



**FAITH CHRISTIAN**  
— A C A D E M Y —

**PRESCHOOL**  
**FAMILY GUIDE**

361 Main St - PO Box 670

Hurt, VA 24563

Phone: 434.324.8276

[www.fcavirginia.com](http://www.fcavirginia.com)

FACTS School ID: FCA-VA



Dear Faith Christian Academy Families,

We are thankful that God has led you to Faith Christian Academy Preschool for the education of your child. Children are indeed a blessing from the Lord, and we take our role in partnering with you very seriously. We believe it is your God-given role to “train up your children in the way that they should go.” Proverbs 22:6 and our role is to partner with you in that process of preparing children spiritually, intellectually, physically, emotionally, and socially.

Faith Christian Academy offers an education with a distinctive purpose. We desire to not only impart knowledge, but also to reveal God’s love by teaching to the child’s heart.

We have loving and caring teachers who will provide an exciting, fun, and structured learning environment for your children. We will be teaching them Bible lessons throughout the year so that the children grow in the nurture and admonition of the Lord so that they might gain the foundation of a Biblical worldview.

We love and care about your children and look forward to serving your family!

Serving Our Lord Jesus Christ,

*Lisa A. Moore*

Lisa A. Moore

Head of School

## **FAITH CHRISTIAN ACADEMY PRESCHOOL HOURS**

**CLASSROOM DROP OFF: 8:00 A.M. – 8:15 A.M.**

**CLASS BEGINS: 8:15 A.M.**

**DISMISSAL/PICK UP: 12:00 P.M.**

**EXTENDED CARE HOURS: 12:00 – 3:00 P.M. OR 12:00 – 5:30 P.M.**



# TABLE OF CONTENTS

## **PARENT/STUDENT HANDBOOK**

Foundational Statements	
Mission and Vision Statement	4
Goals	4
Statement of Faith	5
Biblical Morality Lifestyle Statement	6
History of Faith Christian Academy	7
Board of Directors	9
Accreditation of FCA Preschool	9
Admission Policy and Procedures	9
Tuition Payments	10
First Day of School	11
Arrival and Dismissal Procedures	11
Absences	11
Extended Care	12
<b>General Information</b>	12
Birthday Celebrations	12
Campus Safety	13
Communication	14
Curriculum	14
Discipline Policy	14
Biting Policy	14
Dress Code	15
Emergency Drills	16
Extended Care	16
Flag Salutes	17
Hygiene	17
Interim/Progress Reports	17
Information Changes/School Directory	17
Library	17
Lunches	18
Medication and Illness Policy	18
Monday Memo	19
Nap	19
Parent Alert	19
Parties & Celebrations	19
RenWeb – changed to FACTS	20
School Pictures	20
Snacks	20
Traffic Patterns	20
Weather Delays or Closings	21
Website	21
Withdrawal	21
Map of Preschool Building	22
Map of Front Parking Lot	23



## FCA CHRISTIAN ACADEMY EDUCATION PHILOSOPHY

Faith Christian Academy's educational philosophy is founded on God's Word and acknowledges the One True God of the Old and New Testament. From the book *Still Educating for Eternity*, Bud Schindler writes "It is from the Bible that we learn where we came from, why we are here, how we are going to live, and where we are going when we die."<sup>1</sup> (Claude E. "Bud" Schindler, 1997) We believe that according to the Scripture, all truth is God's Truth as it states in Colossians 1:15-16 – "He[Christ] is the image of the invisible God, the firstborn over all creation. For by Him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by and for him. He is before all things, and him all things hold together." We believe that the Bible is the inspired and only infallible authoritative Word of God, therefore, is foundational to all we do.

God is Our Creator and Redeemer. We are created in His image as it states in Genesis and because of this we come to understand and value our worth as well who our Creator is and that we can have a personal relationship with Him. As a school, we believe that parents are the primary educators of their children in this unique, God-given role. We seek to partner with Christian families as we train children on a daily basis as children learn to see life as an integrated relationship with God and His created world. We take seriously the verses from Deuteronomy 6:5-7 – "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I have you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Scripture – encourages parents to "train children in the way they should go" as stated in Proverbs 22:6. That root system will give them the foundation for living.

Faith Christian Academy exists to partner with Christian families in the training of their children and provides this through a Biblically integrated worldview curriculum and teachers who are Christ followers. Our philosophy is that all of life is to reflect God's glory and to be a living testimony to Him and for Him. We seek to train students in every area of life – spiritual, mental, intellectual, social, and physical training. As Jesus summed up the commandments by saying "Love the Lord Your God with all your heart, soul, and mind, and love your neighbor as yourself." Since all things come from Christ, all teaching, learning, social activities, events, seek to be a reflection of Him. Colossians 3:23-24 states that "whatever you do, work at it with all your heart as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." *Soli Deo Gloria – to God be the Glory!*

### A. Mission Statement

Faith Christian Academy **partners** with the church and with Christian families committed to a Christ-centered, biblically-based education for their children, to **prepare** each student to hold a biblical worldview of life, to excel in academics, to realize their full God-given potential, and to enable children to **proclaim** Jesus Christ to their culture.

- **Partner**
  - FCA seeks to join with local churches and with Christian families committed to a Christ-centered, biblically-based education for their children.
- **Prepare**
  - FCA seeks to equip each student with a biblical worldview, to promote excellence in learning, and to help students realize their full God-given potential.
- **Proclaim**
  - FCA seeks to encourage and enable students to impact their culture and the world with the gospel of Jesus Christ.

