

FREEDOM CHRISTIAN ACADEMY PRESCHOOL



2018-19

Parent/Student Handbook

Freedom Christian Academy

*3130 Gillespie Street
Fayetteville, NC 28306*

School Number

Phone: 910-485-7777
Preschool Office: Extension 316

School Web Site

www.fcapatriots.org

Preschool Hours

Main Office	7:30 am - 4:00 pm
Early Morning Care	6:30 am - 7:30am
Preschool	8:00 am - 3:30 pm
Afternoon Care	3:30 pm - 6:00pm

Freedom Christian Academy Preschool admits students of any race, color, national and ethnic origin, or denomination, to all rights, privileges, programs, and activities generally made available to students of the school. Neither does FCA discriminate in the administration of its educational programs.

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Mission & Philosophy

FCA operates as a Biblical-based, Christ-centered, non-denominational school established in January 2009 with our foundation based on Galatians 5:16; reminding us that “it is for freedom that Christ has set us free, therefore serve one another in love.” It is for the glory of the Lord, we seek to develop the whole person spiritually, academically, emotionally and physically with the highest standards. It is our desire to encourage the leadership gifts of our students, so they may serve their community now and as they mature into adulthood. Freedom is a college-preparatory program housing grades K5-12, a Pre-School, and Freedom Courts.

Above, all, we are committed to diligently share Christ’s love and His life with our students so each one of them may find a relationship with their Savior, Jesus Christ.

Doctrinal Statement

The Essentials of Faith and Distinctives of the Christian Faith are taught at Freedom based upon our understanding of God’s Holy Word, the Bible.

Essentials of Faith

- We believe the Old and New Testaments to be inerrant in their original writings, and given by inspiration of God to provide a complete revelation of His will for the salvation of men. They make up the divine and only rule of Christian faith and practice. (*II Timothy 3:16-17*)
- We believe there is one God, who is infinitely perfect, existing eternally in three Persons: Father, Son, and Holy Spirit. (*Luke 3:21-22*)
- We believe in Jesus Christ who is fully human and fully divine. He is the only begotten Son of God, full of grace and truth, conceived by the Holy Spirit and born of the virgin, Mary. (*John 3:16, Hebrews 2:9*)
- We believe that the Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment. (*John 16:7-8*)
- We believe that man was created in the likeness and image of God, and that he fell through disobedience, thereby incurring both spiritual and physical death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of Jesus Christ. (*Romans 3*)
- We believe that salvation has been provided through Jesus Christ for all men; those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (*Acts 3:19-30*)
- We believe that Jesus Christ died upon a cross, the just for the unjust, as a substitutionary sacrifice, and all who believe on Him are justified on the ground of His shed blood. (*1 Peter 3:18*)
- We believe that Jesus Christ was bodily raised up from the dead according to the Scriptures, and has ascended to sit at the right hand of the Father in heaven. From there He ever lives to make intercession for His saints as our High Priest and Advocate. (*Romans 8:34*)
- We believe in the personal, imminent return of Jesus Christ to establish His kingdom of righteousness and peace. (*John 14:1-4*)
- We believe that Jesus Christ is the head of the Church, which is made up of all those who believe on Him, are redeemed through His blood, and are born again of the Holy Spirit. (*Col 1:18*)

- We believe the family is the basic unit of society established by God, who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (*Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10*)
- We believe that God created man in His own image, in the image of God He created him; male and female He created them (*Genesis 1:27*). Therefore, we do not support or tolerate any sexual activity outside the boundaries of marriage for it is sin in the eyes of God. (for example: homosexuality, transgender, adultery, fornication, etc.)

Distinctives

- We believe that the local church is a body of believers in Christ who are joined together for the worship of God, for edification through the word of God, for prayer, fellowship, preaching of the gospel, and observance of the ordinances of Baptism and the Lord's Supper. (*Acts 2:42*)
- We believe the mission of the Church is to go into the entire world as a witness, preaching the gospel to all nations, and to live a holy life, consistent with our Lord's example and teaching. (*Matt. 28:18-20*)
- We believe in the eternal security and everlasting blessedness of the saved and the eternal conscious punishment of the lost. (*Rev. 20:12*)
- We believe in the pre-millennial return of Jesus Christ to rapture His bride, the Church, and that He will bring judgments on the earth before His kingdom reign begins. (*1 Thess. 4:14-18*)

Mission

The mission of FCA is to create a nurturing environment that encourages and equips its students to fully seek truth for their lives, producing citizen-leaders of excellence, wisdom, and Christian faith.

