



***Connection Pointe
Christian Academy***

**888 East-West Connector S.W. ▪ Austell, GA 30106 ▪ 770-803-6475
Teresa Sigman, Principal**

Parent / Student Handbook

4 Yr. Old

www.connectionpointechristianacademy.com

History and Governance

Good Shepherd Learning Center was established in 2000 by Milford Church of God with the goal in mind of providing a high-quality, Christian education for the children of our community. Over the years we have continued to grow spiritually, academically, and physically.

Consistent faith and perseverance of God's people promotes spiritual transformation and physical change. Genesis 32:28 tells us as Jacob was blessed by God for his perseverance, he was given the new name, Israel; when God established his covenant with Abram, he was given the new name, Abraham (Genesis 17); and when Simon left all to follow Jesus as a disciple, Jesus gave him the new name, Peter (John 1:42).

While we continue to provide a top-notch education to our community 12 years later, the seeds of faith and perseverance are producing new fruit, and we are experiencing a new day here at Good Shepherd Learning Center. For this reason, God has given us the new name, Connection Pointe Christian Academy. He has also given us a new address: 888 E.W. Connector SW, Austell, GA 30106.

Connection Pointe is governed by the Board of Elders, Senior Pastor, and Director.

The Director is responsible for the day-to-day operations, creating and implementing adopted by-laws and policies, reporting to the Senior Pastor as to the total well-being of the school's current state of affairs, and making recommendations for realizing the school's goals as they pertain to the revelation knowledge God gives. The Senior Pastor takes the recommendations of the Director to the Board of Elders for council.

Senior Pastor: Keith Gunter

Director: Teresa Sigman

Statement of Faith

We teach:

That the Holy Spirit did so inspire, guide and move the writers of Holy Scripture as to keep the original writings free from all error; that the existing translations are properly regarded as the supreme and final authority in faith and life.

That there is one God existing in three persons: Father, Son and Holy Spirit, co-equal and co-eternal.

That man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature and in the eyes of God, are sinners in thought, word and deed and consequently are unable to save themselves.

That Jesus Christ, although being the eternal Son of God, was begotten by the Holy Spirit and born of the Virgin Mary and is thus true God and true Man. The miracles performed by our Lord Jesus Christ were a demonstration of His power, love and deity. He died for our sins, according to the Scriptures, and all who receive Him by faith and express repentance of their sins are justified on the basis of His shed blood. On the third day after His crucifixion, God the Father raised our Lord Jesus Christ from the dead; where He subsequently ascended into heaven, and now sits at the right hand of the Father, making intercession for the saints.

That our Lord Jesus Christ will return to this world. That there shall be a future day of resurrection in which both the redeemed and the damned shall be raised from the dead: the redeemed to enjoy eternal blessedness, and the damned to suffer eternal retribution.

That the chief end of man is to glorify God and enjoy Him forever and eternal life is a free gift that is received through faith in Jesus Christ alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds.

Education Philosophy

We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20).

The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families.

The Family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

We believe that God's character is revealed not only in His Word but also in every facet of His creation. Therefore, we teach that all knowledge is interrelated, and that knowledge can instruct us in every facet of life.

Basic School Rules

The following list of school rules are those essential policies that we require all our students to adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Be prepared for class by having all appropriate materials and be in your seat when class begins.
4. Demonstrate Christ-like love for others by being respectful of all people and property. This includes maintaining a neat and orderly group work space. Stealing or defacing other people's property, snubbing, gossiping, or saying unkind things about others will not be tolerated. Everyone should be treated with the dignity of one created in the image of God.
5. Use an appropriate voice level in the classroom and hallways. Yelling, screaming, slamming doors and other disruptive behavior is disrespectful and unacceptable.
6. Follow all directions the first time they are given. In order to do this effectively, students must be attentive to the teacher. Inattentiveness results in missed assignments and directions, and can lead to poor grades and/or unsafe conditions.