## **B. Vision/Core Values**

### **Vision Statement**

To provide a premier Christian preschool for area families

## **C. Educational Goals**

### **SPIRITUAL**

To help children understand that they are uniquely created and loved by God

To help them develop a love for their Creator

To provide an environment that allows them to respond to God's Word

To know the basic Bible stories

To memorize Scripture

### **INTELLECTUAL**

To provide an academic climate conducive and age appropriate learning

To encourage and develop each child's unique gifts

To nurture communication and develop a love for learning

To provide pre-reading skills that will set the stage for beginning reading

### **SOCIAL**

To provide children with opportunities for growth in the social skills as they learn to consider others

To develop a respect for authority in one's life: God, parents, government, school, work, etc. evolving into self-discipline

To teach and instill character qualities that would be applied in every area of one's life

To help children understand that they are uniquely created in the image of God with unique gifts

### **CULTURAL**

To promote appreciation for and creativity in the arts

To encourage students to understand and appreciate cultures different from those of their own

To develop the application of creative and critical thinking from God's perspective

### **PHYSICAL**

To develop increasing gross motor skills

To provide opportunities for group play

*Faith Christian Academy's school colors are maroon and gray, and the school's mascot is the lion*

## **D. Statement of Faith**

Convinced that the Bible is the verbal, plenary, inspired Word of God, Faith Christian Academy is a Christ-centered, nondenominational, Christian school. Therefore, we affirm the following truths:

1. We believe the Bible to be the inspired, infallible and authoritative Word of God. The Word of God is the foundation of all truth therefore all truth is God's truth. (II Tim. 3:16, II Peter 1:20-21)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:26, Matt. 28:19, John 10:30)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1-5, Matt. 1:21-23, Heb. 4:15, Matt. 9:6, I Cor. 15:3-4, I Peter 3:18, Acts 1:9-11)
4. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation. (I John 5:29, Rev. 20:15)



5. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:5)
6. We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life. (I Cor 12:12-27)
7. We believe God is Creator and Sustainer of all things and the Source of all truth. (Gen. 1:1, Col. 1:16-17, John 18:37)
8. We believe man was created in God's image but chose to rebel against God. His rebellion brought all men under the dominion of sin. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Gen. 1:7, Gen. 1:26-27 Gen. 3, Eph. 2:1, Rom 6:23)
9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18, 7:2-5, Hebrews 13:4)
10. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. (Gal. 5:19 -24, 1 Cor. 10-13)
11. We believe God provided a means of regenerating man and restoring him unto Himself. He sent His Son, Jesus Christ, to shed His precious blood as the sacrifice for man's sin. Therefore, each student is encouraged to receive Christ as his personal Savior and as the Lord in his life. As a Board and faculty which represent a variety of Protestant backgrounds, we believe our unity is found in the Person of Jesus Christ whom we see as "the Way, the Truth, and the Life" according to John 14:6. (I Cor 15:3-4)

#### **Final Authority**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCA's faith doctrine, practice, policy, and discipline, our School Board is FCA's final interpretive authority on the Bible's meaning and application. It is a policy of the school not to discriminate in the admission of students, or hiring, on the basis of race, color, sex, or national or ethnic origins.

*By enrolling your child in Faith Christian Academy, you are agreeing to the Statement of Faith and supporting the goals and mission of Faith Christian Academy.*

*Faith Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

#### **BIBLICAL MORALITY LIFESTYLE STATEMENT**

FCA stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at FCA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that FCA will teach these principles and biblical values.

In addition, the School Board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). FCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. FCA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at FCA is contingent upon this same understanding and support by both the student and parents.



FCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

FCA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

FCA believes to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. FCA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

#### MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in

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outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of FCA as Christian ministry, and to provide a biblical role model to the FCA families, it is imperative that all persons employed by FCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

#### FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCA's faith, doctrine, practice, policy, and discipline, our School Board is FCA's final interpretive authority on the Bible's meaning and application.

#### SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

#### MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, FCA will only recognize marriages between a biological man and a biological woman. Further, the School Board Directors, Administration, and Staff of FCA shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of FCA shall only host weddings between one man and one woman.

### **HISTORY OF FCA**

The desire and vision for Faith Christian Academy grew out of the concern of parents and other interested citizens. Because of the prevailing humanistic philosophy in society and schools, a group called "Concerned Citizens" was formed to investigate textbooks in local and county public schools. Through this investigation, and a final evaluation, the group realized that God and the principles from His Word were not a part of the school's curricula. In January of 1988, by the grace of God, Faith Christian Academy's School Board was formed, consisting of nine individuals from the "Concerned Citizens" group. The Board believed that God's Word, His principles, and standards for living should be included in a young child's training and education. Through definite steps of faith, the goal of educating children in a Christian environment was soon to become a reality. The School Board prayed and searched for a suitable place to house the school. God answered the Board's prayer by leading them to property in Hurt, VA. In March 1989, construction began, and Faith Christian Academy opened August 28th, 1989 with 36 students.

FCA is a nondenominational, Christ-centered school, directed by an Executive Board in cooperation with the Administrator. It is a policy of the school not to discriminate in the admission of students, or hiring, on the basis of race, color, sex, or national or ethnic origins; to do so would be in violation of Christian principles as set forth in the Bible.

Faith Christian Academy is fully accredited through the Association of Christian Schools International (ACSI) for preschool through twelfth grades. ACSI is recognized by the Virginia Council of Private Education as one of the nine approved accrediting agencies.

## **MATTHEW 18 PRINCIPLE**

FCA's desire is to follow the principle set forth in Matthew 18:15-19 and to quickly settle any concerns that arise. Matthew 18:15 states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." If you should have questions or concerns about classroom procedures, please talk to your child's teacher and work to resolve matters between the two of you. FCA feels very strongly that communication will enhance the quality of the school. If a situation arises after you have talked with your child's teacher and you are not satisfied, please schedule a meeting with yourself, the teacher, and the head of school.

## **SCHOOL BOARD**

Faith Christian Academy has been organized to operate under the authority of a Christian School Board. The responsibilities of the School Board are: fiscal oversight/budgeting, policy making, to oversee the school in alignment with the policies established by the board, and strategic planning. The Board cooperates with the administration for the benefit of the entire school. The FCA Board includes a maximum of three parents of students enrolled in the school.

## **PARENT-TEACHER FELLOWSHIP (FCA-PTF)**

Education is primarily the parent's responsibility and the school should function as an extension of the home by assisting the parents in their child's education. Faith Christian Academy desires to cooperate closely with parents in every phase of their child's development, especially as it relates to the school program. The FCA-PTF hopes to help parents understand the school's purpose, programs, and philosophy. FCA-PTF also wants to assist families in making their homes God-centered.

Parents are automatically members of the Parent-Teacher Fellowship upon the acceptance of their children into the school. In reality, the whole family is accepted, not just the child. FCA is committed to partnering with the entire family. It is very important that parents support this organization by attendance at all of the yearly meetings, and by volunteering to help with fund-raising projects. Parents can also connect through the PTF FaceBook page.

