



Welcome to the Denver Christian Academy Family! Our staff has been preparing and praying for a successful year. We are looking forward to an awesome 2021 school year with you!

### **DCA's Mission Statement**

Denver Christian Academy offers an individually tailored approach to education centered in God's Word. We provide a developmentally appropriate curriculum in a nurturing environment, where students grow spiritually, intellectually, emotionally and socially through Christian Values.

### **Our Core Values:**

1. God
2. Family
3. Education
4. Character
5. Community

### **God**

We honor God and teach about his mercy, grace, and love through worship time in the Chapel, integration of our biblical worldview in the classroom and in interactions with our students, parents and fellow staff members.

### **Family**

Our commitment to family is demonstrated through our open door policy, parent volunteer opportunities and school-wide family activities.

### **Education**

The importance of early education is emphasized through the curriculum that we provide at DCA. We are flexible in teaching styles and this allows for individual learning needs and styles. The Early Education Classrooms help prepare students to enter kindergarten ready to learn and explore.

## **Character**

We partner with families in the character development of our students by meeting daily challenges with Biblical principles and discipline that asks students to examine their hearts as well as behaviors.

## **Community**

Being part of a loving, grace-filled community means that we put our actions in line with our desire to become more like Christ and serve one another at school, with our families, in our local community and the wider world.

## **Philosophy of Education**

We believe that the events that young children experience in early life can influence the type of person they will become in the future. DCA believes that reality comes from fundamental fixed truths in God's Word. Having that as our foundation, we use the Socratic method for teaching. We focus on giving students questions, not answers. We model an inquiring, probing mind by continually asking questions about the subject or task at hand. We strive to make our classrooms warm and nurturing environments that focus on learning through play allowing for logical thinking. We focus on language, literacy, people and events in the community and the responsibility of caring for our environment.

## **Touring & Visiting Our Program**

Finding the right program for your child can be one of the hardest decisions you will have to make in these early years. To help you be sure that DCA is right for you, we have a three-step touring process.

1. Tour: A formal tour can be scheduled through our front office. During the tour you will be guided to see the classroom and playground facilities. We provide information about our program as well as answer any questions you may have. Once the tour is complete, we will give you an enrollment packet.
2. Enroll: Once you have decided that DCA is the right place for you, please contact us so we can discuss availability. If space is available, we ask that you complete the enrollment packet along with registration fee and one week's deposit.

## **Enrollment Packet**

The following forms must be completed and turned into the office prior to the child's first day of attendance:

\*Child's Application (complete with pediatrician's name/number, hospital preference, contact information, emergency contacts & authorized pick-up people)

\*Parent Acknowledgement Form (confirms you received Parent Handbook, Discipline Policy, Field Trip Policy, Summary of NC Laws, Tobacco Policy & SBS/AHT)

\*Updated Immunization Record (within 30 days of enrollment)

\*Child's Medical Form (Top portion filled out by parent/guardian, bottom by physician) (within 30 days of enrollment)

These forms are provided for you in the Enrollment Packet received after your first visit. Please let us know if you have any questions, or need help completing the paperwork.

### **General Rules & Policies**

We at DCA feel the most successful partnerships are those that are upfront, honest and open from the very beginning. Just as we let you know what you can expect from us, we have expectations for our parents too. Please make sure you read and follow all rules and policies set forth by DCA to ensure continued enrollment.

We request that:

- You return pertinent information on time.
- You see your child safely to and from the front door. Please note – siblings or other children are not allowed to deliver or pick up the enrolled child – authorized adults only.
- You drop off and pick up your child within the agreed upon time frames.
- You make sure that the authorized adult recognizes that your child has arrived into the building and that you are picking up your child from the designated area.
- You sign your child in and out each day. Sign in/out is completed at the front door via QR code.
- You provide care for your child when he or she is sick; please refer to "Illness Policy."
- You pay all fees as requested on time.

- You provide the items requested as needed (e.g. lunch, snacks, etc.).

**Tuition and Other Fees**

**Enrollment Fees:**

These are the fees that are to be paid upon enrollment before the anticipated start date.