7. No electronic devices such as hand-held video gaming systems, iPods/mp3s, cell phones etc., may be used during school hours (this includes arrival to dismissal). Should a student have a need to bring such a device to school for a specific purpose, such as to use in a classroom for a demonstration or to take to another student's house on an overnight visit, etc., the student give such device to his or her teacher and it will be given to the student at the end of the day or during the specified time for class purposes. Should a student be caught with one of these devices in his/her possession, the device will be confiscated. The device will be returned only to a parent.
9. No guns or knives are allowed on the school grounds.
10. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.

Admission

I. Admission Procedures:

- A. Upon return of a completed application, if an interview with the family has not already been held, one will be arranged with the Principal or a designated representative.
- B. After the interview, and after reviewing all other required materials (as stated on the application form), the Principal will make the final admission decision.
- C. The Principal will then notify the parents with the decision regarding acceptance. If accepted, the parents will receive an enrollment packet.
- D. All financial arrangements between the family and the school must be understood before an admission is considered complete and final.

II. Admission Requirements:

- A. A child must have reached the age of four years by September 1st of the fall in which he or she would be entering pre-k4.
- B. A child must have reached the age of five years by September 1st of the fall in which he or she would be entering kindergarten.
- C. Connection Pointe Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. CPCA does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or any other school-administered programs.
- D. Though not required to be Christians, the parents of students in CPCA should have a

clear understanding of the Biblical philosophy and purpose of Connection Pointe Christian Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.

The parents should be willing to cooperate with all the written policies of Connection Pointe Christian Academy. This is most important in the area of discipline (Discipline Policy and Basic School Rules) and schoolwork standards, as well as active communication with respective teachers and administration.

III. Enrollment Requirements:

A. In order for your child to begin classes, all necessary documentation from an enrollment packet must be completed and returned to school administration:

1. Application and enrollment form
2. Child's Health History from his or her physician
3. Emergency Medical Care Consent Form
4. Vehicle Emergency Medical Form
5. Signed payment agreement
6. Immunization Records
 - Georgia law requires every child entering school to have a Certificate of Immunization showing adequate protection against varicella (chicken pox), Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.
 - The Certificate of Immunization must be signed by a physician licensed under the laws of Georgia or by a qualified employee of a county health department on forms provided by the Georgia Department of Human Resources.
 - A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained from the health department or the Georgia Department of Human Resources.

Tuition

I. Enrollment and Tuition Fees

- Registration Fee (new students only): \$100.00
- Matriculation Fee:¹ \$450.00
- Tuition (1/2 day 12:30pm): \$95.00
- Tuition (Full Day 3:00pm): \$125.00

II. Additional Weekly Fees

- Weekly Lunch Fee (optional): \$15.00
- After School Program (optional): \$70.00
 - *ASP Daily Charge:* \$20.00

A late fee of \$35.00 for each tuition agreement signed will be assessed Mondays after 10:00am. Unpaid late fees and delinquent tuition will result in a temporary expulsion of the student until all past due fees are brought current.

A student's balance must be current in order to reserve a position at CPCA for the following semester and/or year. Debt accumulated after enrollment must be settled in order for a student to begin a new school year.

Attendance Policy

Students enrolled in Connection Pointe Christian Academy are expected to be present and on time every day school is in session. School begins promptly at 8am each morning and ends at 2:30pm each afternoon.

The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for students are kept by the individual classroom teachers and reported on the student's report card each quarter.

II. Tardiness

- A. Punctuality demonstrates personal responsibility, good preparation, and respect for classmates and teachers. The desire to have our students develop these qualities

¹ *Matriculation Fees paid after April 30th will be \$500.00; Matriculation Fees paid after May 31st will be \$550.00. All Matriculation Fees are non-refundable.*

guides our thinking on our tardy policy. The school understands that occasionally there are circumstances over which one has no control that lead to tardiness.