## **ASSOCIATION AND ACCREDITATION (ACSI)**

Faith Christian Academy Preschool is a member and is accredited by the Association of Christian Schools International (ACSI). FCA also meets all of the requirements as established by the Department of Education in the areas of health, safety, and training. In July 2021, the preschool program shifted from the auspices of the Department of Social Services to the Department of Education for all preschool programs in the state of Virginia.

## **REGISTRATION/RE-ENROLLMENT**

In order to secure a place on our class rosters, the following is the schedule for registration:

January	Re-enrollment of returning students only and any siblings.
March	Enrollment open to new students.

## **ADMISSION POLICY**

### **A. Christian Education Philosophy**

Applicant and parents must be in agreement with the FCA Christian education philosophy where parents acknowledge belief in the One True God of the Old and New Testament and are open to the Christian atmosphere that their child would be exposed to. Parents must sign and agree with our Statement of Faith. It is important that parents enrolling children at FCA are doing so in order to receive Christian training for their children. Faith Christian Academy provides smaller classes, high academic standards, safe environment and good discipline.

### **B. Academic Requirements**

For students in preschool through the sixth grade, Faith Christian Academy will seek to make accommodations for the academic needs in accordance with our policy regarding Special Learning Needs. If the accommodations cannot be met or the teacher and Director feel that the academic needs of a student might best be met elsewhere, parents will be advised of the recommendation.

### C. Non-Discrimination Policy

Faith Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and the employment of faculty/administrative staff.

*Enrollment, re-enrollment, and attendance at FCA by students is a privilege and not a right and shall be maintained or continued at the sole discretion of the FCA Board. The Board reserves the right to dismiss any student, when it deems to be in the best interest of the school to do so, providing such dismissal is not based on sex, race, color, national origin, or ethnic group.*

## ADMISSION PROCEDURES

### A. Application Process

1. Parents should contact the school office for an application packet: if possible, a tour of the school will be given at this time.
2. An applicant for K-3, K-4, & K-5 must be three, four, or five years old respectively prior to September 30 in order to be considered for enrollment. Exceptions are made only after the administration has thoroughly conferenced with the family and together agreed that entering would be in the best interest of the child.
3. Parents need to complete all of the necessary documents as required for final acceptance into the program: registration documents, birth certificate, and VA School Entrance form.
4. Parents are agreeing to the guidelines set forth in the handbook when children are enrolled.
5. A parent tour and orientation will be scheduled.

### B. School Directory

**Unless otherwise instructed, a list of names, addresses and telephone numbers of students is published in an online school directory.** This list is only provided to current families of FCA. If you do not want your information given out, **please notify the office in writing at the time of enrollment or re-enrollment.** This list is not to be distributed for solicitation purposes.

## FINANCIAL AGREEMENT

### A. Registration and Book Fee

Registration and book fees are payable annually. These fees cover the books and supplies needed in the preschool classroom. Registration and book fees are non-refundable.

### B. Tuition

Tuition payments are due on the third day of each month: August through May (10 months) for preschool unless set up differently in our online tuition management plan differently:

1. If the third falls on Saturday, Sunday, or a holiday, payment is due the next school day. Example:
  - a. If the 3<sup>rd</sup> falls on Saturday, payment is due on Monday the 5<sup>th</sup>.
  - b. If the 3<sup>rd</sup> falls on Sunday, payment is due on Monday the 4<sup>th</sup>.
  - c. If the 3<sup>rd</sup> falls on Saturday and Monday is a holiday, the payment is due on Tuesday.
2. Late charge will be \$25.00 following a 5 day grace period.

3. FCA is in no way responsible for mail delays and payment is considered made when received at the school office.
4. When payment is 30 days delinquent, the child will be removed from class until full payment is made.
5. Full payment is considered made when all late charges are paid.
6. The student will not be granted re-entry to FCA and will not be given school records or report cards until all outstanding bills are paid.
7. Checks are to be made payable to **Faith Christian Academy**. A note should be attached or written on the check to explain what the payment covers. **Payments may be paid online through ACH or credit card after setting up your plan.**
8. A \$15.00 charge is added to an account for returned checks to handle the additional processing involved.

### C. Extended Care Payments

Extended Care payments will be due on the third day of each month, September through May inclusive. The fees for "occasional" usage of Extended Care services will be due on the third day of the month following the services rendered. Extended Care is available after 12:00 each day for the three and four year olds and can continue to 5:30 p.m.

1. All parents must sign their own child out of extended care.
2. **Extended Care closes at 5:30 p.m. Any child picked up after 5:30 will be charged a late fee of \$5.00 for any part of the first 15 minutes.** After 6:00 p.m. a charge of \$1.00 per minute will be added. Payment will be due at the time of the pick up.
3. Please send a healthy snack with your child if your child(ren) will be remaining for afternoon extended care.
4. Extended Care will be closed whenever FCA is closed for the holidays. Extended Care is also closed whenever the school is closed due to inclement weather.
5. Children are expected to handle games and other materials with care and respect. Games must be picked up and the area in which the child was playing must be left neat before leaving Extended Care. No cell phones are permitted during Extended Care time.

### FIRST DAY OF SCHOOL

The first day of school for a preschool is exciting for both the parent and the child. We make every effort to make this transition as smooth as possible. The first day is a Parent Orientation where you attend school with your child so that the child feels safe and secure and the parents can become familiar with the new teacher. We have a general meeting and then the parents are invited to go to their child's classroom where the teacher reviews and explains the procedures in the classroom. This first day will last no more than two hours. The next scheduled school day we ask that the parent bring their child to the classroom door and leave promptly, so that we can help the children establish regular routines. We find that some children may cry when you first leave, but reassure them and they are usually playing in a matter of minutes. Feel free to call the school to check to see how your child is doing in those first few times, and we will call you if we see that your child is struggling. However, once they become familiar with the routine and surrounding they soon find that school is quite fun. We will be praying for you and your family as you make this adjustment.

### ABSENCES

Preschool is the beginning of the school experience for children so it is important to begin by establishing a good morning routine in order for children to develop good habits and provides for the most consistent learning. The morning class routines set the tone for the day as the teacher helps the children settle into routines of the day. We want children to arrive on time each day to school.