**Registration Fee:**

A non-refundable registration fee of \$100.00 must be paid in full to hold a space for your child and/or register your child. Every year in August, the registration fee will be due.

**Tuition Fees:**

<b>Enrollment</b>	<b>1-Year-Old</b>	<b>2-Year-Old</b>	<b>3-Year-Old</b>	<b>4-Year-Old</b>
Full Time (M-F)	\$210	\$195	\$185	\$175
3 Full Days (M/W/F)	--	\$145	\$145	\$145

Upon enrollment and before the student may attend school, all fees and the first week’s tuition must be paid in full as a deposit. Subsequently, tuition is due every Monday by 6:00 PM.

**Late Fees**

All tuition must be paid on time. Weekly fees are due Monday 6:00 PM. If weekly payments are not received by Tuesday afternoon, the child will not be allowed to attend until payment is received and late fees are paid. There will be a late fee charge of \$10 per day.

**You are responsible for your tuition and fees even when your child does not attend** due to sickness, vacations, holidays, closing of the center for inclement weather, closing of the center due to loss of power/water or for any other reason. There is no reduction in fees when it becomes necessary for the center to be closed, open late or close early due to inclement weather or any other emergency situation.

**In the event of an extended closure due to COVID-19, you will receive a 50% discount on your weekly tuition.**

Parents/Guardians should try their best to arrive by 5:50 PM so that you have time to gather your child's items and talk with your child's teacher if needed. All children must be picked up no later than 6:00 PM. Your promptness in picking up your child is greatly appreciated. If you are later than 6:00 PM for pick-up, you will be charged \$1/minute per child.

Should you choose to withdraw your child from our program, a month's written notice is required and if notice is not given properly, your tuition deposit will be applied to your final week(s) of service.

A service charge of \$25.00 will be applied to your account for each returned check. If a check is returned, you must pay the amount of the check plus the additional fees in the form of a money order.

### **The Children We Serve**

We serve children 1-5 years of age who have not been enrolled in a formal kindergarten program.

### **Operating Hours**

Hours of operation for the preschool program are Monday through Friday from 7:30 AM to 6:00 PM.

### **Morning Drop-Off Times:**

To maintain consistency and structure to our programs, we require that all children be dropped off between 7:30 and 8:30 AM. The bulk of our curriculum and activities start at 9:00 AM and being by that time allows your child to enjoy the full benefits and opportunities to grow and learn with us.

Children will not be accepted after 9:00 AM unless a doctor's note is provided, and you contacted the center in advance of the circumstance.

Please note that the morning snack will be served from 8:30-9:00 AM. Children arriving after 9:00 AM will need to have eaten breakfast before coming to the center.

### **Holidays/Closings**

Each year, we provide our families with a written schedule. These are the holidays that we will be closed:

Labor Day

Thanksgiving Holidays

Christmas Holidays

Martin Luther King Day

Presidents Day

Easter Break

Memorial Day

Independence Day

In addition to these, there will be several teacher workdays. These are for professional development for our teachers to update their training in classroom management, sanitation, language/literacy and any additional courses that the North Carolina Division of Child Development and Early Education may offer.

### **Inclement Weather Policy and/or Emergency Closings**

We do our best to remain open and continue operations during periods of inclement weather. However, we recognize because of hazardous conditions and because we want to keep our teachers and your children as safe as possible, we may need to make the decision for our center to close on a particular day, close early or delay in opening. Should this occur, an official weather alert will be made using the following: Gradelink, Brightwheel and WSOC-TV local news.

### **Drop Off/Pick Up Policies**

Adults must escort their child to the drop off area each day and sign them in. This is important! It is the law. Also, we feel that good communication and strong partnerships between parents and teachers are essential for success. Please take a few minutes to briefly update staff of any needs, concerns and information that will be helpful in caring for your child. Staff will ask you a series of health questions, such as how did your child sleep or if they have eaten yet, so we know how best to care for your child that day.

Please keep in mind however, the great responsibility the teachers have in properly supervising children. If additional time is needed, a separate conference time should be scheduled. You can also address any issues with administration if needed.

Children must be signed in and out each day. This is a requirement set by the North Carolina Division of Child Development and Early Education. Please make sure to sign your child in and out each day using Brightwheel.