III. Checking Students In and Out

- A. Parents must enter the building to sign students in and out at the front desk each morning and afternoon, respectively.
- B. Parents must enter the building and sign out students who leave school before dismissal.

Dress Code Policy

All 4yr. old students shall wear Connection Pointe Christian Academy-approved uniforms each day school is in session to instill student body discipline, help students concentrate on their school work, enhance campus security, and promote the school's image of excellence.

I. Uniforms

- A. The basic CPCA student uniform shall consist of school-approved short-sleeve and long-sleeve Polo/Oxford shirts, shorts, and pants (for boys) or slacks, blouses, skirts, and shorts, jumpers (for girls), jackets, and ties.
- B. Each pant/shorts/skirt/skort will be navy blue or khaki in color. Jumpers, skirts (for girls), and ties for Chapel Day will be school-designated plaid. Tights/socks will only be white or navy. **Shorts and skirts must be knee length.**
- C. Each Polo or Oxford shirt/blouse will bear the CPCA logo and will be navy blue, red, green, or white in color. Jackets and sweaters will be navy blue or white.
- D. Shoes will be navy blue or black Mary Jane's for girls; black dress shoes for boys. Solid black shoes for boys and girls.
- E. Hair accessories will be navy blue, white, or clear. (school colors only)
- F. Jewelry will consist of small silver or gold earrings (girls only) and cross necklace.
- G. Belts will be black, navy, or brown in color.

II. Requirements

Monday, Tuesday, and Thursday are considered Normal Dress Days. Wednesday is Chapel Day and requires formal dress. Friday and other miscellaneous event days are considered Casual Days. Dress-Down Days are fundraiser events sponsored by the Parent-Teacher Organization.

A. Dress

1. Uniforms are required at all times whenever student is on campus and only during school hours.
2. Uniforms will be neat and clean at the start of each day and will be worn in the normal manner. Shirts will normally be buttoned and shirttails will be tucked in. Blouses will be buttoned appropriately.
3. Students may wear additional clothing underneath uniform shirts bearing CPCA logo. Students can wear additional clothing with long sleeves under short sleeve uniform shirts if the clothing underneath is navy blue or white.
4. Hats or baseball caps may not be worn unless otherwise authorized by administration staff, teacher, etc, and will only be for a specified day, such as Field Day, field trips, or other miscellaneous events. Hats or baseball caps should be worn bill forward with no offensive text or logo.
5. Students shall be well-groomed with good personal hygiene.
6. Student's uniforms should be properly fitted. Pants should be worn at the waist with shirttails tucked in.
7. Administration staff, teacher, etc. may require a student to change into the proper uniform before beginning the school day. In the event a student is found inappropriately dressed, an authorized person will need to either bring the suitable uniform to school or check the student out of school until proper attire is obtained.
8. Hair shall be neatly combed or brushed. Bizarre, extreme, or unusual hairstyles or unnatural coloring are not permitted. Hair must not be worn covering the eyes. It is preferred that bangs should be worn above the eyebrows; however, bangs longer than the eyebrows must be kept out of the student's eyes at all times. For boys, hair must be trimmed above the collar and ears.

B. Normal Dress (Monday, Tuesday, Thursday)

1. Each pant/shorts/skirt/skort will be navy blue or khaki in color. Tights/ socks will be navy blue or white.
2. Polo shirt/blouse will bear the CPCA logo and will be navy blue, red, green, or white in color. Jackets/sweaters will be navy blue or white.
3. Shoes: Solid black shoes for girls and boys.

C. Chapel Dress (Wednesday)

1. Boys: white dress shirt; plaid tie; navy slacks (no shorts), black belt; black dress shoes.
2. Girls: plaid jumper, white Peter Pan Blouse, cross plaid tie, navy blue or black Mary Jane shoes, white socks/tights.

D. Casual Day (Friday)

1. Blue jeans/ khaki pants, shorts, or skorts (shorts/skorts must be knee-length).
2. Polo shirts/blouses will bear the CPCA logo and will be navy blue, white, red, or forest green in color. Jackets or sweaters will be navy blue.
3. Closed toe shoes of any kind or color may be worn.

