

# *Mighty Oak Christian Academy*



## **Parent Handbook**

**2019**

**116 Romans Road, Suffolk, VA 23434 (757)-539-7788**

## **Dear Family,**

We welcome you and your child to Mighty Oak Christian Academy. Early childhood is the most critical period in human development. It is our commitment to present a high level of academics while challenging each child to value their worth as an individual. Our goal is to challenge each child to reach their God given potential through age appropriate spiritual, mental, and physical training. Because we view the education of your child/ren as a partnership, the Mighty Oak Christian Academy (MOCA) strongly believes that open communication between families and our staff is essential to fully meet your child's needs. We strongly encourage each family to participate in all of our Mighty Oak Christian Academy activities and events as that will help support our children. Additionally, we look forward to open and consistent communication between the Parents and Teachers, the MOCA Director, the MOCA School Board, and the MOCA Leadership as deemed appropriate.

Thank you for choosing Mighty Oak Christian Academy. We look forward to a long and rewarding relationship. The purpose of this handbook is to share information and ideas with families, to promote an understanding of our programs, and to foster a spirit of cooperation between families and our staff. We hope you will find it useful as an orientation to both our policies and services. The policies and procedures stated in this handbook are guides and do not cover every possible situation. Mighty Oak Christian Academy (MOCA) Director and School Board) reserves the right to exercise its discretion as needed. There may be times when it is necessary to change policies, procedures, and/or programs with little or no notice. Mighty Oak Christian Academy reserves the right, in accordance with the Might Oak Christian my School Board, to modify or change the policies, procedures, and/or programs, in whole or in part, at any time.

If you have any additional questions, please feel free to contact the MOCA Director.

⑩ **Handbook was revised on September 11, 2019\***

## Statement of Faith

- We believe the Holy Bible to be the inspired and authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- 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, and in His return in power and glory.
- We believe that the salvation of lost and sinful man, regeneration by the Holy Spirit, is absolutely essential.
- We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a Godly life.

## Education Philosophy

Mighty Oak Christian Academy is an outreach ministry of Christ First Church. It offers quality education in an atmosphere which emphasizes the merging of Christian principles with the active life of each student. Our philosophy and psychology are consistently and completely Biblical. The school strives to assist students of varying academic abilities to reach their potential. This is accomplished in a traditional, structured program that employs love, discipline, consistency and appropriate educational techniques.

## Mission Statement

Mighty Oak Christian Academy's Mission Statement as adopted by the MOCA School Board is as follows: "To provide quality Christian educational and

childcare services to the community as an outreach ministry of Christ First Church.”

## History

Mighty Oak Christian Academy began in September 2003, as an outreach ministry of Christ First Church. The Church wished to provide a nurturing, educational training program to aid the parents of the Church, as well as, parents of the surrounding areas. The Christ First Church oversees the operation of Mighty Oak Christian Academy. The school remains subject to the governing of said Church.

**In compliance with Code of Virginia, Section 63.2-1716, the Liberty Baptist Pre-School & Day Care is religiously exempt from licensure and is classified as an “Exempt” child daycare center.** The school and church share tax exempt status and the church accepts the financial and administrative responsibility for related activities with reference to serving and meeting the needs of the children. This service is extended to children regardless of: race, sex, and national origin without discrimination.

## Motto

*“Let your roots grown down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.” Colossians 2:7*

## Lines of Authority

All programs, changes, basic procedures, and purpose and philosophy statements are determined by the MOCA School Board and Director. The School Board and Director meet monthly and continually assess the program to ensure that the activities, services and facilities are conducive to the well-being of the children. Policies and procedures are administered by the Director of the Program.

Total School Days: 180 (minimum required).

\*Note: The calendar may need to be adjusted accordingly if the school is closed for inclement weather, unforeseen reasons, or if other emergency circumstances arise during the year.

\*\*During the year special presentations from community service personnel will be presented depending on their availability.

## Vacation Time

MOCA operates year round. Our center is closed to celebrate Christmas. We follow Suffolk Public Schools Christmas break schedule. As long as your child is out of school Monday-Friday of the same week your tuition will be 1/2 a week tuition. You are allowed an unlimited amount of ½ week vacations a year. This allows the enrolled family to have a more flexible vacation schedule. The vacation week must be paid a week prior to the time of vacation.