We take the safety of your child very seriously! A child can be picked up ONLY by the persons designated on the pick-up list. When someone other than the usual person will be picking up your child, it is required that you let your administrator know in writing and they must have proper identification. Your child will not be released to anyone not on your list. We will not accept phone calls as a method of adding new authorized pick-up people; this must be done in writing, in advance.

In cases where parents are separated/divorced, and both have legal custody of a child, we cannot legally withhold a child from one parent or the other. WE cannot physically prevent a parent from picking up their child unless we have a court order on file. In such cases, please make sure that we have all supporting documents upon enrollment.

We ask that in case your child is not attending due to illness, appointment or other reason, please notify us that your child will be out of school.

### **Items Provided from Home**

We ask that in addition to sending your child to school each day, clothed for the appropriate weather and play, you send in the following items:

- 1-2 changes of clothing
- 1 fitted crib sheet
- A blanket for rest time (not to be extremely large)
- A small pillow or stuffed animal to sleep with, if needed

### **Meals and Snacks**

As our program at Denver Christian Academy runs for approximately 10.5 hours, your child will eat 2 nutritious snacks while at school and a lunch, all provided from home. We ask that you pack in accordance to the North Carolina Division of Child Development and Early Education standards cited in Rule .0901 Requirement for Nutritious Foods. In our application and registration packet, you will receive a lunch menu guideline as well as a few examples of healthy lunch options. If you have any questions, please refer to [http://ncchildcare.nc.gov/pdf\\_forms/center\\_chp9.pdf](http://ncchildcare.nc.gov/pdf_forms/center_chp9.pdf) for a more detailed explanation.

### **Illness**

We understand that taking off work to care for sick children can be difficult, especially if it is a frequent occurrence. That is why it is of the utmost importance that you do keep your child home when you realize your little one is coming down with an illness. We strive to uphold the highest of sanitary and disinfecting procedures: thorough handwashing, disinfection of equipment, washing and sanitizing toys, etc. We ask that our parents do not bring sick children into the center to eliminate the risk of exposure and spread of illnesses. If all parents comply with this request, we will have less sick days to contend with.

Listed below are some of the symptoms when you should keep your child at home:

- Complaints of stomach upset or vomiting within the last 24 hours
- Diarrhea within the past 24 hours
- Fever in the past 24 hours
- Rashes
- Open, draining sores
- Complaint of an earache
- Red eyes with colored drainage

**\*\*\*Please refer to the Covid-19 Information sheet for updates.\*\*\***

In the event that your child may have a communicable illness, they may not attend school until they are completely symptom free for 24 hours.

The symptoms that indicate a child has a contagious condition are:

- A fever of 100 degrees or more
- Repeated vomiting or diarrhea that cannot be contained
- Rashes that cannot be explained

Please notify the center when your child will be absent and give the reason for his/her absence, especially in cases of illness. We request this so that we will be aware of any viruses that could be going through the school and in turn, we can make the rest of the parents aware.

If a child becomes ill while at the center, parents or legal guardians will be notified as soon as possible and your child needs to be picked up within an hour of the call. If a parent cannot be reached, we will contact the emergency contacts that you have listed on file. If the parent or

emergency contacts cannot be reached and the condition of the child is deemed an emergency, we will contact 911 at the parent's expense.

Please always keep your contact information up to date at the centers. Please inform us of any changes in your emergency contact's information immediately. We must always be able to reach you in the case of an emergency.

### **Returning to Childcare after Illness and/or Symptoms**

If your child develops a fever that registers 100 degrees or higher, he/she must be completely fever free for 24 hours before returning to school.

If your child has 3 loose bowel movements during a short time span, we will call you to come and get your child. Your child can return to school after his or her stools have returned to normal. Viruses are contagious even without a fever.

If your child vomits at school, we will call you to come get him/her. You may bring your child back to childcare once they have gone 24 hours without vomiting.

Your child must be kept home if they are not able to eat meals or cannot go outdoors.

If your child exhibits signs of a more serious contagious illness, we will request that you provide a doctor's note approving your child to return to care.

Important: Anytime in which we call for you to come and pick-up your child due to illness, you must do so immediately, within an hour of notification.