At the core of our beliefs about children is the knowledge that every one of them is a gift from God. As we partner with parents to train and teach their precious children, we are mindful of their differences because the Lord created them all for His purpose. Nurturing the treasure in each child in a safe environment is of the utmost importance if they are to reach their full potential. That is why teachers employ a variety of strategies designed to enhance individual learning styles.

Vision

In a world that is violent, in a country that is being secularized, and in a society, that is selfish, we are dedicated to building leaders who want to serve the Lord for His glory and purposes. To accomplish this task, students are trained to become self-reliant learners, independent thinkers, and generous stewards. With an emphasis on church and community involvement, students can learn at an early age the blessings of teamwork, membership, and godly service. The ultimate vision is to produce well-rounded students who think biblically in all situations and who live purposeful lives pursuing leadership, scholarship, discipleship and citizenship.

Philosophy

At FCA, we believe every student is an individual who has been blessed by God with special, natural gifts of personality, intellect, physical ability, and talent. The environment and experiences at FCA are designed to nurture those gifts, while assisting each student in achieving his/her own personal excellence. Like natural gifts, spiritual gifts must also be nurtured, but their purpose again is to glorify the Lord and help us to live and work in harmony with others.

It is the clear purpose of FCA to expose each child to the Bible and to teach the revelation of God through His Son, Jesus. The religious instruction will be positive and continuous because it is our hope that every child accepts Jesus as both their Savior and Lord. It is our goal to help students affect their world for Christ by choosing character before career, wisdom beyond scholarship, service instead of self, and participation as a way of life.

Core Values

- **AUTHENTIC FAITH:** Putting your total trust in God – Proverbs 3:5-6
- **SPIRITUAL DISCIPLINE:** Seeing with God's eyes – Romans 12:2
- **MORAL BOUNDARIES:** Paving the way to purity/intimacy – 1 Thess. 4:3-8
- **HEALTHY FRIENDSHIPS:** Choosing friends for life – Psalm 133:1
- **WISE CHOICES:** Walking wisely in an unsaved world – Ephesians 5:15-17
- **ULTIMATE AUTHORITY:** Finding freedom under God – Romans 13:12
- **OTHERS FIRST:** Considering others before yourself – Philippians 2:3-11

Organization

School Board

The FCA School Board consists of volunteer members from the Fayetteville area who profess the Lord Jesus as Savior, and desire to serve Him faithfully. The Board's purpose is to provide governance for FCA.

Accreditation

FCA is a full member of the Association of Christian Schools International (ACSI). FCA is accredited by ACSI encompassing both ACSI and AdvancEd SACS educational standards of compliance. Our higher authority in the state of NC is the Non-Public Board of Education which checks our student policies, attendance, teacher credentials, background checks, and supervises our yearly calendar.

FCA Preschool is a religious sponsored childcare facility and operates with a notice of compliance through the state of North Carolina. We are annually inspected by the North Carolina Division of Child Development under religious exemption status.

Parent Service Organization

The PSO is the umbrella organization providing service opportunities for the families of FCA. The PSA exists to promote service and servant-leadership within the families of FCA. There are two organizations under the PSO, the Parent-Teacher Organization (PTO) at FCA exists to encourage and strengthen cooperation and fellowship among the school administration, parents, and teachers. The PTO is the vehicle for our major fund-raising events, including our Gala/Auction. Parent participation is vital in Christian education as we seek mutual encouragement and consistency providing a better environment for all. All parents are encouraged to actively support the PTO and perhaps become a “room mom or room dad” for that reason we ask that you register at all PTO meetings. The second organization under the PSO is the Booster Club. The Booster Club exists to encourage and strengthen the athletic program at FCA. The Booster Club is the vehicle for fund-raising events, including our annual golf tournament. Parent participation is vital in athletics providing encouragement and resources for a better environment for all.

Moms in Touch

This faithful group of moms gets together one morning a week from 8:00 – 9:00 am. to pray for student, parent, teacher, and school needs. New members are welcome and prayer concerns may be placed in the office mail.

Parent Volunteers

Parents are encouraged to volunteer in various capacities at FCA. All volunteers that spend more than 30 minutes with children will be required to complete and pass a background check. All volunteers are expected to meet school dress guidelines when volunteering in the classroom.

Admissions / Operations

Operation

Preschool Hours of Operation:

Main Office	7:30 am - 4:00pm
Early Morning Care	6:30 am - 7:30am
Preschool	8:00 am - 3:30pm
Afternoon Care	3:30pm - 6:00pm

Main School:

If you desire to visit the school for any reason, please come sign in at the school's main desk (office) and receive a *visitor pass*. Further security measures, such as a background check, may be necessary due to the time you spend with the students. Lunch, personal items, etc. may be left at the desk to be delivered by office personnel. Items should not be taken directly to the student without first signing in at the school's main desk.

