to 5th – 8th grade students each quarter. The scale will range from B to A+. Honor roll is calculated using a weighted system based upon class frequency.

STUDENT ASSESSMENT

CCA makes use of the Stanford Achievement Test (SAT) to measure students' academic performance level in first through eighth grades. The Otis-Lennon School Ability Test (OLSAT) is also used in grades 2, 4 and 6. The tests will be administered each year in early April. Five calendar days are set aside, during which teachers usually use three or four days to administer the tests. Students and families will receive a copy of the achievement test scores with the final report card.

ATHLETICS

Any student who wishes to participate in any sports at CCA must have an annual sports physical and medical insurance and have them on file before he/she may participate. Activity and uniform fees are charged to participate.

ACADEMIC ELIGIBILITY

In order to participate in school-sponsored athletics, students must keep at least a C- average, using a weighted average, for all classes and demonstrate satisfactory conduct. If a student has below a C- average at grading time (mid-quarter or quarter) the student will not be allowed to compete in CCA athletics, although they will be allowed to continue to practice with the team. If an ineligible student should fail to raise their grade average by the next grading time they will not be allowed to even practice with the team.

Academic ineligibility may also begin when CCA staff requests and the administration approves that a student be restricted during a quarter of study.

DETERMINING THE END OF INELIGIBILITY

When a student is determined to be ineligible due to having below a C- average at a grading time, the student's grades will be examined at the end of each week and a new weighted average will be calculated.

CONDUCT CODE

“Even a child is known by his actions, by whether his conduct is pure and right.” Proverbs 20:11

The staff and faculty of Christian Chapel Academy feel a responsibility to God, to parents, and to our children to build good citizenship, to encourage proper attitudes, to develop Christian character, and to maintain an orderly atmosphere of respect in school. Therefore, the following standards of general conduct have been adopted.

1. Students will use appropriate language when speaking with either adults or fellow classmates. Obscene language, grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with fellow students as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, or visitors will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, or other controlled substances.
5. Students will respect the authority of the faculty and staff of CCA.
6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the commandment of honesty at all times.
9. Students will show reverence toward God's house and God's Word at all times.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.

Disregard for, or violation of, these standards will be dealt with according to the DISCIPLINE POLICY of the school.

DISCIPLINE POLICY

“God disciplines us for our good, that we may share in his holiness. It produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:10, 11

It is the policy of Christian Chapel Academy to administer loving correction to students who need reminders regarding acceptable behavior. It is by this means the staff and faculty intends to develop in children a behavior pattern completely acceptable and consistent with Christian character. There is a direct relationship between school discipline and the quality of education. At CCA, it is our desire to produce a harvest of righteousness and peace in the children placed in our care. The Word of God is clear on the results of correction and also the means of consistent discipline. (*Please see Proverbs 13:24; Proverbs 19:18; Proverbs 22:15; Proverbs 23:13; Proverbs 29:15, 19.*)

The classroom teacher has the responsibility for maintaining order in each room by speaking to children about policy violations and conferring with parents. Temporary removal from the classroom, loss of privileges, token economies and detention are among other classroom management techniques that may be used. The teacher will also use positive responses for appropriate behavior.

Concerning matters of classroom disturbance or disobedience, parents will be notified of a disciplinary action taken with their child. Personal conferences may be scheduled. The administration and teachers expect parents to support, with their children, school policies and corrective actions taken. Grievances with any school personnel are to be aired in a positive, courteous, and biblical manner

(*Matthew 18:15-17*). Should the parent/guardian refuse to cooperate with the consequence, an immediate follow-up conference between parent/guardian and the principal will be necessary.

For any disciplinary situation, school leaders will use their own judgment in order to provide the appropriate consequence or corrective action. This will depend on the intentions and the motives of the student(s) involved and the severity of the offense. School personnel have a wide variety of consequences that they may choose to utilize including, but not limited to, school work tasks, work details, writing assignments, after-school detentions, in-school detentions, in-school suspensions, out-of-school suspensions, and expulsion. Therefore, our prayer is: *Teach me good judgment and knowledge. Psalms 119:66.*

A per day fee of \$50 will be charged for in-school suspensions and \$25 for in-school detentions.