1. **If your child is sick, please call the school office that morning** and let us know that they will be out that day.
2. If your family is going away on a trip, we ask that you notify the classroom teacher the prior week.
3. Absences are recorded on the child's progress report.

## **ARRIVAL and DISMISSAL for Preschool (K-3 and K-4)**

**Morning Arrival: parents will park in front of Building A, get their child out of the car and meet school personnel at the entrance so the child can be taken to the classroom.**

1. Parents may drive up to the designated Preschool area and get their children out of their car seat and school personnel or volunteers will then walk your child to the classroom. Parking is reserved in the front area so that parents can park their car and bring their children if needed. Preschool children must be brought to the classroom between 8:00 – 8:15 a.m. to meet the teacher at the door. Children will learn to develop routines in putting away their folders, snacks, and coats/sweaters.

Preschool Arrival 7:45 am - 8:15 am

2. The door for entrance is unlocked for morning arrival until 8:15 am. If you arrive late, you will need to buzz the door for access to the building. Classroom doors are also locked.
3. If you are late in arriving to the preschool class, you will need to go to the Main Office after two late notices.

## **Noon and Afternoon Dismissal**

1. At noon, the teachers will bring the children to the front door where parents will pick them up.
2. Parents should pick up children at 12:00 p.m. unless the student is enrolled in Extended Care. If parents are unexpectedly delayed, please call the school office.
3. Children enrolled in afternoon Extended Care may be picked up after 2:45 p.m. each day.
4. Children are released only to parents or those listed on the designated contact list. Driver's license numbers of those picking children are to be on file with the school.

## **EXTENDED CARE**

Extended care is offered for enrolled students (K-3 through 8th grade) at FCA, five days a week after school until 5:30 p.m. Preschool children may be enrolled in the Extended Care from 12:00 – 3:00 each day or may be enrolled until 5:30 p.m. Students may be enrolled by the month unless you will only use it occasionally. Extended care operates on the same yearly schedules as the school. No extended care is available on the days that school is not in session. Extended care is not available on half days prior to a major holidays, but is available on other half days of school.

## **GENERAL INFORMATION**

### **CHANGE IN PERSONAL INFORMATION**

Please notify the school office immediately when there is a change of any personal information so that we have current information in case of an illness or accident. You can also update this information in the **FACTS portal**. You may contact the school office for log in information.

### **PARENTAL CONCERNS**

Faith Christian Academy Preschool is always eager to receive suggestions concerning ways in which the program might be improved. Please communicate your suggestions to the appropriate individuals.

### **ACCIDENT REPORTS**

We make every effort to keep your child safe in the school environment. However, should a child have an accident, the teacher will complete a written accident report and send it home with your child that day. We will send home a report for such things as tick bites, bee stings, running into others, falling down, scrapes, etc.

## **BIRTHDAY CELEBRATIONS**

### **A. Prior Notice**

Parents should contact the teacher AT LEAST one day in advance.

### **B. Refreshment Requirements**

Refreshments are limited to cupcakes, cookies, or ice cream for the whole class. Exceptions must be approved by the teacher prior to the day of the celebration. Refreshments may be served at lunch, snack, or at the end of the school day. **Please ask the teacher if there are any children in the class who have allergies.**

### **C. Parental Involvement**

The child's parents may assist the teacher in the distribution of refreshments. Please sign in at the school office and wear a badge while present in the school building or on the school campus.

### **D. Presents/Gifts/Favors**

No gifts or favors are to be brought or given to the class.

### **E. Invitations**

Students may not distribute invitations at school unless everyone in the class is invited. "Everyone" will be defined as all of the boys, all of the girls, or the entire class (at least homeroom).

## **CAMPUS SAFETY**

Faith Christian Academy seeks to provide a safe and sound environment for all of the children, faculty and staff. We have a current Crisis Plan in place and have buildings secured. **All visitors must report to the school office prior to visiting any classroom or attending any classroom party to be given the appropriate ID.** Visitors or family members who pick up children will be asked for a picture ID when the individual is unknown. All faculty and staff are appropriately identified with badges. Parents must also sign into the school office and receive a badge. Outside doors are locked, and cameras allow us to unlock doors for individuals. Classrooms doors also are locked when class is in session. We practice drills so that the children know how to respond. If there would ever be a need to evacuate the campus entirely, we would communicate by Parent Alert, etc. However, in the event that we would be unable to communicate in an evacuation, our **evacuation plan calls for us to meet at Penuel Baptist Church on Highway 29.**

## **CHAPEL**

Chapel is held two to three times a month and is designed to meet the needs of the children. An open invitation is extended to parents to visit chapel services at any time (this is dependent on viral transmission) and obtain a badge in the office. Parents need to sign in at the Main or Elementary Office whenever visiting the campus.

## **CHILD ABUSE OR NEGLECT NOTIFICATION**

Pursuant to Virginia Code 63.2 – 1509, that (1) Any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social service agencies or the person in charge of the relevant school or his designee and (2) All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person acted in bad faith or with malicious purpose.

## **CHRISTIAN CHARACTER TRAITS**

Throughout the year character traits (i.e., obedience, love, reliability, honesty, etc.) are developed and taught in the classroom as an outgrowth of the Biblical teaching.

## **CHRISTIAN TRAINING**

A period is set aside each day for specific training in Bible. Preschool children will learn Bible stories, memorize verses, sing songs, and learn Biblical principles. We believe that the Bible provides the best foundation for the Christian life. Teachers will teach God's principles throughout the lessons each day.

## **CLASSROOM STANDARDS**

Each teacher establishes classroom guidelines that show respect and kindness towards others, safety, orderliness, and love as established by principles from God's Word. We partner with you in teaching appropriate behaviors in the classroom and group settings.

## **CLASSROOM SUPPLIES**

A classroom supply list is available online at [www.fcavirginia.com](http://www.fcavirginia.com) towards the bottom of the webpage under School Supplies and is also available in the school office annually.

## **CLOSING PROGRAM**

The K-3 program does not have a closing program, but they do have an end of the year party in their classroom. The K-4 classes will have a closing program at the end of the school year in May.

## **COMMUNICATION**

The teachers communicate daily with parents through drop off and pick up time, through the daily folder, and a memo that is sent home on Mondays or Tuesdays according to the class schedule. Parents may contact teachers by e-mail or phone by calling the school office and leaving a message. The teacher will return your call as soon as possible.