Student drop-off/pick-up:

Drop off for students is in the “back” of the campus only (main door). All other doors are locked for security purposes all the times. The main doors are locked down by 8:10am. **To protect class time and avoid disruption we request that students not be checked in after 9:00am and out between 2:00-3:00 pm.** Students will not be permitted to be dropped off before 6:30am. All parents must sign their child in and out using the Kiosk located outside of each classroom using the code assigned to them at the start of the school year. If an individual other than the child's primary guardian is picking up the student and does not have an assigned Kiosk code, they will be required to report to the front desk. The front office staff will request to see the individual's ID in order to ensure that this person is on the student's authorized pick up list. In the event that this person is also not on the authorized pick-up list, they will be required to provide the students “code word”.

Safe Arrival and Departure Policy

To prevent unnecessary accidents, parents are asked to take the child/children to the appropriate classroom upon entering the building. Student's leaving the building must be accompanied by parents or adults from the class to the vehicle. **DO NOT ALLOW** your child to run or roam in the building, classrooms, or hallways. Neither FCA Preschool nor Freedom Christian Academy Staff will be held liable for accidents, incidents, or injuries that may occur to children who are not under the direct supervision of FCA Staff.

Safety Tips during Arrival and Departure:

1. Please turn your vehicle off and take the keys out of the ignition before entering the building in the morning and afternoon.
2. Please turn off or turn down loud music
3. Please drive very slowly when approaching the building.
4. Please do not leave small children unattended. We know it's convenient not to have to bring in your younger siblings or infants while you take their older siblings to class or pick them up at the end of the day, but the following can happen:
 - The child or another child can jump into the driver's seat and change gears.

- A lot of time little ones can lock themselves or the parent may lock them in the unintentionally.
- The child or baby can choke
- Someone can abduct your child
- Children can climb out of the care and get hit by a moving car or wander off
- Heat exhaustion or hypothermia may occur since your car should not be left running
- Heads, necks, and arms can get caught in power windows.
- Children can sometimes lock parents out of the care or parents may accidentally lock themselves out of the car.

Development

The demand for a Christ-centered education is rapidly increasing. If we are going to continue to provide for the families that God brings our way, we must be prepared for this influx of students while continuing to meet the needs of the current student body. In addition to tuition, FCA depends on the gifts of its families and friends to meet these needs. We have a 501(c)3 status so any contribution is tax-deductible. Please consider us in your charitable giving.

Admissions

FCA is a Christ-centered independent school which functions as a service to the larger Christian community. The hallmark of the Academy is its commitment to develop the individual student's full potential in Christ. We encourage applications from all Christian families who are seriously interested in the school's programs. FCA admits students of any race, color, national origin, or ethnicity to all the rights, privileges, programs, and activities made available at the school.

The Academy accepts students based upon a personal interview with the child and parents, information learned through the admissions screening process, prior scholastic records, and testing. Using these criteria, the school seeks to admit children who demonstrate the following:

- An acceptance of Jesus Christ as Lord by the student or an obvious openness to the gospel of Jesus.
- At least one of the parents (or legal guardian) should be a follower of Christ as well, active in a local church or seeking a church home.
- Whose *home life* is led by parents who have a vibrant relationship with Jesus Christ, who is active in a Bible-preaching church, who values a biblical world-view as essential to their child's education, who is engaged in their child's academic and spiritual life, who is supportive of FCA teachers, and who are diligent in meeting the financial obligations required by FCA.
- Whose *spiritual life* demonstrates a relationship with Jesus Christ resulting in age-appropriate virtue and high moral character.
- whose *academic life* evidences a desire to learn, and the self-discipline required to handle the rigor of our college-preparatory academic program.
- whose *FCA life* evidences a desire to be an FCA student, an eagerness to participate in extra-curricular activities, a respect for each member of the FCA faculty and student body, and a desire to contribute positively to the Christian cultural of our school.
- Our students aspire to grow as **scholars, disciples, leaders, and citizenship.**

Children who have not turned 4 by August 31st will not be placed in our K4 program. Children who turn 3 in our 2-year-old program and are completely potty trained will have the opportunity to move up during

the school year as long as spot availability permits. These students will also be required to repeat our 3-year-old program before being placed into K4.