E. Dress-Down Days (Days specified by PTO)

1. Students can wear clothing of any type with or without the school logo, provided there are no graphics or text displayed on the clothing that is offensive or otherwise contradicts the Christian ideals of CPCA. All dresses, shorts, skorts, or skirts will be knee length.

III. Responsibilities

A. Students/Parents are responsible for maintaining neat, clean uniforms in good repair.

1. Students/Parents are responsible for wearing uniforms items as outlined in Wear Requirements section of this standard practice.
2. Uniforms that become torn, tattered, stained, or otherwise damaged through normal wear must be replaced.

B. Connection Pointe Christian Academy Responsibilities

1. Administration staff, teachers, etc are responsible for ensuring that all provisions of this standard practice regarding the care, wear, and replacement of CPCA uniforms are followed.
2. It is in the nature of each teacher's daily responsibility to monitor student uniforms and issue warnings, reprimands, and/or disciplinary action for failure to comply with these dress code policies.

Discipline Policy

The kind and amount of discipline will be determined by the teacher(s) and, if necessary, the Principal. The vast majority of discipline problems are to be dealt with at the classroom level. Discipline will be administered in light of the student's problem and attitude. All discipline will be based on Biblical principles, e.g. restitution, apologies, restoration of fellowship, and no lingering attitudes.

There are five basic behaviors that will **automatically** necessitate discipline from the Principal (versus the teacher):

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e., outright disobedience in response to instructions.
4. **Fighting**, i.e., striking in anger with the intention to harm another student(s).
5. **Obscene, vulgar or profane language**, as well as taking the name of the Lord in vain.

During the visit with the Principal, the Principal will determine the disciplinary action based on the nature of the offense and in accordance with the demerit system. The Principal may require restitution, parental attendance during the school day with their student, or other measures consistent with Biblical guidelines which may be appropriate.

If for any reason a student receives discipline from the Principal, the following accounting will be observed:

1. The *first* time a student is sent to the Principal for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *second* office visit will be followed by a meeting with the student's parents and the Principal.
3. Should the student require a *third* office visit, a **suspension** will be imposed on the student, the length of which will be determined by the Principal.
4. If a *fourth* office visit is required, the student will be **expelled** from the school.

Expulsion: CPCA realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not

be able to eliminate behavioral problems before a fourth office visit, the student will be expelled.

Serious Misconduct: Should a student commit an act with such serious consequences that the school's administration deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include, but not be limited to: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Re-admittance: Should the expelled student and their parents desire to be readmitted to Connection Pointe Christian Academy at a later date, the Principal will make a decision based on the student's and parents' attitude and circumstances at the time of reapplication.

School Closing

I. Holidays²

CPCA will be closed for New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day & the following Friday, and Christmas Day.

If a holiday falls on the weekend, we will observe either Friday or Monday of the holiday weekend. If the holiday is on a Saturday, we will be closed Friday of that week; likewise if the holiday falls on Sunday, we will be closed on Monday.

There will be ample notices given for closings.

II. Inclement weather³

Weather events may dictate that CPCA close unexpectedly on a scheduled school day. When the school closes during school hours, the school will notify parents by phone.

When the school decides after hours to close for the next scheduled day due to severe weather, it will report this decision to the local WXIA Channel 11 and Fox 5 news broadcasts. Tune in for closing notifications.

² There will be no discount or prorates on monthly tuition payments for the weeks in which these holidays occur. See Tuition Section of this handbook.

³ There will be no discount or prorates on monthly tuition payments for any days in which school is closed due to inclement weather conditions.

Homework

I. Philosophy

Connection Pointe Christian Academy may assign homework to its students at any given time. Below are the primary reasons or causes for homework being assigned:

- A. Students often need extra practice in specific subjects, new concepts, skills, or facts. In certain subjects, e.g., math or languages, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
- B. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- C. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical purpose.
- D. Because Connection Pointe recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in the class.