### **Medications**

We will not administer any nonprescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder to any child:

- without written authorization from the child's parent, physician, or other health professional
- in any manner not authorized by the child's parent, physician, or other health professional
- after its expiration date
- for non-medical reasons, such as to induce sleep

It is the parent's responsibility to provide all of the documentation and materials required to legally and safely administer medication. DCA can also decline to administer medication.

Because we are within the evacuation radius of the McGuire Nuclear Power Plant, we are required to have plans in place in case of a nuclear emergency. To be prepared, Denver Christian Academy will implement a plan to protect students' health. We want to be proactive by having potassium iodide (K1) pills at the school in case there is a radiation incident at McGuire Nuclear Plant. However, we need your permission to administer the potassium iodide. At enrollment, we will have you fill out a form that will allow us to administer a single dose of potassium iodide to your child.

Potassium Iodide (K1), if taken within the appropriate time and at the appropriate dosage, will block the thyroid gland's uptake of radioactive iodine and reduces the risk of thyroid cancer. Since scientific studies have demonstrated that young children have the highest risk of health effects, we will have the pills at the school to be administered to your child, if directed to by the local emergency health management officials.

### **Children with Special Needs**

When there are special needs concerning a child's development, we will continue to provide care as long as the following criteria are met:

- The classroom program is not interrupted.
- We can provide a safe environment for your child as well as the other children.
- We receive cooperation from the parents or guardians involved.

If any of the above criteria cannot be met, the following steps may be taken:

- Conference with parents or guardians outlining the situation with a plan.
- An evaluation by a professional organization.
- Problem solving may be obtained by a professional organization.
- A decision to continue care for an individual child will be made by the administration.

Please note: If the decision is reached to terminate care for your child, depending on the situation, you may be allowed to keep your child at the center for the period of time it takes to transition into a new child care arrangement. Please know that if the safety of your child or other children in the program is compromised, care will terminate immediately.

### **Outdoor Policy**

North Carolina state policy requires that all children go outdoors EVERY DAY for at least 1 hour, weather permitting. This is a state mandated policy, so there cannot be any exceptions to the rule. All children must come dressed properly for the weather and participate in outdoor play.

State policy states that if your child is too sick to go outdoors, they are too sick to be at school.

Weather permitting means that our children do not go outside in severe weather such as thunderstorms, hurricanes, blizzards or tornados.

In Fall and Winter, warm jackets/coats are needed, along with mittens/gloves and hats. Please make sure that all of these items are labeled with your child's name and placed in their cubby space.

### **Outside Toys/Personal Items**

We provide a wide variety of toys and materials for the children to use on a daily basis. Therefore, we ask that you not bring in toys, books, jewelry or other items from home unless there is a specific request for that day. These items can get lost or broken.

### **Sanitation and Cleaning of the Classroom**

We strive for a safe and healthy environment daily. Each day, staff will be responsible for cleaning each classroom (vacuum, sweep, mop, etc.) as well as sanitizing all surfaces and toys. Weekly we dust and clean windows and monthly we will steam carpets and clean baseboards. We ask that you, as parents, help us promote this environment by encouraging the children to wipe their feet upon entering the door, placing their personal items in assigned areas and washing their hands each morning they enter the classroom and other designated times.

### **Child Abuse and Neglect**

By North Carolina law, the child care center must report suspected child abuse or neglect. When this situation arises, the caregiver will inform the administrative staff. The Child Protective Service Unit of The Department of Social Services will be notified.

### **Parent Teacher Fellowship -PTF**

The DCA Parent-Teacher Fellowship provides valuable volunteer time and financial support for our students and our school. Every family enrolled at DCA is part of the PTF. In August/September you will receive a PTF volunteer form and contact information for the PTF Board.

### **In Closing**

It is our sincere hope that you and your child are happy here at Denver Christian Academy. We will make every effort to provide a program that is rich in activities, nurturing and fostering all areas of development. We are confident that you will find our staff friendly, open, honest and loving. Your satisfaction and the care of the children are very important to us, so please share ideas, comments, feedback and ask questions whenever you have them! Our door is open to all parents and we are happy to help!