Application Process

The following must be submitted in the application process:

- A completed application
- \$100.00 Application Fee
- Pastor's recommendation from the church of membership and/or participation
- A birth certificate copy
- A current immunization record
- Medical Exam
- Nutrition Opt-out Form
- Receipt of NC Childcare Laws

Additionally, the following restrictions/requirements must be met:

- A campus interview with the Administration where the student shows a willingness to attend FCA
- An openness to be taught from the Bible
- Reported previous behavioral problems from last school attended

Tuition and Fees

APPLICATION FEE: Enrollment fees are determined annually by the School Board and are communicated on our website and in the admissions packet. This non-refundable fee must accompany each student's application or re-application to FCA. This fee covers the costs associated with the application process including records, screening, orientation, interview, and billing.

STUDENT CURRICULUM/RESOURCE FEE: Curriculum and Resource Fees are determined annually by the School Board and are communicated on our website and in the admissions packet.

This non-refundable fee is due for all returning students by June 15. New families will need to remit payment within two weeks of acceptance of the Administration's interview.

WITHDRAWAL FEE: *\$500 per student.* You are enrolling your child for the entire year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student will create an opening, which FCA may not be able to fill with a viable candidate. Students who withdraw will be assessed a \$500 withdrawal fee. Official transcripts, report cards, and records will not be released or sent to other schools with any outstanding balance including the withdrawal fee. Military orders are the exception.

TUITION: Tuition may be paid in full at any time or paid monthly over a ten-month period. Monthly payments are due the first of every month and begin August 1st. Tuition must be paid on or before the 15th of each month. We do not use a third-party administrator to collect tuition monies, but if parents/grandparents have a checking account, they must have their tuition drafted from their account to assist our financial bookkeeper. If you choose to pay by check/cash instead, a \$100 fee will be assessed prior to the beginning of school. We do not accept credit card payments. A payment that is not received on time will be assessed a \$25 late fee. There is a 15% tuition discount for 2nd child and a 30% tuition discount for each additional child.

LUNCH COSTS: Lunch costs are included in Preschool Tuition.

EARLY MORNING CARE: Early Morning Care is available from 6:30-7:30 am and is included in Preschool Tuition.

AFTERNOON CARE:

Afternoon Care is available from 3:30-6:00pm and is included in Preschool Tuition.

A late fee of ***\$5 per minute*** will be assessed for every minute that parents are late picking up their child after 6pm provided a legitimate reason is not validated.

FIELD TRIPS: Field trips offer educational opportunities outside the classroom and at times additional costs may be necessary. Signed field trip permission forms will need to be collected from each parent in order for a child to be permitted to attend. Likewise, proper safety seating must be brought in on the morning of the field trip. Parents attending field trips must complete a Background Check through FCA prior to the day of the event. Students in our 2-year-old program will not be permitted to attend field trips due to state childcare regulations. In the event a student is not able/permitted to attend a scheduled field trip, parents will be required to find other means of care for their child that day.

Delinquent Account Procedures

1. Tuition payments are due on either the 5th or 15th of the month, but must be received by the 15th of each month or a \$25 late fee will be assessed.
2. A fee will be charged for any returned checks or failed drafts.
3. Accounts that are 30 days behind as a result of either tuition or fees will have the ParentsWeb access turned off and the parents will receive an email notification of delinquency from the Finance Office.
4. Accounts that are 60 days behind will have the ParentsWeb access turned off and students will be restricted from extracurricular activities and the parents will receive a written notification of delinquency from the Director of Operations.
5. Accounts that are more than 90 days behind will result in the student being withdrawn from class/school by the Director of Operations until the account is made current.
6. Students with lunch accounts that have a past due balance of greater than \$100 will not be allowed to continue charging lunch.
7. Report cards, transcripts and diplomas are held in the office if tuition/fees are delinquent.
8. Failure to comply with the agreed payment plan will result in a child's removal from school.
9. Parents may not be allowed to re-enroll their students until their account is current.

Sadly, failure to comply with the agreed payment plan will result in a child's dismissal.

Resolving a Problem

For the best interest of FCA and your family, should a problem or disagreement arise during the school year, it is extremely important that the matter is resolved in a Christian manner (Matthew 18:15-17). We believe the following procedure will serve this end.

1. First talk with the staff member closest to the problem. If this does not resolve the matter, then...

2. You may request a conference with the teacher and Department Head. If the problem is unresolved, then...
3. You may request a conference with the Department Head and Head of School. If the problem is unresolved, then...
4. You may request a conference with the School Board Chair. If the problem is unresolved, then...
5. You may request a meeting with the entire School Board.