**Parent Alert** is the communication tool to communicate to our school families emergency situations that could arise at school or to communicate messages to small groups as a whole or the entire school.

**FACTS** is also another source to communicate to parents through e-mails, postings of office memos, calendars, and other important school information. The school's website, [www.fcavirginia.com](http://www.fcavirginia.com) will also assist parents in weekly activities.

## **CURRICULUM**

The K-3 focuses on monthly theme, as well as letter and number recognition throughout the year. The goals of the three year old program include the following: develop an awareness of letters, sounds, numbers, colors, develop a love for learning, learn how to cooperate in a group, and learn about God's amazing love for us and wants the best for us.

The K-4 begins to prepare the child for kindergarten by continuing the development of phonological awareness skills and pre-reading skills by preparing them to recognize and write letters. A variety of fine motor skills are used throughout the day to help prepare the children to write. We do teach phonics to help children learn the letter sounds and recognition. Children continue to develop social skills that will prepare them for a successful transition into kindergarten. Children will memorize Bible verses and see how God is part of their everyday lives.



## **DISCIPLINE POLICY**

The Preschool Program at Faith Christian Academy has established an environment of love and care where the students respond well to the instruction of the teachers and those in authority. Each child is a gift from the Lord and therefore is lovingly corrected and redirected as needed. The teachers are making the most of the opportunities of instructing and coaching the children throughout the day in order that they might learn and grow into responsible children in the nurture and admonition of the Lord. Teachers will spend the first week of school introducing the students to classroom rules and routines. Teachers will generally use redirection, reminders, and warnings before implementing an appropriate consequence. The school does expect the student to come to school understanding that it is never acceptable to hurt another child or to be blatantly disrespectful to adults. At times, a consequence is necessary, and we use an appropriate length of a time-out for the children. If issues continue to arise, parents will be contacted for follow up. Appropriate consequences may be the loss of a privilege or a time-out. When a time-out is used the teacher will talk with the child and explain why they have a time-out. One of our responsibilities as a school is to ensure the safety and well-being of all of our students. For this reason, aggressive and/or disruptive behavior will not be permitted. The principal will be called to the class and the child may be removed from the class for a time-out and parents contacted. Corporal punishment is never used by teachers nor administration. We teach and redirect children to help guide them in appropriate behavior.

**Biting** is not an acceptable practice at our school; therefore, we do take it seriously when a child bites as well as for the child who was bitten. Our teachers express disapproval of biting and work to keep children safe. The teachers will help children who bite learn more appropriate behaviors.

If a child bites, we will contact the parents to come and pick up their child. We give immediate attention and, if necessary, first aid to child who is bitten. If a child bites, we will contact the parents and work to avoid this behavior. If your child is bitten, we will communicate with the parents to make you aware of what happened. An incident (accident) report will be completed and sent home.

## **DRESS CODE - Preschool**

Boys and Girls (K-3 & K-4)

1. Neat short sets, skirts/dresses (with shorts underneath), pants, and jeans with simple fastenings that the child can manage by him or herself.
2. Sun-dresses and halter tops are not acceptable.
3. Clothing with pictures, slogans, decals or large logos are unacceptable unless it is FCA apparel.
4. Skirts and dresses should be of adequate length to not compromise the modesty of the wearer during routine school activities. Shorts should be worn underneath dresses.
5. Hair should be clean, neatly combed and kept away from the eyes. (Please avoid extreme fad haircuts.)
6. Shoes and socks (or tights) must be worn at all times (except nap time).
7. Tennis shoes must be worn and must be neat, properly tied, and in good condition. No sandals, crocs, or flip-flops may be worn to school.
8. Clothing may have generic pictures, but we prefer to stay away from cartoon characters.

### FCA Apparel

All FCA logo sweatshirts/t-shirts are permitted to be worn throughout the year.

\*\*\*\*\* (PLEASE NOTE) \*\*\*\*\*

**Lunch boxes, book bags, notebooks, gym bags or anything relating to these categories should not have pop culture pictures, slogans, or writing (including large designer labels) unless it is related to FCA.**

**A complete change of clothes must be at school at all times. Clothing should be appropriate for the season. Please be sure all coats, sweaters, etc. are labeled with your child's name before bringing them to school.**

## **FCA PRESCHOOL – EARLY CHILDHOOD LEARNING CENTER**

### **A. Religious Exemption for Child Day Centers**

Faith Christian Academy's ECLC/Preschool is exempt from licensure pursuant to Section 63.1-198.3 of Code of Virginia for Day Care Centers. This religious exemption results from Faith Christian Academy being a Christian organization. However, all health and safety guidelines are met for the facility along with student ratios. Inspections occur annually.

### **B. Staff Qualifications**

All staff must be born-again Christians who have attained a minimum of a high-school diploma. In accordance with Section 63.1-198.2 of the Code of Virginia, all staff will submit to a Criminal Records check, DSS Check, and Sworn Disclosure. Each staff member will be interviewed by the Director and will be qualified both spiritually and academically. Each staff member is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Each staff member must continue with ongoing education hours annually. All teachers and administration are certified in First Aid/CPR/AED.

### **C. ECLC Facilities**

The FCA ECLC is designated for 50 children in the program; however, state prescribed child/teacher ratios will be met, and classes will be limited to appropriate numbers. The FCA Preschool Building (building A) has 6 classrooms, office suite, kitchen and a multipurpose room (Campus Center) along with restrooms. The Preschool and Extended Care classes currently occupy 6 classrooms. They have access to the library, music room and a gym facility weekly.

### **D. Insurance**

FCA ECLC is covered by liability insurance.

### **E. Food Service**

Parents are asked to provide a healthy snack such as fruit snacks, cheese, yogurt, cut up fruit, cereal, crackers, or veggies cut up into bite size pieces (no candy or chips). Food must be cut into 1/4" bite size pieces in order. Those students staying all day should bring a packed lunch to school or they may purchase one of the lunches at school through the local vendors. Lunches should be healthy and include a variety. Snacks should be provided by the family for after school as well.