## Hours of Operation

**Hours** are Monday thru Friday - 6:30a.m. until 6:00p.m.

\*Legalities do not allow for Mighty Oak Christian Academy to have any responsibilities for children prior to 6:30a.m.

Please be prompt in picking up your child/ren at the end of the day! **Have advanced arrangements made in the event that you cannot get here on time.** Your cooperation is greatly appreciated. There will be a \$1.00 late fee charged for every minute you are late including emergency closings.

**School Hours** the school day begins promptly at 8:30a.m.

\* It is important that students are picked up promptly at dismissal time. \*

## Arrival and Departure

\*Reminder: The Speed Limit is 10 mph at ALL times on the church/school property! (During certain parts of the day, there is a great volume of traffic and children may be exposed to an unnecessary risk of injury if you exceed the speed limit!)

Please park with consideration to other drivers in mind. **NEVER leave your vehicle unattended with its engine running.**

Upon entering the school, **parents must sign in/out your child daily.** (This is required by the MOCA School Board.) The sign in/out books are located in school office as you are entering the school. An adult must accompany the child into the classroom and leave him/her in the care of a teacher. Parents please do not allow your child to leave you and go wondering the halls on his/her own. No minors are allowed to drop off or pick up your child.

Only adults authorized by the parent(s) or guardian will be allowed to pick up the child. If you desire another person to pick up your child, you must send written permission to the office or provide the office with verbal permission followed by written permission on the following school day. We will ask for picture identification. No one under eighteen will be allowed to pick up or drop off children.

- All children must be in school by 8:30a.m. If not, you must inform the school office prior to that time. If your child/ren have not arrived by the prescribed time, LBCSD has the right to refuse admittance.

We do not wish to cause you any undue inconvenience, however, the purposes of this policy are: to help maintain stability in the classroom, to provide us with an accurate count for lunch (so no one is left out) and to minimize any possible disruption during naptime that a late arrival would cause.

- Naptime is 12:00 noon – 2:15p.m. Children should be up and ready for snack by 2:30p.m.

## Registration and Tuition

\* Mighty Oak Christian Academy Care is open to infants (6 weeks old) through Fourth grade. Our before care and aftercare program is open to students in public school age six through the age of fourteen.

\*A registration form, Commonwealth of VA School Entrance Health form, Emergency Contact form, and information off of the child's birth certificate will be kept on file in the Director's office for each child enrolled.

\*Registration fees are required **at the time of enrollment** to hold a position for each student.

WEEKLY PAYMENTS IN FULL ARE REQUIRED.

Timely, weekly payment in full are required regardless of an illness, vacation, family emergencies, holidays, inclement weather, etc. Unless it is otherwise noted on the LBCSD School Calendar. You may pay in advance if you like.

\*Tuition checks should be made payable to Mighty Oak Christian Academy and **are due on MONDAY of each week.**

If payment has not been received by the close of business on Monday, it will be considered late and a late fee of \$30.00 will be added to the account.

If payment is not received by the close of business on Friday, the child/ren may not attend until payment is brought up to date.

If payment has not been received by the start of business on Monday of the following week, the MOCA reserves the right to permanently dis-enroll your child/ren unless prior arrangements have been made with the Christ First Church Business Administrator. If your MOCA financial account is habitually in arrears (for any reason), the MOCA reserves the right to permanently dis-enroll your child/ren.

A payment box is located outside of the school office. There will be a \$35.00 service charge for all returned checks. Following two returned checks, ONLY money orders will be accepted as payment.

**\*There will be a 10% discount (off of your weekly tuition fee) applied to the 2nd and 3rd children enrolled. Discount is given to the oldest child(ren).**

### Payment Plans:

Plan A — 5 full days

Plan B — 5 half days (Monday thru Friday, 8:30a.m.-12:30p.m.)

Plan C — Monday, Wednesday, Friday (limited to 2 ½'s, 3s, and 4s)

Plan D — Before Care/After Care (Public School ages 6 through 14) we also provide drop in days for school-age children aged 6 years to 14 years during public school closures.