We encourage parents to have students pay these charges themselves as part of their consequences.

AFTER-SCHOOL DETENTION POLICY

Should any misbehavior result in the assigning of an after-school detention, the following procedure will be used.

A Detention Notice or Disciplinary Referral will be sent home with the student informing the parent/guardian of the causes. The notice will be signed by the parent/guardian and returned **the next scheduled school day**. The detention will be served the day following the issue of the notice, when the signed form is returned to school.

For example, if a child is assigned a detention on Monday, it will be served on Tuesday. Students in Kindergarten may serve detention time before school, as arranged by the teacher.

Should a student neglect to return the Detention Notice or Disciplinary Referral the next day or to serve the assigned detention, the amount of time to be served will double. A maximum of forty-five minutes per detention will result for students 1st - 8th grades; a maximum of thirty minutes per detention for Kindergarten students.

A student in detention will be given appropriate work, e.g. school work, work detail, writing assignment, etc.

After-school detention fee of \$3 per session will be charged on your monthly statement.

We encourage parents to have students pay these charges themselves as part of their consequences.

COORDINATED DRESS CODE

Kindergarten – 8th Grade

“The Lord God made garments for Adam and his wife and clothed them.” Genesis 3:21

It is the philosophy of Christian Chapel Academy that students should gain an awareness of acceptable patterns for deportment, dress, and grooming along with their education.

The Bible says that "Man looks on the outward appearance, but the Lord looks at the heart."

I Samuel 16:7 Knowing that how a person looks to God is most important, there is also an obligation to see that our appearance is clean and appropriate.

Parents are advised to show discretion and good judgment in the dressing of children in modest, clean, comfortable clothing for school. Remember that active play at recess is a part of the children's daily routine. Adjust clothing for outdoor activities as appropriate for warmer and colder seasons.

The spirit of the COORDINATED DRESS CODE is to encourage modesty, appropriateness, and inclusion. A student's attitude toward learning tends to be linked with their clothing. There are times during the year when students are not required to observe the COORDINATED DRESS CODE, however, for these occasions, students are expected to abide by the “spirit” of the Code and will be held accountable for compliance. The guidelines for the clothing of CCA students follow.

ALL STUDENTS should have neat and clean hair each morning. Students may not cover their heads with caps, hats or hoods in the school building.

Non-dress code sweaters, jackets and coats can NOT be worn in the classroom. Students may wear non-dress code sweaters, jackets and coats outside to recess or P.E. class only.

Clothing that meets the standards of the COORDINATED DRESS CODE should be in good condition (without holes or tears), clean and wrinkle free. Students are expected to dress neatly with shirts and blouses tucked in. All students are to abide by the Coordinated Dress Code. No Exception!! ! **Each item should be labeled with child's name.**

The dress code will be monitored and enforced. If any questions arise or guidelines are unclear, please ask for assistance from the school office. Teachers may refer students who are in violation of the dress code to the office. The principal may temporarily isolate or suspend any student whose dress is inappropriate. Parents will be notified and asked to bring appropriate attire, and the student may be readmitted upon the correction of the problem.

GIRLS: KINDERGARTEN - 8TH GRADE



BLOUSE

White, red, dark navy, royal blue, or light blue with a collar, long or short sleeves, must be without insignia. No denim. Loose fitting. A solid-color T-shirt of the accepted colors may be worn under the blouse. No printing or graphics.

TURTLENECK

White, red, dark navy, royal blue, or light blue (no cowl necks), must be without insignia.

POLO SHIRT AND POLO DRESS

White, red, dark navy, royal blue, or light blue long or short sleeves; must be without insignia; CCA shirts are acceptable. A solid-color T-shirt of the accepted colors may be worn under the polo shirt. No printing or graphics.

Length of the dress should be no shorter than the top of the knee.