At FCA, we are committed to God's Word and the fulfillment of our mission. Any conflicts or differences of opinion will be dealt with using God's Word. FCA requests that every family follow this procedure during the coming year.

Withdrawal

We strongly encourage the completion of an entire year once enrolled at Freedom for student consistency and for the school's financial stability. However, if unity cannot be found after an administrator/parent meeting, a family planning to withdraw a student from school must notify the school office in writing as soon as possible. All tuition/fees must be paid to the point of withdrawal including the withdrawal fee of \$500. (The only exception is with military orders). School records will be released only when all financial obligations to the Academy have been fulfilled and checks deposited.

Academics

Student Progress

Parents will receive two Preschool Progress Reports throughout the course of the academic year; once in October and again in May. Preschool Progress Reports should be seen as a tool that allows you to see your child's growth throughout the school year. The early years are a time of rapid growth and development; however each child will develop at his/her own pace. Our evaluations focus on spiritual, physical, intellectual, emotional, and social growth.

Communications

It is our goal to provide your family as much information on school policies, procedures and daily activities as possible. Technology questions or help can be accessed from our technology specialist at mhill@fcapatriots.org

- A monthly lunch menu is posted on our webpage for parents and student to view. Additional copies are provided in the office. Regular announcements will be provided through **RenWeb** and through e-mails from the administration.
- A Preschool-Only Calendar can also be found on our webpage.
- Each Student will have a communication folder that will need to be returned each day. This folder will be used to send home classroom reminders, teacher's notes, and work products. Please make sure to look through your child's folder each day.
- Each Classroom will have their own Classroom Calendar and Newsletter that will allow parents to view the different activities that will take place in their child's class each month.
- A Parent "Sign-Up Clipboard" will also be located outside of each classroom. This is where parents will sign up for items that will need to be brought in for special classroom events.

Curriculum

As stated in our philosophy of education, God is the creator of all that exists and there is no truth apart from Him. Any curriculum that would lead students to truth must be centered upon Jesus (John 14:6). The curriculum of FCA Preschool is built upon this principle. While many different resources are used to accomplish our mission, they are simply tools used by our teachers to assist in the instruction process. The teachers at FCA Preschool primarily use the A Beka Preschool-K4 curriculum and materials. Secular resources are only used after careful evaluation to make sure they are not in conflict with the truths of God's Word.

Appearance

One of the ways the Christian atmosphere at Freedom can be reflected is in the appearance of its students and faculty. Cleanliness, neatness, appropriateness, and modesty are important guiding factors in projecting our image to the world. (Reference: 1 Timothy 2:9, Philippians 4:8, Ecclesiastes 3:1, and 1 Peter 3:3). It is the parent's and individual student's responsibility to ensure that the student is clean, neat, and appropriately attired to attend school. Please send your child to preschool in comfortable play clothes that can get dirty. Clothing must be gender appropriate. Hair must be neat, clean, and styled in good taste. No punk, Mohawk, or other unconventional styles are acceptable. **Hair may not be dyed an unusual, unnatural or multi-color.** Boys' hair may not go beyond the collar of a T-Shirt in the back, and must remain short enough to stay out of the eyes to include all ethnic styles. Screen T-shirts are allowed; however, please be sure that they are age appropriate and Christ honoring. The children will go outside every day, weather permitting, so make sure you send proper clothing-sweaters, coats, hats, etc. For safety reasons, tennis shoes or closed toe shoes with backs must be worn daily.

Chapel

Preschool begins each chapel with prayer and proper honors to the nation. We believe that corporate worship is a fundamental component of our Christian faith, and therefore, we use it to develop our students spiritually, emotionally, and socially in the body of Christ. In chapel students will listen to Bible stories and participate in music and movement activities. Coordinated parental involvement is welcome.

Lunch Program

Lunch for Preschool students typically takes place each day from 10:30-11:00am. FCA has a fully serviceable kitchen facility where hot lunches are provided every day by our dedicated staff. Lunch costs are covered in your child's tuition. However, on days when the Academy releases early or is closed, Preschool students will be required to pack a lunch. Additionally, students will be required to pack a lunch when attending our Summer Care program. Each academic school year parents will be required to sign a Nutritional Opt Out Form in order for the preschool to stay in compliance with the Dietary Regulations set forth by the state of North Carolina. **Each classroom is required to have their lunch count submitted by 8:30am each morning. Should your child arrive after this time, you will need to bring in a lunch for your child.** If you would like for your child to have both a school lunch and a lunch from home each day, please make sure to communicate this to your child's teacher. When packing lunch, please make sure to include all needed items, such as utensils and drink. A lunch menu will be posted and updated on the school's website each month.