**Rates will be discussed at time of enrollment.**

## Qualifications of Personnel

All teachers, assistants, and day care staff are hired and evaluated by the MOCA Director and the School Board and have specific job descriptions. They are expected to be in agreement with the mission statement, educational philosophy, and procedures of the program. Mighty Oak Christian Academy requires that they be persons with reputations above reproach in the community. To ensure that we meet that goal, we require the following from each staff member:

- \*State Police Criminal Background Report**
- \*Sexual Offenders Registry Check**
- \*Sworn Disclosure Statement**
- \*Valid Driver's License/ or I.D.**
- \*Certified annually by a Licensed Physician**
- \*FBI fingerprints**

Mighty Oak Christian Academy insists that Teachers/Assistants consider the requirements of the Virginia Department of Social Services to be our minimum requirements. Teachers and Assistants must also meet requirements as to experience in the care of young children. Our teacher assistants must be committed to carrying out the stated objectives of the program, and to becoming familiar with the goals for the children, and working toward those goals within the context of the general philosophy of the MOCA program.

## Teacher/Child Ratios

In compliance with Code of Virginia, Section 63.2-1716, Mighty Oak Christian Academy is religiously exempt from licensure and is classified as an "Exempt" child daycare center. We abide by the following ratio and standards for the Virginia Department of Social Services and employ supervisory personnel according to the following ratio of staff to children:

- One staff member to four children from six weeks to twenty-three months.



- One staff member to ten children from ages twenty-four months to six years of age.
- One staff member to twenty-five children ages six years and older.

## Positive Progressive Guidance (Behavior Management)

It is the goal of MOCA to help its students learn self-control, to build good habits, and to experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. Within this loving atmosphere, most behavioral issues can be prevented.

Staff will help children learn self-control by treating them in ways that promote self-esteem and social awareness. Staff will help children build good habits by practicing said habits on a consistent daily basis. Staff will help children reach success with positive encouragement and praise of positive behaviors, personal achievements, and academic achievements.

However, if behavior issues do occur, our philosophy is to help children learn human values, problem solving-skills, and to take responsibility for their choices. Mighty Oak Christian Academy uses the following positive guidance methods: **Some negative behavior is produced by a child to get attention. It may stop when it does not get the attention desired.** We will use this method unless safety is involved.

**\*Redirection:** We offer alternatives to children engaged in undesirable behavior by suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.

**\*Verbal Intervention:** The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation with words.

**\*Logical Consequences:** The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.

**\*Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not be influenced by peers. The child will have access to activities and will be supervised while in **Take a Break**. The child may return to the group when the negative behavior stops or is

significantly reduced. If **Take a Break** occurs two or more times in one day, families will be notified and may be asked to pick the child up for dismissal for that day.

If these positive guidance methods are not working effectively and inappropriate behavior persists, MOCA will use the following progressive procedures:

\*Teachers will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.

\*Parents/guardians will be asked to participate in a parent/teacher conference in which a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the family will take, and the steps toward dis-enrolling the child if the behavior persists.

\*Our staff may suggest outside resources to families and will work with any outside resources for further guidance in responding to the child's behavior.

\*If the inappropriate behavior continues, families will be asked to keep the child home one day, two days, or three days. (Director's discretion-based on the severity of the behavior.)

\*If the behavior continues after the child is kept home on one or more occasions, MOCA may request that the family dis-enroll the child.

\*When a child's behavior becomes physically harmful towards himself/herself, any other child, or any staff member, the child's family will be contacted and asked to come in for a conference and/or to **pick up the child immediately for dismissal for that day. The parent/guardian will have 1½ hours to pick up their child, after that time a \$1.00 per minute charge will be applied to their account.** A report will be filled out concerning the incident for the parent, director, and child's teacher to sign. The report will be kept in the child's file.

Mighty Oak Christian Academy may immediately dis-enroll any child whose behavior creates a significant risk of harm to the health or safety of other children or staff or whose behavior habitually causes disruptions in the class, without following the guidance steps outlined above.

Mighty Oak Christian Academy does not permit the following forms of discipline from any of its staff members:

\*Corporal punishment - spanking, slapping, shaking or any form of physical punishment.

\*Verbal abuse of threats, ridicule, embarrassment or humiliation.

\*Withholding of food, light, warmth, clothing, or medical care.

\*Punishment of toilet accidents.

\*Physical restraint, other than the restraint necessary to protect a child or others from harm.