## **DAILY ROUTINE**

Each day as the children arrive they will be directed to hang up their book bags and coats. Teachers will take note of each child that enters their classroom for a simple health screening so that no sick child remains at school. Children will also be directed to wash their hands prior to playing when they come to the classroom. They will then be directed to either a learning center or activity at their seat while the other children arrive. The children begin their days with pledges, prayer, Bible lesson and calendar time. Phonics/language arts instruction will usually follow and then a morning snack before they are outside. Each day we want them playing outside and will use the gym if the weather does not permit outdoor play. Following outdoor play, they will return to their classroom for math, science and/or social studies learning activities along with art. Each day concludes with a story time prior to dismissal. Our goal is that each day they will have listened to 7 books during the class time since literacy is so important.

## **EMERGENCY EVACUATION DRILL PROCEDURES**

Faith Christian Academy is committed to providing a safe and secure learning and working environment for all students and staff. Faith Christian Academy has a Crisis Procedure Manual that describes various procedures to use in various situations. Each teacher has a copy of the Crisis Plan. Various drills including lock down, fire and tornado will be practiced throughout the school year. Some plans call for evacuation; whereas others call for a lock down of the classrooms.

An emergency evacuation drill will be held regularly. When a fire alarm is sounded, students evacuate the school building quickly, quietly, and in an orderly fashion. Each room in the school has a diagram posted showing the proper evacuation route. Students should follow their teacher's directions, returning to the school only when directed.

### **EXTENDED CARE**

Extended care is offered for enrolled students (K-3 through 8th grade) at FCA, five days a week after school until 5:30 p.m. Preschool children may be enrolled in the Extended Care from 12:00 – 3:00 each day or may be enrolled until 5:45 p.m.

### **FIELD TRIPS**

The K-3 class does not go off campus. The K-4 class has an annual farm field trip each year.

### **FIRE DRILLS/LOCK DOWN DRILLS**

Fire drills are held on a monthly basis to help familiarize children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to the plan. The local fire marshal inspects our facility annually. Lock down drills are held one to two times/year long with an annual tornado drill.

### **FLAG SALUTES**

The American and Christian flags are permanently displayed in each classroom and are saluted on a regular basis. The following pledges are said:

#### **Pledge to the American Flag**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty, and justice for all."

#### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe."

#### **Pledge to the Bible**

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

### **HEALTH SCREENING**

Children are screened by their teacher as they enter the classroom daily for any evidence that a child may not be feeling well, has a temperature, or any other type of disease. Parents will be contacted if a child is sick.

### **HYGIENE/HAND WASHING**

Children are taught proper handwashing routines to help prevent the spread of illness. Children should scrub their hands with soap and water for the length of the tune of "Jesus Loves Me" or "Happy Birthday" and then dry with a paper towel. We will practice these routines at school and would encourage these continued practices at home. Children are also encouraged to sneeze into their elbows, but always must wash their hands or use hand sanitizer after sneezing, blowing their nose, etc.

Children are expected to be fully toilet trained – diapers and pull-ups are not permitted. Flushable wipes will be available since they are part of the school supply list.

### **INTERIM REPORTS**

In Preschool, children are evaluated on specific skills, but we try to communicate through an assessment how your child has progressed in various areas in the classroom. Students are assessed on behavior, habits, physical and verbal development, basic counting and reading skills in the following way:

K3 – W - Working on Skill; G – Good Progress

K4 – 1 – Beginning to develop the skill; 2 – Developing the Skill; 3 - Proficient

Interim reports are sent home in January and May. Teachers also meet with parents twice a year for a conference, so that they can partner with parents in the development and education of their child.

### **INFORMATION CHANGES**

It is vital to notify the school office if you have a change of address or telephone number for either home or work. This information is critical should there be an emergency concerning your child. Please update through RenWeb or contact the school office

**All families are included in the school directory unless they notify the school in writing prior to the start of the school year.**

### **LEARNING NEEDS**

Faith Christian Academy Preschool desires the best education opportunities for each child in the least restrictive environment, yet providing the most benefit for that individual child as well as all of the other children enrolled. As it states in Psalm 139, each child is “fearfully and wonderfully made.” Jeremiah states that God has a plan for each of us – to give us a future and a hope. FCA Preschool will seek to make accommodations as appropriate and as we are able to provide the best learning environment for your child.

### **LIBRARY**

The school’s library is available to our school families and is accessible online. You may access the school library through our website. You can then type in the name of books to see if our school library has the book and put it on reserve to pick up later. The K-3 children will have the librarian visit them weekly to read a story or two to them. The K-4 children will begin making visits to the library as they learn about books and how to care for and use them. The library also provides resources for parents in the area.

### **LUNCHES**

Students should bring a packed lunch to school if staying in the all day program. It is important that young children have a planned nutritional meal. Subs from Subway will be available each Friday but must be preordered. The lunch will include a selected sandwich and cookie. Pizza is available for order on Wednesdays and Monday lunches are often an option as well. **Food must be cut into 1/4” bite size pieces in order to prevent choking.**

Those students staying all day should bring a packed lunch to school or they may purchase one of the lunches at school through the local vendors. Lunches should be healthy and include a variety healthy of choices.

## MEDICAL SERVICES AND MEDICATIONS

The school cannot administer any form of medication to students, including aspirin, without a signed authorization form from the parents or legal guardian. If your child receives a minor injury or wound, the school will administer first aid. If we feel that further medical attention is necessary, parents will be contacted immediately. *Medication may be administered by school staff ONLY if these specific procedures are followed:*

### A. Medication Prescription Container

Medication must be in the original prescription bottle, prescribed by a physician, stating dosage and time to be given. First dosage must be given by the parent.

### B. Medical Authorization

Medication must be brought to school and be accompanied by a written authorization form entitled "Request for Giving Prescription or over-the-counter Medicine" (furnished by the school) which authorizes the school staff to act as an agent for the parent in administering the medication.

### C. Over-The-Counter Medication

Aspirin and Tylenol or any other over-the-counter medicines are considered as a medication and will not be administered without written authorization by the parent stating dosage and specific times to be given. Over-the-counter medications are furnished by the parent and must be in original containers.

### D. Medication Period

No blanket authorizations which leave the decision to the school staff when medications should be administered will be accepted. Authorization should be for a very specific time period only.

### E. Communicable Disease

Having been diagnosed with any of the following diseases or conditions, a child must have written consent from a physician to return to school or be subject to school office approval for re-admittance: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases and conditions. If a child is vomiting, has diarrhea, bad cough, or colored mucous, the child must remain at home.