Parents must provide food for children who are special diets that are prescribed by the child's physician. Parents must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies. FCA Preschool is a "Peanut Free" program.

Snack

Students will receive a morning and afternoon snack each day. Juice is served with the morning snack and water with the afternoon. Tuition covers one snack each day and parents are required to supply the second. Each classroom assigns "snack week helpers" to each student on a monthly calendar. On your child's snack week, you will need to bring in enough snack and juice to cover your child's class for the entire week. Please adhere to the classroom allergy list provided by your child's teacher.

Below are the State guidelines concerning prepared snacks that come from home. This information can be found in Chapter 9: NUTRITION in the Division of Child Development Child Care Center Handbook. http://ncchildcare.nc.gov/pdf_forms/center_chp9.pdf

SANITATION FOR CHILD CARE CENTERS RULE 15A NCAC .2804 Approved Sources for Foods Served in the Center

"When food is sent from a child's home and it will only be served to that child, there are no restrictions on the source. However, if food is prepared and sent from home to be shared with other children, the food must be limited to non-potentially hazardous baked goods. This allows parents to bring in baked goods to celebrate birthdays but make sure you are aware of the ingredients used if children are on a special diet or have allergies."

Parents who wish to bring in homemade snacks can only bring in baked goods. Additionally, they will be required to bring in a list of ingredients used to make the item. FCA Preschool is a "Peanut Free" program.

Daily Rest Periods

Preschool students will have a rest/nap period each day. These periods last a minimum 1 ½ hours to a maximum of 2 hours. Each student will need to bring in a small blanket. Students in the 2-year-old program will be provided cots, while all other students will be required to purchase a 2in "Quad-Fold" rest mat. Students using mats will also need to bring in a crib sheet that will be used to cover their mat. All linens will be sent home on Fridays. Please have your student return to school each Monday with clean linens. Please label all your child's items with his/her name.

Diapering and Potty Training

Students in our 2-year-old program will be encouraged to use the bathroom on a regular schedule as well as when the student indicates a need. Diapers and training pants will need to be provided by the child's parents. Diapers must be disposable. Please send your child to school in clothing that is easily removed. Students must be fully potty trained before they will be allowed to enter the 3-year-old program.

Personal Belongings

ALL PERSONAL ITEMS MUST BE LABELED WITH THE STUDENT'S NAME

Students should refrain from bringing personal items such as toys to school unless requested by the classroom teacher. All personal items such as blankets and book bags must be properly labeled with your child's name.

Holidays

FCA will observe the following holidays with no school being in session:

1st semester: Labor Day, Veterans Day, Thanksgiving, Christmas/New Years

2nd semester: Martin Luther King Jr. Day, Presidents' Day, Good Friday, Easter Break, Memorial Day

Students are encouraged to celebrate Christian holidays. Accordingly, the Academy will choose activities celebrating Thanksgiving, Christmas, and Easter; however, we do not celebrate Halloween. Please refer to the school calendar for specific holiday and vacation dates

Safety/Health

Fire/Tornado and Security Drills

The law requires monthly fire drills and periodic tornado drills. The procedures to be followed for an emergency are published for every teacher and staff member and are in every classroom. Security drills are regularly conducted for all personnel to be aware of what they should and should not do. In the case of an emergency, unless you are called, please do not come to the school. Trust that we value every child and will take the best care of them.

Safety

The Academy provides a nurturing environment and reflects our belief that Christianity is to be evident and paramount over the many negative influences and worldly philosophies that challenge our students. When we step away from living according to His Word, the responsibility and authority to discipline must be exercised by proper authorities; it is God-given. Christian love is at the heart of all discipline that we administer. Like our parental mandate from scripture, Freedom seeks to find a proper balance between love and law. (Ephesians 6:1-4)

We believe our school environment should promote a love of God and a respect for others in our students. We know that disruptive conditions and unrestrained behavior can produce a lack of respect for Christ, others, and oneself. Accordingly, the Academy will provide an atmosphere that promotes learning and establishes good habits to be used throughout our students' lives.

The FCA school and grounds have been declared an illegal drug, alcohol, and weapon free environment; therefore, their use and/or possession on or off campus is strictly prohibited and may result in an immediate expulsion.

Wellness, Injury, and Medication Policy

In case of an injury, the teacher will contact the office/front desk who will, in turn, notify the parent(s). For the protection of other students and to facilitate the prompt recovery of a sick student, parents should not allow sick students to attend school as the school is not equipped to care for them. Parents of students who exhibit any of the following symptoms will be required to pick their child up from school:

- Fever – 100 degrees or higher
- Vomiting
- Diarrhea
- Symptoms of contagious diseases such as chicken pox, pink eye, strep throat, etc.