If it is found that any of the above has been done there will be disciplinary action up to dismissal of the employee.

## Meals

Cold/Hot lunches are provided according to the state's requirements for a balanced meal, afternoon snacks will also be served each day. Students ages 16 months and up to Kindergarten need to bring a nutritious morning snack and drink. If you want your child to eat breakfast at the center you may bring it and we will allow them to eat between 7:30 and 8:00. Menus will be provided.

**PEANUT** products are **not allowed** in the school due to allergies. Please do not send peanut products for breakfast or morning snack.

### Serving Times:

\*Breakfast - **7:30 a.m. ~ 8:00 a.m. (parent provided)**

\*Morning Snack - **9:15 a.m. ~ 9:45 a.m. (parent provided)**

\*Lunch - **11:15 a.m. ~ 11:45 a.m.**

\*Afternoon Snack - **2:30 p.m. ~ 3:00 p.m.**

## Personal Belongings

Children should have **all** their personal belongings labeled with their first and last names. Each child will be assigned a cubby and/or hook. All personal belongings will be stored in their cubby or on their hook when not in use. There will be a *Lost & Found* box for any items whose owner cannot be located by verbal means.

## Rest Times

Students need to bring a nap mat, blanket and, if child chooses, a small pillow with a removable pillow case for nap. (Small stuffed animals may be brought if needed for sleeping.) Please be sure items are clearly labeled. These items will be sent home every Friday to be washed. Rest time is from 12:00p.m. – 2:30p.m.

## Child Abuse Law

Any MOCA staff member, who suspects that a child is being abused, is required to report it IMMEDIATELY to the MOCA Director. The Director will then take the appropriate steps to report the suspected cases to the proper civil authorities.

## Public Liability Insurance

Mighty Oak Christian Academy is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the School/Day Care as a result of negligence. Individual insurance for each child enrolled has also been added.

## Parent Information

For the protection of the children, it is crucial that we always have the most current Parent/Guardian and Emergency information on file. This information includes address, phone numbers, place of employment, employment phone number, and emergency contacts. If at any time during the year you move, change phone numbers, change place of employment, or change emergency contacts, please make sure you notify the office and your child's teacher with the current information. It is required by the State of Virginia Dept. of Social Services to have two (2) verifiable names, addresses, and phone numbers for emergency purposes.

## School Property

Equipment and materials are costly. Any willful and deliberate destruction of school equipment and/or materials (i. e. destroying class/school resources etc.) by any child will result in the child being reprimanded and the parents contacted so that arrangements may be made for replacement of said items. If behavior continues the child maybe dismissed and not allowed to return for 24 hours.

## Holiday Events

Mighty Oak Christian Academy looks forward to celebrating many different holiday events, as a Christian establishment, and in accordance with our educational policy, we strive to bring together those activities that will enrich the children, foremost, spiritually and also academically. For Halloween, we will have class parties. Each class will have a party during their afternoon snack time. The children can wear their costumes to school. We do ask that they not be scary or have any weapons. Part of being a child is looking forward to trick or treating and dressing up in a costume. We do not want to take that away from the children. So please no witches or scary costumes. We all just want to have clean fun.

Regarding Christmas time, MOCA hosts a variety of activities that celebrate our Savior's birth. As a Christian establishment, keeping Christ as the main focus of Christmas is our primary objective. During this holiday season, we emphasize the biblical Christmas story with the nativity, angels, shepherds, etc. We will present a Christmas Program during December to give special emphasis to the biblical story above all else. Easter is a time of celebration for the Resurrection of our Lord Jesus Christ, and will be celebrated accordingly. We will have a big Easter egg hunt so the children can get some treats. We know that the Easter bunny is not what the holiday is about.

For the safety of our children we ask that anything brought in for a birthday party or class party **MUST BE STORE BOUGHT.**

## Field Trips

Students in the four-year-old classes and up will take field trips during the school year. We always follow the state guidelines for ratios. Signed permission slips will be required for each session (i.e. summer or fall) along with additional emergency contact information. Parental involvement is always welcome, so,

please contact your child's teacher for more information. Rules of conduct must be followed to ensure the safety of all students and staff. If discipline problems occur, either on the vehicles or the field trip destination, the child/ren involved will be reprimanded according to school discipline policies. (It will then be up to the Director to determine if those involved will be allowed on any other field trips. It may be determined that the parent will have to accompany their child/ren on all future field trips. **Field trips are privileges, not rights.** Parents are welcome on all field trips and may ride the school bus if seating allows otherwise they will need to follow in their own vehicle.