### F. Fevers, Viruses, and other common illnesses

**All children must be fever-free for 24 hours before returning to school. Children are expected to be fever-free without Tylenol for those 24 hours before returning to the classroom.** Parents, please help us eliminate the spread of illnesses by keeping your child at home for an adequate length of time.

Faith Christian Academy has established a Pandemic Virus Plan and Taskforce to be implemented as the need arises. The school has established a Pandemic Flu Response Matrix that describes each level and what the response of the school will be. Each level explains how we will continue to educate your child in the event of a Pandemic Virus outbreak. We appreciate the cooperation of all school families in the implementation of this plan. We adjust to the issues that arise and are in contact with the VA Dept. of Health, Centra, and other schools and agencies to keep abreast of appropriate and mandated responses needed in different situations.

## MEMO TO PARENTS WEEKLY

Each week teachers send home a Monday Memo explaining the lessons that will be taught that week so that you can reinforce them at home. This Memo also serves as our school communication and will give announcements of activities that are taking place school wide. This Memo is uploaded to RenWeb.

## **NAP**

Naptime is a part of the afternoon Extended Care program. If your child does not normally take a nap, we will encourage a quiet rest time. Your child will need a mat and may bring one blanket, but that blanket needs to be washed and returned weekly.

## **PARENT ALERT**

We use a Parent Alert system to notify school families of our school closings, special announcements, delays, and/ or changes that need to be communicated quickly. We use this system to notify you through a phone message, texts, and emails as well as uploading our weekly Office Memo.

## **PARENT COMMITMENT**

All parents must sign the parent covenant form, which acknowledges that we are working together under God's authority to raise children up under His direction. Part of the mission at Faith Christian Academy is to "develop a respect for authority," which is why it is critical for teachers and parents to be role models in this aspect - honoring others with our words and actions. Romans 13:1 reminds us that God has placed those in authority over us, which is why they are to be respected. All may not agree with decisions, but how we respond is what God desires.

## **PARENT VOLUNTEERS**

Each year the school depends on volunteer hours to help support school activities. It would be virtually impossible to offer the many extra activities without volunteer support: homeroom mothers, field trip drivers, fund raising activities, etc., of which all are very important to the school! The first week of school, each parent is asked to fill out a volunteer commitment form. Your prayerful consideration about your volunteer hours will be greatly appreciated. When parents volunteer or visit the classroom, all parents must sign in at the respective office and wear a badge while in the school building. Community health viruses, etc. will limit parents in classrooms.

## **PARTIES – parties will be held in the classroom.**

Parties are enjoyed by the students on Missions' Day, Thanksgiving, Christmas, Valentine's Day, and Easter.

### A. Halloween

FCA does not observe Halloween. "Missions" will be emphasized throughout the month of October. The preschool focuses on America for their study.

### B. Christmas

Because we want to emphasize the true meaning of Christmas, (the birth of our Savior, the Lord Jesus Christ), our Christmas celebration and parties will be centered on Luke 2.

### C. Easter

We will focus on the great resurrection of Jesus! There will be a special Easter chapel.

### D. Volunteers Helping With Parties

Because of the number of children in each classroom, and the excitement that builds before a party, we are asking that only homeroom mothers and a helper prepare the treats in the classroom and help the teacher if needed. Parents in the classroom will be determined on an annual basis. *Siblings should not be in attendance at the parties.*

## **FACTS – School Data Management System**

**FACTS** is our school data management system which maintains all of our school records and family information. You may access using your email address that you have given us. You can find announcements, financial information, school calendar, and the school directory through this portal. Please indicate if you do not wish to have your information published for the FCA school family.



## SCHOOL HOURS

Preschool classes (K-3 and K-4) begins at 8:15 a.m. and ends at 12:00 p.m. each day. Teachers are available for students beginning at 8:00 a.m.

## SCHOOL PICTURES

Individual school pictures are taken in the fall. Class group pictures and entire school group pictures are taken in the spring.

## SNACK

**Parents need to provide a nutritional snack** for their child enrolled in the K-3 or K-4 program. We ask that parents send in healthy snacks for their child each day that they attend and an additional snack if they will be staying past 2:45 pm in the Extended Care. **Snacks can be such items as cut-up fruit, goldfish crackers, peanut butter crackers,** fruit snacks, vegetables with dip, applesauce, etc. **It is important that snacks are caught into ¼" to ½" bite size pieces in order to prevent choking.** We highly discourage snacks such as chocolate, candy, chips, and sweets. Children may bring a filled water bottle from home that is labelled with your child's name.

## TRAFFIC PATTERNS

ALL TRAFFIC should ENTER from Business 29. Traffic will merge into two lanes going one way. The right-hand lane will pick up students from Building "B" in the circular drive-way and exit onto Pocket Road. The left-hand lane will pick up students from Building "A" and Building "C" and exit onto Business 29.

Park in the spaces provided when you need to come to the school office or during morning drop-off and pick up. Please do not park along the curb as this is a fire lane and prevents the smooth flow of traffic after the Preschool Drop Off time. Traffic flows in a one way pattern, and one should never attempt to travel against the flow of traffic.

## TRANSFER AND REVIEW OF STUDENT RECORDS

### A. Transfer of Records

Upon the request of the school division to which a student is transferring, the student's record must be transferred in its entirety. Permission of the parent, guardian, or other person is not required for such transfer. (VA 22.1 - 289) Parents will not be given school records to hand-carry to another institution.

### B. Review of Students Records

1. Parents may review their child's records, given reasonable notice, and as long as school records are kept in the office. Student records will be sent upon request to a student's new school; however, they will not be released to be hand-carried by the parents. No records will be released until the family's account is paid in full.
2. Social workers will not be given access to a student's records without the written approval of the parent or when the court has issued a subpoena.
3. Police officers will only be given access to a student's records with a subpoena.
4. Parents must give written consent for information to be given to any county, private, or governmental agency who will be using the information to give an accurate assessment in providing the best learning environment and determining the needs of the individual.
5. TRANSCRIPTS – Transcripts will be sent, upon written request from a parent or a student who is 18 years of age, to the academic institution of their choice. Please give the office a two-day notice when an unofficial transcript is to be picked up by the student or parent.