II. Guidelines for assigning homework

- A. Homework is not to be assigned due to the teacher's poor planning or in place of an assignment, which could have been completed in school.
- B. Teachers strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lecture, discussions, class readings, and class work.
- C. Students are often given time during the class period to work on daily assignments, long-term projects, or to study. Oftentimes, students can complete all or much of their homework in class if that time is used wisely. Class work that is not completed in class may be assigned for completion as homework.
- D. Timely completion of homework is essential to a student's success because it teaches the student responsibility and prepares him/her for what is expected in the upcoming school year.

- E. It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) and/or Director if your student begins to struggle with homework completion.
- F. The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then only if homework is assigned. If homework is assigned, students are encouraged to use a daily agenda to record assignments.
- G. In the event that the following guidelines are not maintained, the school and parents will work together to discern the reason for extended work. It should be of equal consideration that the problem may lie with either the school or the student. Clear and good-willed communication plays a critical role in resolving the situation and maintaining our boundaries.

Parent Involvement

As a support and extension of the family unit, Connection Pointe Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Connection Pointe we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as chaperone on field trips.
4. Serve as a story-reader, song-leader, and/or guest, offering your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your help to the PTO.
8. Help host class parties in the classroom.

9. Attend all PTO meetings.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.

I. Volunteer Opportunities

A. Parent-Teacher Organization

PTO is a group of parents who volunteer their time to organize fund raisers, teacher appreciation week, school event days, and PTO nights which are intended to be information sessions of fun and fellowship. PTO operates as a support for the teachers and the school. They welcome all those who would like to help them carry out their planned events.

B. Room Parent

Room parents are always a delight for every teacher at CPCA. The typical function of a room parent is to assist the teacher in planning and implementing extra-curricular activities for the class, such as parties and other special events. If you would like to become a room parent for your child's classroom, please let his or her teacher know.

C. Share Personal Experiences

We recognize that the expertise and knowledge of parents in various fields can be of invaluable worth in our classrooms. We encourage parents who feel that their skills or knowledge may be useful to the teacher, whether on an on-going or on a one-time basis to communicate that with the teacher to see if and how assistance may be given.

D. Donate

Donations of school supplies and equipment for your child's classroom are much appreciated. All donations made to the Connection Pointe Christian Academy are tax-deductible.

Parent-Teacher Communication

I. Philosophy

CPCA considers the parents an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.

II. Classroom observations

Parents are always welcome to visit their children's classes. Parents may visit one class, or they may "shadow" their student throughout a whole or partial day's schedule. All visits are to be scheduled in advance with the teacher. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom.

III. Visitors

All visitors, including visiting parents, are required to sign in at the front desk before going to a classroom or the lunchroom. If a parent has prior knowledge of a visitor coming to the school (relative, friends having lunch, etc.), please notify the office in advance. All visitors must sign out at the front desk upon leaving the school.

IV. Questions, Concerns, and Complaints

Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18: 15-16: *And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.*

By going first to the person under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

V. Parent Conduct Standards

1. Expectations: Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to conduct themselves in a courteous and respectful manner when interacting with CPCA faculty, staff, and administrators, as well as with those who lead extracurricular activities.
2. Definitions: "Abusive conduct" is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. "Rude," as defined by Merriam Webster is *offensive in manner or action* (i.e., discourteous). "Unseemly" is defined by the same resource as *that which is not according with established standards of good form or taste* (e.g., *unseemly bickering*) or *that which is not suitable for time or place* (i.e., inappropriate).
3. Process: Parents who display a pattern of abusive conduct, whether in person or through

other forms of communication, including e-mail, may be asked to withdraw their child from the school if efforts to encourage a more constructive approach to problem-solving fail.