SWEATER OR SWEATER VEST

White, red, dark navy, royal blue, or light blue in cardigan, V-neck or crew styles; must be without stripes, patterns, insignia, words, or emblems. No fleece. Must be worn over a blouse, polo shirt, or turtleneck.

SWEATSHIRT

Solid color pull-over sweatshirt of white, red, dark navy, royal blue, or light blue without insignia, patterns, words, or emblems. CCA sweatshirts of same color are acceptable. Must be worn over a blouse, polo shirt, or turtleneck.

BLAZER

Navy blue only. No emblems, names, or crests on the exterior.

LIGHTWEIGHT JACKETS

Solid color jackets in white, red, dark navy, royal blue, or light blue; must be without stripes, patterns, insignia, words, or emblems. Must be worn over a blouse, polo shirt, or turtleneck.

WINTER COATS

Winter coats will only be worn outside, not in the classroom.

JUMPER

Dark navy, khaki, or plaid. (Only one plaid is approved at CCA, see sample of fabric at school.) Corduroy is permissible. Length should be no shorter than the top of the knee.

SKIRT

Dark navy, khaki, or plaid. (Only one plaid is approved at CCA, see sample of fabric at school.) Skirt length same as for jumper. Corduroy is permissible.

CULOTTE

Dark navy, khaki, or plaid. (Only one plaid is approved at CCA, see sample of fabric at school.) Length same as for jumper.

PANTS

Dark navy or khaki, twill or corduroy, 4-pocket (maximum), straight-legged pants with belt loops only. No rivets, zip-offs, cargos, flairs, bells, or boot cuts. Capri pants are allowed, as long as they are not form-fitting. Pants must be hemmed to not touch the floor. Belt required.

SHORTS

Dark navy or khaki knee-length twill or corduroy 4-pocket (maximum), shorts with belt loops. Skorts are in the shorts category. (Absolutely no cut-offs allowed!). A belt is required.

SOCKS

Solid colors (white, red, navy blue, royal blue, or light blue) only, knee socks, or tights, must be without insignia. All socks must be matching pairs. Students cannot go sockless.

LEGGINGS

Solid white, red, or navy, (worn under jumper, skirts or culottes only); includes close-fitting stirrup or stretch pants. Tights and leggings are defined as undergarments, and clothing of the appropriate length must be worn over them.

SHOES

Athletic shoes are appropriate for each day and are *required* for P.E. class. Sandals or open-toed shoes will not be worn. All shoes must be matching pairs.

JEWELRY

Students are not allowed to wear any jewelry for body piercing, except for one small, post earring in each ear only. Nothing hanging or dangling from the post.

BOYS: Kindergarten - 8TH GRADE



SHIRT

White, red, or blue collared button-down or dress shirt; long or short sleeves, must be without insignia. No denim. A solid-color T-shirt of the accepted colors may be worn under the shirt. No printing or graphics.

TURTLENECK

White, red, dark navy, royal blue, or light blue (no cowl necks), must be without insignia.

POLO SHIRT

White, red, dark navy, royal blue, or light blue long or short sleeves; must be without insignia; CCA shirts of the same color are acceptable. A solid-color T-shirt of the accepted colors may be worn under the polo shirt. No printing or graphics.

SWEATSHIRT

Solid color pull-over sweatshirt of white, red, dark navy, royal blue, or light blue without patterns, insignia, words, or emblems. CCA sweatshirts of same colors are acceptable. Must be worn over a shirt with collar, polo shirt, or turtleneck.

SWEATER

White, red, dark navy, royal blue, or light blue in cardigan, V-neck, or crew styles; must be without stripes, patterns, insignia, words or emblems. No fleece. Must be worn over a collared shirt, polo shirt, or turtleneck.

SWEATER VEST

White, red, dark navy, royal blue, or light blue in cardigan style, V-neck or crew styles; must be without stripes, patterns, insignia, words, or emblems. No fleece. Must be worn over a collared shirt, polo shirt, or turtleneck.

BLAZER

Navy blue only. No emblems, names, or crests on the exterior.