## Weapons Ban

Students, families, legal guardians, and guests are prohibited from possessing firearms or other weapons at MOCA and/or any events sponsored by said school for persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the short period of time when you drop off or pick up your children. The only exception will be those parents/guardians employed with law enforcement.

## Safety and Security

\*For the safety of everyone our School entrance doors will be locked during hours of operation. There is a buzzer located to the side of each door. These are the only doors to be used during drop-offs or pickups. For guests visiting the facility, you must enter through the front entrance of the School/Daycare Office to obtain a Visitor's Pass. No guest without a Visitor's Pass will be allowed in the School/Daycare hall. (Any exceptions for special events will be posted on the School/Daycare entrance door.) Although it may seem a little inconvenient, the safety of our children and Staff is most important.

**\*Fire Drills** — Fire drills are a requirement of the State Licensing Board and are conducted by the MOCA Director. They are performed on a monthly basis.

**\*Threatening Weather** — When notification is received of threatening weather affecting the safety of the school/daycare, staff will proceed to use guidelines set in the school/daycare Emergency Operations Plan (below).

## \*Emergency Operations Plan

- Staff will proceed with all students to a pre-designated site inside the school hallway.
- Get on knees against the wall in a low, crouching position with head down low.
- Hands should be placed on top of the head.
- Avoid windows and doorways.
- Remain in place until an "All Clear" verbal advisory is given by Staff personnel.

***Periodically Emergency Operation Plan drills will be conducted throughout the school year to prepare children to react properly to any given situation.***

***\*Threatening Individual*** — If an individual threatens the safety of our school premises, **CODE BLUE** procedures will be initiated (below).

## \*Code Blue

- Office personnel will call **CODE BLUE** via Staff messenger to alert personnel. As necessary, the office will also call 911 and alert the Church Staff. If due to unforeseen circumstances the office cannot call, the first person that becomes aware of the situation should notify all appropriate personnel (e.g. Teacher, School Office, Director, 911, Church Staff, etc.).
- Children should stay with the appropriate Teacher or Staff member in charge. If in route to another class, the restroom (or in the restroom), the cafeteria, the office or in the hall, they will return to their classes immediately.
- Classroom teachers, cafeteria staff, or any applicable Staff member should:
  - Close and lock doors.
  - Close curtains and/or lower shades.
  - Sit children on floor so as to minimize their observation from the doorway.
  - Turn off the lights and take attendance to account for every child.
  - Keep quiet and wait for further instructions or for an **"All Clear"** via Staff messenger.
  - Remain calm—you will be kept informed of changing status as necessary.
- If outdoors for physical education, recess, etc., Staff members will be made aware of a **CODE BLUE** via messenger. If a Staff member who is outdoors

initiates a **CODE BLUE** situation, notify all appropriate personnel, as stated above, using the most expeditious means available.

- Sit on the ground as a group; be quiet, sit still and take attendance to account for every child.
- Await an “**All Clear**” message via Staff messenger.
- Seek the safety of the building as appropriate.

**NOTE: Always remain in place until an "All Clear" advisory is given by Staff Personnel.**

**\*Accidents & Injuries** — Any minor accidents/injuries will be reported to the parent(s)/guardian at the end of the day. Should a major accident/injury occur, the parents will be notified immediately. If a severe accident/injury should occur, the parent(s)/guardian will be notified & 911 will be called. All accidents/injuries will be reported on an incident form. The parent picking up the child for dismissal will sign the *Incident Report* addressing the child's injury information. The report will be kept in the office.

**\*911 Emergencies** — If the Director and/or Teacher determine that a child's life is in jeopardy and requires immediate EMT assistance, an ambulance will be called for transport to Obici Hospital's Emergency Room. The parent will also be called and the Director will meet the parent at the ER. If the parent cannot be reached prior to transport to the hospital, a Day Care Staff member will continue to try to contact a parent and/or an emergency contact person listed for that child.