Emergency Response Policy

I. Medical Emergency

In the event of a medical emergency, we will immediately contact a parent or guardian to inform him or her of the situation, unless doing so endangers the child's life. In that case, we will take all necessary steps, putting the child first (calling 911, doctor, poison control, etc.), to see that the child gets the appropriate medical attention. Then, we will contact the parent at the earliest opportunity.

If need be, the child will be transported to Wellstar Cobb Hospital, at which time each parent or guardian will be contacted.

II. First Aid

Minor cuts and abrasions incurred during school hours will receive proper care, including, but not limited to, washing with soap and water and properly bandaged.

Injury and treatment will be noted on an Accident Report signed by the child's teacher and director. Accident Reports will be given to each parent or guardian the day of each incident.

III. Sickness

A student should not come to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.

If a student becomes ill during school hours, develops a fever of or greater than 100 degrees Fahrenheit, experiences vomiting, or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the child.

The child must not return to school until 24 hours after he/she is symptom free or has obtained written permission from a physician.

IV. Weather and Other Emergencies

Random, monthly fire drills are performed to ensure that all teachers and students know proper exit strategies and where to go during such emergency. In addition, seasonal "duck and cover" drills are held.

In the event that there is an emergency at our facility requiring a complete evacuation (gas leak, fire, etc.), the students will be ushered to the Youth House located on the north end of the church property.

Chapel Day

Each Wednesday, 4 year old thru 8th grade will gather in the sanctuary for praise, worship, and a sermon from one of our pastors. Chapel begins at 10:30am and lasts approximately 30 minutes. Parents are welcome to attend.

Chapel Day requires that every student wear proper attire.

Chapel Dress

1. Boys: white dress shirt; plaid tie; navy slacks (no shorts); black dress shoes.
2. Girls: Plaid jumper, white Peter Pan Blouse, plaid cross tie, navy or black Mary Jane shoes, white socks/tights.

After School Program

Inherent in the CPCA After-School Program is before-school care, as well. Students can be dropped off as early as 6:30am and can be picked up as late as 6:30pm.

Students being dropped off between 6:30am and 7:50am will be served breakfast.

During ASP, students do various activities such as watch movies, play games, and are also given allotted time to complete assigned homework.

I. Cost

- Weekly: \$70.00
- Daily: \$20.00

ASP fees should be paid in advance.

II. Schedule

Students not picked up by the corresponding times below will be placed in ASP.

Applicable charges will be added to the student's tuition account.

- | | |
|--------------------------|------------------|
| A. 4 Year Old (1/2 day) | 8:00am - 12:30pm |
| B. 4 Year Old (full day) | 8:00am – 3:30pm |
| C. ASP | 3:30pm - 6:30pm |

Students not picked up by 6:30pm will be charged \$5.00 per minute. This fee will be added to the student's account.

Hours of Operation

Monday - Friday: 6:30am to 6:30pm

Payment Guidelines

- Tuition is due every Friday for the following week. If payment is not received on Friday, a \$35.00 late fee will be charged to your account. If payment has still not been received by Monday afternoon, your child will not be permitted to stay on Tuesday morning.
- Tuition is for *places reserved* for your child, not periods of *attendance*
- Tuition received after 6:30pm on Friday is considered late
- All registration fees and matriculation fees are non-refundable
- **Infant thru 4yr. Old ONLY**
Refunds of unused tuition will be given only if 2-week notice of withdrawal has been given.
- A \$30.00 fee will be charged for returned checks and if the account has 2 returned checks, we will only accept cash from that point forward.
- Any child not picked up by 6:30pm will be charged a late fee of \$5.00 per minute. Children left at the Center longer than thirty minutes will be placed in the care of the police department as a deserted child. Late pick-up payments must be paid in cash or check at time of pick-up.
- **Infant thru 4yr. Old ONLY**
Each family is awarded 2 weeks of absent credit at the rate of ½ of your tuition. These 2 weeks of credit can be used at your discretion for vacation or illness. Each absent credit must be used in a Monday through Friday increment. Each week after these 2 weeks have been used will be full rate.