LIGHTWEIGHT JACKETS

Solid color jackets in white, red, dark navy, royal blue, or light blue; must be without stripes, patterns, insignia, words, or emblems. Must be worn over a shirt, polo shirt, or turtleneck.

WINTER COATS

Winter coats will only be worn outside, not in the classroom.

PANTS

Dark navy or khaki pants with belt loops will be worn daily. Twill or corduroy, 4-pocket (maximum), straight-legged pants only. No rivets, zip-offs, cargos, flairs, bells, or boot cuts. Pants must be hemmed to not touch the floor. A belt is required.

SHORTS

Dark navy or khaki knee-length twill or corduroy 4-pocket (maximum), shorts with belt loops are allowed. (Absolutely no cut-offs allowed!). A belt is required.

SOCKS

Solid colors (white, red, navy blue, royal blue, or light blue) only, must be without insignia. All socks must be matching pairs. Students cannot go sockless.

SHOES

Athletic shoes are appropriate for each day and are *required* for P.E. Sandals or open-toed shoes will not be worn. All shoes must be matching pairs.

JEWELRY

Students are not allowed to wear any jewelry for body piercing, including earrings.

ELEMENTARY/MIDDLE SCHOOL

General Information

ARRIVAL AND DISMISSAL

The normal school day at CCA is 8:00 a.m. – 3:00 p.m. For early arrival or late pick-up, see the section on EXTENDED CARE in this handbook. Students are to arrive at CCA after 7:45 a.m. each day. Any student that enters the classroom at 8:00 a.m. or after is considered tardy and must stop in the office to sign in before going to the classroom. For more information, see the ATTENDANCE POLICY in this book.

Children should be picked up by 3:15 p.m. Parents are asked to wait outside the building until dismissal time in order to decrease congestion and to increase security. Students will be dismissed from the gym, where they will be lined up by classroom. Parents must check the student out from their teacher.

HOMEWORK

CCA believes that homework is an integral part of the school program. Each teacher will assign homework to aid students in the progress of their studies. Therefore, students are required to complete their homework assignments on time. Parents/guardians are urged to monitor their child's work daily.

MAKEUP WORK

For scheduled absences, arrangements for makeup work *must be made in advance* with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. *The work will be due the first day the student returns to school.* For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the ATTENDANCE POLICY, then the work will be collected and available at the end of the day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

PERSONAL POSSESSIONS

Other than regular school equipment and materials there are few personal items that are allowed at school. CCA assumes no responsibility for lost, stolen, or broken items. **Intentional** breakage by another student will be dealt with according to the discipline policy. Cell phones, laptop computers, PDA's, handhelds, etc. are allowed under certain conditions. Audio & video devices, toys, games, pets, or equipment such as skateboards, sleds, etc., are not permitted. Students may bring athletic equipment, with staff approval. On occasion, there may be designated events or days for certain personal items to be brought to school.

Cell phones must be turned off and put away during the school day and while a student is in Extended Care. Failure to do so will result in the phone being confiscated. Parents will need to come to the office to retrieve the confiscated item.

Laptops, PDA's, handhelds, etc. may be at school for academic use only, at staff's discretion. All personal computing resources brought to school, including wireless devices, must comply with all existing technology policies and procedures in effect for Christian Chapel Academy. Any device lost, damaged or stolen at school is not the responsibility of Christian Chapel Academy.

Personal items such as clothing, books, bags, lunch boxes, etc., should be marked with the child's name to avoid confusion with look-alike items and to aid identification if lost.

VISION AND HEARING SCREENING

During the year, students may participate in a vision and hearing screening. Medical or nursing students from the University of Missouri perform the exams. The screenings are not meant to be diagnostic. Parents will be notified of the date of the screening and any problems detected. If you suspect hearing or vision problems, please consult with a specialist.