**\*Play Ground Safety** — The Staff watches for the safety of the children while on the playground. To help prevent accidents, Staff members will space themselves around the playground to keep a better eye on all the children. Staff members will direct the children in the playground rules of conduct.

**\*Balloon Safety** — Due to the potential dangers involved with latex balloons and children, the use of latex balloons, whether inflated or not, for any school function is prohibited.



## Dress Code

It is the intent of MOCA to foster a neat dress attire that will have a favorable impact on child attitudes and behavior while building self-esteem and school pride. All attire should be clean and in good repair. It is the responsibility of both the parents and child/ren to choose attire that will comply with the dress code.

\*Hair ~ Clean and neatly groomed. NO partially dyed styles or fads, \*Shoes ~ A protective shoe is the standard. NO flip flops, large heels, jellies, or open-toe sandals without a back strap. Socks should be worn at all times.

**\*NO “offensively themed”** apparel. (This is items with symbols or words that depict violence, drugs, alcohol products, sexuality, profanity, etc.) White T-shirts may not be worn as an over-shirt. Shorts, skorts, etc. should be worn under dresses. Tops, blouses must cover the midriff, navel area. No transparent garments of any kind. Undergarments should not be revealed at any time.

No hats, head covers, or excessive head gear are to be worn unless otherwise designated a special day, or for outside use as specified by a parent for protection.

## Inclement Weather/Acts of God/Emergency Closures Out Of MOCA Control

**\*Early Release** — Mighty Oak Christian Academy is open to assist you while working, therefore, if at all possible, our center will be open. However, if the ability of our Staff to get home becomes unsafe, we will notify you that we will be closing early and your child will need to be picked up.

**\*School Closing** - If Mighty Oak Christian Academy is delayed, has to close early, or is unable to open due to Inclement Weather/Acts of God (for example, but not limited to: a hurricane, tornado, snow storm, ice storm, lightning strike, etc.), you will still be responsible to pay for the entire week. The exception to this policy will be if the MOCA is only able to be open for less than 3 days due to Inclement Weather/Acts of God, then you will be charged a per diem rate. Please note full payment is due if your child is enrolled fulltime and attends 3 or more days or your child is enrolled part time and attends two or more days in a given week. If MOCA is delayed, has to close early or is unable to open due to an emergency (for example, but not limited to: loss of public services, loss of road access, etc.) we will notify you that we are closing and your child will need to be picked up. If this

becomes necessary, you will still be responsible to pay for the entire week. The exception to this policy will be if MOCA is only able to be open for less than 3 days due to an emergency closure, then you will be charged a per diem rate. Please note full payment is due if your child is enrolled fulltime and attends 3 or more days or your child is enrolled part time and attends two or more days in a given week.

If at all possible, we will send a mass communication via our Tyco Alert System giving the details of closing or delay. However, it is your responsibility to watch and listen to our local T.V. Chanel 3 WTKR that will list the following school closing so that you will know what to do.

In the event of Inclement Weather, the Suffolk City Public Schools are closed, our center will be closed as well. This is only tied to Inclement weather closings.

## TV and Other Passive Media

Mighty Oak Christian Academy policy is to limit the use of television, films, videotapes and other passive media to specific age groups and circumstances. Media materials are used to enhance educational pursuits and are previewed by Staff prior to use. All materials are age appropriate. Time limits are set for uses unless under special circumstances. Television use is limited to an hour per day. Exceptions are summer camp, spring break camp, party days and holidays.

## Privacy Policy

Mighty Oak Christian Academy wishes to respect the privacy of all its enrolled students and their families. Therefore, the practice of maintaining the confidentiality of verbal information and written records is a must with our Staff. Any information your child shares, (unless negligent, harmful, or abusive towards the child) will not be discussed among Staff members, or from Staff to other families. \*Negligent, harmful, or abusive information shared from a child to Staff, will only be discussed between that Staff member and the Director. Any information that a parent/guardian shares with Staff will not be discussed with other Staff, families, etc. (unless above said conditions apply). We may post pictures and/or videos on our face book page or website. We acquire written permission from all parents prior to any posting of materials containing their child/ren.

## Photos, Social Media, etc.

Unless permission has been provided by a parent (s) or guardian (s), images and/or pictures of students will not be used.