A student who becomes ill at school, and is too ill to remain in class, is to report to the school office/front desk where school personnel will contact parents/guardian. Parents must come ASAP to pick their child up from school once contacted by the office/front desk. Please check in through the office/front desk and do not go to the classroom. Any student who has a temperature above 100 degrees Fahrenheit should be sent home from school. However, it is not necessary for a student to have a fever of 100 degrees Fahrenheit or above to go home if accompanied by other symptoms. **Students must be fever and symptom free for 24 hours before returning to school unless a doctor's note is submitted.**

Medications administered during school hours should be kept to a minimum. When medication is necessary to sustain a student's attendance in school, the designated school employee may administer medications. In such a situation, the health specialist or designated personnel may administer prescribed medications for which there is a *Physician's Statement of Need* completed by the prescribing physician, a signed *Parental Request for Prescription Medication Administration*; **and** when the medication is brought to school in an original pharmacy/manufacture labeled container that has administering instructions. All school personnel will exercise precaution and continuous control to ensure that the health care provider's instructions are followed, that the medications are securely stored, and that the Administrative Regulations for administering prescribed medicines are followed.

FCA Does not administer any over-the-counter medications to Preschool students.

School Insurance is required for every student but is included in the Academy fees you pay. Accident claim forms are processed through the Academy office.

Lice Policy

Head lice are extremely contagious. Students having evidence of head lice will be sent home immediately from preschool. Parents should treat their child immediately. Medication in the form of shampoo or crème rinse is available both over-the-counter or by prescription. It is very important that medication instructions be followed exactly as written. Prior to re-admittance to preschool students must be screened by the director.

Inclement Weather

In the event of severe weather conditions, the Academy may close or delay opening to facilitate safe travel. In such an event, news media services will be notified. Local television, radio stations, FCA website, email and text messaging are the most helpful options in obtaining "up to the moment" news regarding closing or delayed openings. The school's administration typically calls the following news agencies: "WRAL" (Channel 5 TV), and WCLN (107.3 FM radio).

Please note:

FCA makes its severe weather decisions independently from the Cumberland County School System and therefore does not always comply with their decisions...again, watching the school website is the best means for weather awareness. Parents are responsible for finding out the school's closing policy in inclement weather...families will not be called individually.

Student Code of Conduct

Philosophy of Discipline

The purpose of Christian discipline is to produce Christ-likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He* (God) *for our profit, that we might be partakers of His holiness*. Additionally, imposed discipline (outer discipline) helps to build self-discipline (inner discipline) and is only effective when it is conducted in a spirit of love. “*For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth.*” (Hebrews 12:6) Parents, teachers, administrators, and students have a joint responsibility to discipline students. Parents who cannot support the discipline standards of FCA should withdraw their children from the school which will prevent the child from being placed in a position of conflict between the parent and the school.

FREEDOM CHRISTIAN STUDENTS MUST:

- a. Show reverence for God and His Word
- b. Show proper respect for the administration, faculty, and staff
- c. Show respect for all persons and their property
- d. Show respect for themselves

The list of infractions (listed below) is not exhaustive, but identifies and categorizes types of conduct undesirable and detrimental to the mission of our school in a disciplinary system. In some instances, circumstances may lead the FCA administration to deal with an offense differently than indicated below. The FCA administration reserves the right to take disciplinary action in response to actions occurring off campus or outside of school hours when such incidents hinder the school’s ability to accomplish its mission and/or reflect negatively upon the school. Student and parental cooperation is both expected and essential.

- **Verbal Abuse/Disrespect:** Participation in any verbal or non-verbal action that prevents an orderly and peaceful learning environment is not permitted. Cursing, using vulgar, obscene, or abusive language or gestures, including slurs or insults intended to mock a person’s race, sex, national origin, or ability, or using offensive or degrading language or gestures are specifically prohibited.
- **Peer Relations:** Engaging in repeated behavior which is abusive or inconsiderate of others.
- **Disruption:** Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct that causes disruption in the preschool, or urging any other student to engage in such conduct
- **Threats:** Directing toward any person within the preschool any language, gesture, inappropriate physical contacts, or act that constitutes a threat of force or violence is prohibited.
- **Fighting:** Hitting, shoving, scratching, biting, spitting, blocking the path of, or throwing objects at another person.
- **Theft:** Stealing, attempting to steal, or knowingly being in possession of stolen property.
- **Damage to Property:** Intentionally damaging or attempting to damage or deface school property or property of others.
- **Possession of Weapons:** Handling or having any knife, razor, firearm, explosive device (including toys), or other object that could be considered a dangerous.