## VACCINATIONS

All children must be immunized according to the Code of Virginia 32.1-46 – <https://law.lis.virginia.gov/vacode/32.1-46/> and provide documentation to the school upon entrance. Exceptions are listed to this requirement are listed in this Code. Immunization records must be provided to the school by the first day of school.

## VISITING THE SCHOOL

When coming to school, for any reason other than to pick up or drop off children, please come to the school office and we will be happy to assist you. If a parent would like to visit a classroom during school hours, please come to the office and arrangements will be made for your visit. **ALL PARENTS MUST SIGN IN AT THE RESPECTIVE OFFICES.**

**If you intend to pick up your child prior to school dismissal, please let your child's teacher know by contacting the school office.** We welcome parents at any time, and parents are especially invited to attend Chapel.

## VOLUNTEERS

Volunteer helpers are expected to dress in a manner that is appropriate for the task to be performed. The staff dress code policy should be adhered to when volunteers are representing the school such as in the classroom, office or attending a field trip. All volunteers must check in at the school office for appropriate identification.

## WEATHER DELAYS OR CLOSINGS

**A Parent Alert TEXT or PHONE CALL will be sent to notify all parents for school delays or closings.** Faith Christian Academy will announce school closings or delayed openings on the following radio and television stations:

- WKDE Altavista (1000 AM) or (105.5 FM);
- WSET TV - Channel 13
- WDBJ TV - Channel 7
- WSLS TV - Channel 10

## WEBSITE

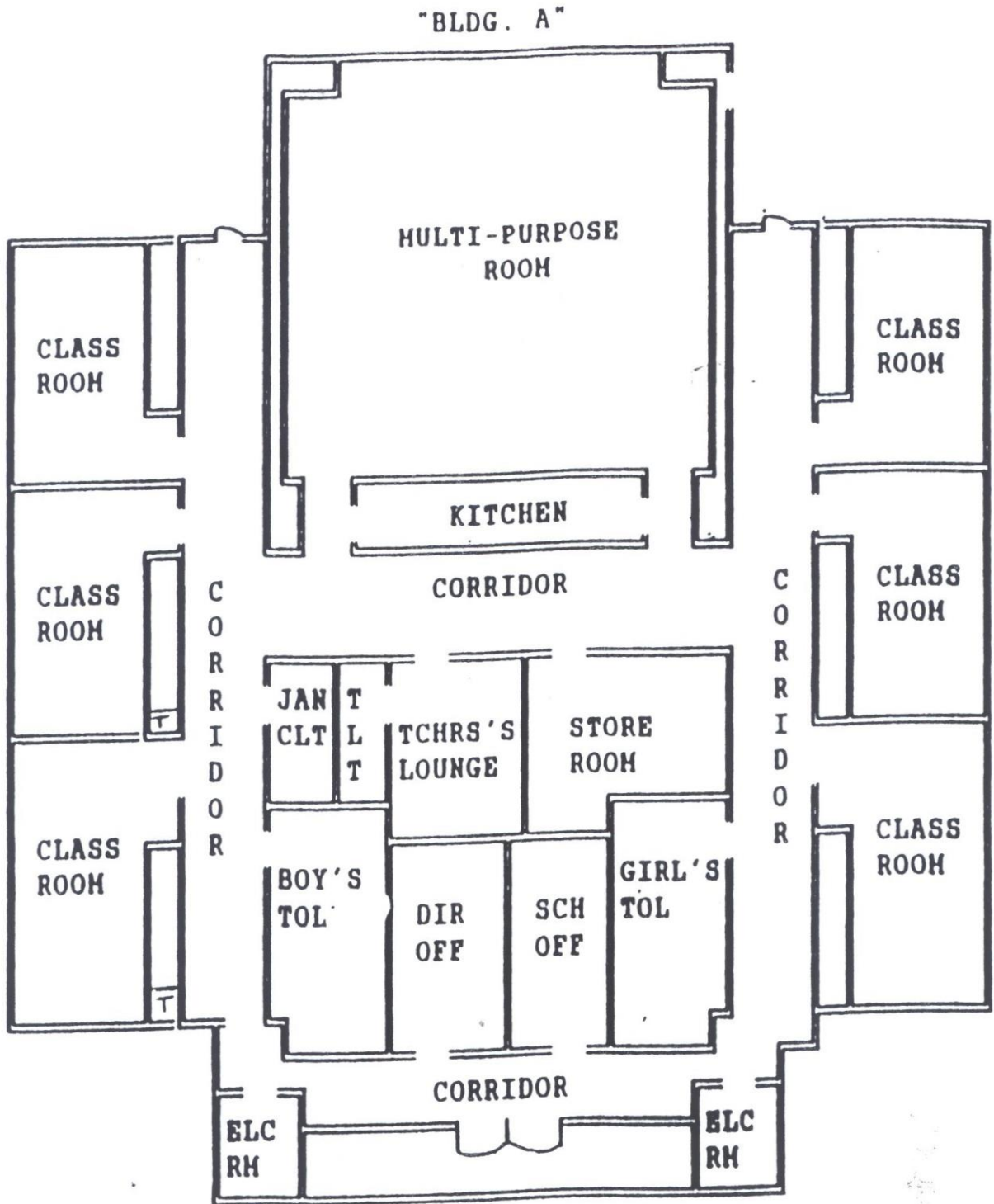
The school's website is [www.fcavirginia.com](http://www.fcavirginia.com). The website provides a variety of information available through our Downloads tab. You can also download current memos and the school calendar. The portal for the library is also linked through our website as well as access to FACTS.

## WITHDRAWAL

If it becomes necessary to withdraw your child from FCA, please **notify the school office in writing or in person two weeks prior to the child's last day. All withdrawals, whether before the school year begins, or during the year, must be made in writing.** If the school is not notified in advanced, the day the letter is received by the school is the effective date of withdrawal. Tuition charges continue until notice of withdrawal is received in the school office, even if the child has been absent from school previous to the date of withdrawal. Absences will continue to accumulate until written withdrawal notice is received by the school. The total amount due upon withdrawal from Faith Christian Academy during the school year will be calculated by adding the cost of 20 additional school days (one month) beyond the effective date of withdrawal. If a student withdraws and there are any outstanding debts, FCA will exercise the right to hold all official transcripts until outstanding debts are paid.



# Map of Preschool Building



# Map of Front Parking Lot