## Curriculum

Mighty Oak Christian Academy strives to provide a Christian based curriculum that will address “all” aspects of a child. We begin with a foundation of learning from the **A Beka** curriculum for our pre-school classes. This program reflects the belief that children need a balance of child-initiated and teacher-facilitated activities through hands-on activities each day. Themes are used to introduce information and learning takes place as a child explores and manipulates real objects and events. Their goal, and ours, is to enhance the development of readiness skills, encourage a love of learning, and promote family involvement in the learning process. Mighty Oak Christian Academy will enhance the curriculum with added material from outside sources such as Scholastic, Fun Shine Express, etc.

School age classes will also use the **A Beka** curriculum. It is a Christian based curriculum that provides a well-balanced schedule of spiritual growth, phonics, math, the arts, science, social studies, and play activities combined with trained, genuinely-concerned Staff in bringing together all of these resources, we will provide for your child's spiritual, mental, physical, and academic growth to the best of our abilities. A curriculum guide for all ages is available upon request. Teachers may decide to incorporate other materials to enhance the learning process.

## Health Policies

**\*A completed Commonwealth of VA School Entrance Health Form including immunization record must be provided prior to the start date.** Exams must be repeated annually, and a signed form from a physician stating the child is free of communicable disease and well enough to attend the program is to be presented to office staff to be kept in the child's file. Immunization records must be presented within one week of enrollment and any/all updates recorded and presented to office staff to be kept in the child's file. Not having this information on file within one week of enrollment delays the enrollment process and can affect your child from being enrolled.

In order to provide the healthiest environment for your child, we ask that the following guidelines be followed:

### \*Sickness/Illness

**Do NOT bring your child to school if any or all of these conditions have occurred within the last 24 hours. Child must be symptom free for 24 hours before they can return to school:**

- Diarrhea
- Vomiting
- A Temperature more than 100 degrees F.
- Pink Eye (a red eye with whitish discharge)
- An unexplained/untreated rash
- An earache
- An upset stomach
- Non-clear discharge from the nose or ears
- Excessive and persistent cough

Should any of these conditions exist when your child arrives at the school, you will be asked to make other arrangements for your child. Should any of these conditions occur while your child is in the care of the school, you will be called to come and pick up your child. You must pick up your child within 1 1/2 hours of being called, after that time a fee of \$1.00 per minute will be applied to your account. If your child is sent home because of sickness/illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to the school. Sickness not only transmits from child-to-child but also, child-to-staff.

### Administration of Medications

**\*Contagious/Communicable Disease** — If your child has been exposed or diagnosed with a contagious/communicable disease, **please notify the office staff as soon as possible.** If your child has been exposed to any contagious/communicable disease at the school, efforts will be made to post a notice of the disease information for the parents. (Children's names will not be posted.) Children with any communicable disease will be excluded from the MOCA program according to the VA Department of Health's Current Guidelines.

**\*Medications** — NO medication will be given to any child without the written and signed consent of the parent/guardian. All medications should be brought to school in its original container in a zip-lock bag with a measuring device provided and must not be expired. NO expired medication will be given. All medications must be clearly labeled with the child's first and last name. All medications are to be picked up at the end of the permission slip date or the medication will be discarded.

**\*Asthma/Allergies** — When it is necessary for Staff to administer asthma treatments (nebulizer), it is the parent's responsibility to make sure Staff understand the mechanics of your child's particular machine and all that is involved in giving the medication. A long-term medication slip will need to be filled out and left in the child's file. **Parents must inform the Office Staff upon enrolling their child of any severe environmental allergies, as well as, any food allergies.**

**\*Everyday Prescription Medications** — Parents must inform the Office Staff upon enrolling their child of any prescription medications that their child has to take daily (i.e. medications for ADD, Allergies, etc.). Please, make Office Staff aware of any/all reactions your child might have to these medications.

**\*Topical Applications** — Sun block, insect repellent, etc. may be administered with the written consent of the parent/guardian. All containers need to be provided by the parent and clearly labeled with the child's first and last name. We will follow directions on the manufacturer's label, unless other written directions are provided by the parent.