If at any time a student or his parents do not demonstrate support for the school, its policies, or its Biblical stand, the parents may be asked to take the child out of the school. (even if the child has not been a discipline problem). The administration has the authority and responsibility to change existing rules/procedures and enforce them as necessary.

Discipline and Behavior Management Policy

The guidelines for discipline at Freedom Christian Academy Preschool are to foster and teach children to be independent self-monitors of their behavior and walk in Christian love. This will be achieved through behavior guidelines provided by teachers and staff.

Children attending Freedom Christian Academy Preschool will not be subjected to any form of corporal punishment by the director or any other staff of the facility. The definition of “staff” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for the preschool.

Freedom Preschool instructors and other staff will provide verbal guidance by:

- Speaking kindly to children
- Providing positive verbal praise when interacting with children
- Giving clear instructions
- Avoiding making comparisons between children
- Giving positive directions and suggestions
- Modeling Christian values
- Promoting positive self-esteem

Freedom Preschool instructors and staff will provide behavioral guidance by:

- Supervising children for all activities (indoor, outdoor, and field trips)
- Planning developmentally appropriate classroom activities
- Ensuring that children know the consequences for inappropriate behavior
- Providing consistency in discipline practices
- Ensuring that teachers and staff will be positive role models
- Giving children choices
- Knowing and understanding the mental and emotional needs of the children
- Using “Time Out” immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of time out)

Freedom Preschool complies with General Statutes of the State of North Carolina; which are:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- No child shall ever be disciplined for not sleeping during rest period.
- No child shall ever be placed in a locked room, closet, or box.
- No child shall ever be disciplined for toileting accidents or any other accidents.
- No child shall be delegated to providing discipline of another child.
- Foods shall not be withheld as a means of discipline.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy:

We DO:

- Praise, reward and encourage the children
- Reason with and set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to preen problems before they occur
- Listen to the children
- Provide alternative for inappropriate behavior to the children
- Provide the children with natural and logical consequences of their behavior
- Treat the children as people and respect their needs, desires and feelings
- Ignore minor misbehaviors
- Explain things to children on their levels
- Use short supervised periods of ‘time-out’
- Stay consistent in our behavior management program

We DO NOT:

- Spank, shake, bite, pinch, pull, slap or otherwise physically punish the children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children
- Shame or punish the children when bathroom accidents occur
- Relate discipline to eating, resting or sleeping
- Leave the children alone, unattended or with supervision
- Place the children in locked rooms, closets or boxes as punishment
- Allow discipline of children by children
- Criticize, make fun of or otherwise belittle children’s parents, families or ethnic groups

“Time Out”

“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The “time-out” space usually is a chair, is located away from classroom activity but within the teacher’s sight or in the administrative office. During “time-out”, the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

(Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College)

Reporting Child Abuse and Neglect

We understand the importance of family unity; however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian is brought to our attention, we are required by law to report it to the Cumberland County Department of Social Services. Freedom Christian Academy Preschool will abide by this law.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Freedom Christian Academy Preschool believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may only last a few seconds but can result in severe injury or even death¹. According to the North Carolina Child Care Rule 10A NCAC 09 .0608, each child care facility licensed to care for children up to age five years of age shall develop an adopt a policy to prevent SBS/AHT².

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the Department of Social Services.

Prevention strategies staff will use to cope with a crying, fussing, or distraught child

Freedom Christian Academy staff will first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one of more of the following strategies⁵:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest or tummy.
- Offer a pacifier or try to distract the child with a rattle or small toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Will require all staff to complete training in the prevention of SBS/AHT
- Allow for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited Behaviors

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductsCatalog/m4240175_Pediatric_ready_refere_nce.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.05: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Pledges

- American Flag** I pledge allegiance to the flag of the United State of America and to the Republic for which is stands, one nation under God indivisible with liberty and justice for all.
- Christian Flag** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom is stands. One Savior crucified, risen, and coming again with life and liberty for all who believe.
- Bible** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

FCA Handbook Agreement

I, _____ as the parents of _____ have read and understand the expectations, requirements, policies and procedures of Freedom Christian Academy. I understand that as the parent, it is my responsibility to ensure that my family abides by the following moral, behavioral, and academic expectations. I have also read the Student Code of Conduct and will hold my child accountable for their actions.

Parent Signature _____ Date _____

Parent of _____ Grade/Teacher _____