ATTENDANCE POLICY

CCA classes (grades 1 - 8) are scheduled to begin promptly at 8:00 a.m. each day and will conclude at 3:00 p.m. Morning kindergarten will begin at 8:00 a.m. and conclude at 11:00 a.m. Afternoon kindergarten will begin at 12:00 noon and conclude at 3:00 p.m. Regular and prompt attendance is important for effective teaching and for learning to occur. Academic achievement depends on classroom activities and participation. Students need to be present to receive full benefit of the school program.

When transporting children to school, please allow plenty of time for traffic and weather conditions. Also, time is needed for children to make the mental transition from home to school and to be ready to begin the day of learning in the classroom promptly at 8:00. Any student that enters the classroom at 8:00 a.m. or after is considered tardy and must stop in the office sign in before going to the classroom. There is a designated clock in the school foyer that is used to determine the “official” time for attendance purposes.

Absences and tardies should be avoided. Appointments for doctors and dentists should be scheduled after school, if possible.

ATTENDANCE

Any student who misses at least ninety (90) minutes (forty-five (45) minutes for kindergarten) in a day will be marked as half-day absent. **For a student to have an excused tardy or absence a parent or guardian must contact the school office by 9:30am. (12:45pm. for afternoon Kindergarten) that same day.** Leaving a message on the school answering machine is acceptable. An unexcused tardy or absence occurs when there is no explanation or contact before that time. A note from a physician is needed for extended absences due to medical reasons. Prior approval by the administration must be obtained for planned absences. See the section on MAKEUP WORK in this book. Excessive absences, even excused, may require a conference with the administration and, among other consequences, may impact the students’ grades as well as grade placement for the following year.

In order to participate in any CCA event outside regular school hours, a student must be in attendance at school for at least 3 1/2 hours the day of the event.

EXTENDED CARE

As a service to CCA families, the school offers Extended Care for the students enrolled in CCA. Designated staff will be available to care for students from 7:00 a.m. until the beginning of school, then from the end of school until 5:30 p.m. Students will only be released to parents/guardians or those specifically designated on the enrollment form. Fees for this service are separate from school tuition, except for full-day preschool students. An early drop-off fee will be charged before 7:00 a.m. and a late pick-up fee will be charged after 5:30 p.m. These charges will appear on the monthly statement based upon the Extended Care option the family selects. A fee schedule and options for this service is available with the enrollment application and in the school office. *Extended Care fees are subject to change.*

All students arriving before 7:45 a.m. should be dropped off at the rear (preschool) entrance. Except for preschool students, any student who arrives before 7:45 a.m. will be charged Extended Care fees. Any student not picked up by 3:15 p.m. (11:15 a.m. for half-day preschool and K-5 a.m.), or within fifteen (15) minutes of school dismissal, will be charged Extended Care fees (except those students in full-day preschool).

Students in Extended Care during lunchtime will need to bring a sack lunch of non-perishable foods each day, except for those students who have ordered a hot lunch. *Lunch is provided as part of the tuition for “all-day” preschool students only.* (See the LUNCH section of this Handbook) A rest period is expected of all children present from 12:45 to 1:45 p.m. Students may attend Extended Care only on the days they are present for school. No drop-in childcare is provided.

The policies of Christian Chapel Academy regarding finances, CODE OF CONDUCT, DETENTION, and DISCIPLINE will apply to all CCA students while enrolled in the Extended Care program.

EXTENDED CARE OPTIONS

Extended Care is able to be purchased by the month or by the hour. A fee schedule and plan choices for these options is available with the enrollment application and in the school office.

When purchased by the hour, the family will pay an hourly rate that is billed in half-hour increments or any portion thereof. These charges will be added to the monthly statement based upon usage. There is no minimum monthly purchase required nor is notification required to use this option. This is a convenience program for our families.

When purchased by the month, the family will pay a lower, flat rate for unlimited Extended Care use during the time plan purchased. *To start or stop this option, notice will need to be made in writing and received in the office by the 15th of the month prior to the month the change will take effect.* Once a family has signed up for this option it will remain in effect until the family notifies the office in writing to cancel it. *No refunds will be given for unused days.* When purchasing Extended Care by the month, the family will be billed *in advance* on the monthly statement.