### **Dis-enrolling Your Child/ren**

You may dis-enroll your child at any time. However, a written two weeks' notice is required. (Payment is required for said two weeks' even if the child does not return). Please include the reason for dis-enrollment. Mighty Oak Christian Academy reserves the right to dis-enroll any child who presents a risk to the health and/or safety of other children or staff members, any child whose behavior habitually disrupts the class, or any child whose needs cannot be met in our program. Occasionally, disenrollment occurs when a family's or child's needs cannot be met. Refusal or inability to follow MOCA's policies on the part of the family or child may also result in dis-enrollment. Loud or abusive language or inappropriate conduct on the part of a parent, guardian, or visitor will not be tolerated and may be grounds for dis-enrollment. We encourage families to

resolve issues with us amicably, professionally, and in the privacy of the MOCA Director's Office.

## Miscellaneous

\*Children are prohibited from *chewing gum inside MOCA*. Discarded gum can ruin clothing, carpets, and furniture.

\***Children should not bring toys or valuable items to the center from home.** We will not be responsible for lost, broken, or stolen items. The teacher or Director reserves the right to ask the parent to remove any items which in their opinion are not suitable to remain at the center. If a parent has a question about what is acceptable, he/she should ask before allowing the child to arrive with the items.

\*No live pets allowed on property for various reasons including safety and health. Exceptions will be handled on a case by case basis with the MOCA Director.

\*Due to the health and safety issues involved, all children (excluding infants) are required to wear socks and shoes at all times.

\*We do provide potty-training in our two and two & a half year old classes. Please see your child's teacher to discuss this matter. We will work with you as much as possible, but it will also be necessary for you to work with us. All children entering our three-year-old classes will need to be potty-trained.

\* Mighty Oak Christian Academy is involved in many programs to help earn school supplies, equipment, etc. Information concerning these programs will be sent home with your child periodically. Your participation in these programs helps make our school a better place.

\* Mighty Oak Christian Academy is required by law to provide a minimum of one hour of outside activity every day. Weather permitting, every class schedules one half hour in the morning and one half hour in the afternoon of outside activity. We will not expose the children to extreme hot or extreme cold conditions. If conditions are not suitable for outside play the classes will go to the gymnasium. When choosing attire, please keep weather conditions in mind. **A complete change of clothing is needed to stay on property or back pack for each child.**

## Grievance Procedure

To avoid misunderstandings and to keep all grievance procedures in a professional order, the following series of steps have been established for parents' / guardians who officially need to voice their concerns:

- If a parent/guardian has a concern, he/she will first contact the child's teacher.
- If extensive discussion and follow-up action does not solve the problem, the parent/guardian should then consult the MOCA Director.
- If the problem is not resolved after a meeting with the MOCA Director, then a meeting maybe scheduled with the church Pastor.
- If the problem cannot be worked out at that level, the parent/guardian should contact the Mighty Oak Christian Academy School Board with a written request detailing the nature of the grievance.

**\*None of these steps should be omitted when problems arise.\***

## Policy Changes

The ***Parent and Student Handbook*** is designed to promote an understanding of the policies, procedures, and programs offered by MOCA, and to foster a spirit of cooperation between families and Staff.

While the Handbook describes the current policies, procedures and programs of MOCA, the child care business is a complex and dynamic industry. **As such, there may be times when it is necessary to change policies, procedures, and/or programs with little or no notice. Mighty Oak Christian Academy reserves the right, in accordance with the MOCA School Board, to modify or change the policies, procedures, and/or programs, in whole or in part, at any time.** Nothing contained in the ***Parent and Student Handbook*** shall be construed as a contract between MOCA and any one or all of its students and/or their families.

## **Signature and Compliance Form**

I (print name) \_\_\_\_\_, have read and discussed the policies and procedures in this handbook. My family will take the responsibility to support and adhere to them fully. We understand the consequences (possible suspension or dis-enrollment) that will incur if not followed.

\_\_\_\_\_ PARENT/GUARDIAN  
SIGNATURE

\_\_\_\_\_ DATE

**CLASS/ES:**

**PRINT CHILD/REN'S NAME/S:**

Infant

Toddler

- 2-Year-Old
- 3-Year-Old
- 4-Year-Old

Kindergarten

School – Age

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(RETURN THIS FORM TO THE OFFICE PRIOR TO THE FIRST DAY OF SCHOOL)**