



DOMINION CHRISTIAN ACADEMY PRESCHOOL HANDBOOK

Raeford NC 28376

Phone: 910-565-2004 and 910-248-6188

Our purpose is to help your child develop socially, emotionally, intellectually, and spiritually. Our goal is to have trained staff members, who will love and nurture your child. We strive to teach all children in our care to have strong self-esteem and become independent and thoughtful learners and to prepare them to continue to the next step in their development. We will work daily to provide the best quality education for your child and to treat parents with respect and kindness. We are here to enrich the learning environment for your child and to provide him/her with a safe environment while ensuring that they have a plethora of Christ-centered learning experiences to last a lifetime. We strive to have parents feel relaxed and assured that their child is safe and cared for in a caring Christian atmosphere. We are here to educate and assist in the growth of your child by providing him/her with a safe environment so

they will have a plethora of learning experiences to last a lifetime and be able to discern the path that God has for their lives.

PHILOSOPHY OF DOMINION CHRISTIAN ACADEMY PRESCHOOL

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support, and quality care for their children.

Staff: Are entitled to work in an environment that recognizes and respects their training, skills, and commitment to childcare.

Preschool: Enhances the lives of the children and their parents by providing a caring and supportive service.

The DCA Mission Statement Dominion Christian Academy is a ministry of AFCWC which seeks to provide a learning environment for all students by teaching them how to live according to God's principles, to be passionate followers of Christ, and to find and fulfill the destiny and purpose God has for their lives. As the Lord, Jesus Christ, in His youth grew in wisdom and stature and in favor with God and man (Luke 2:52), it is our desire for our students to reach maturity in all areas.

The DCA Vision

The vision of Dominion Christian Academy is to make an impact in our community and the world by training young people in the ways of God, providing a strong academic foundation, and guiding them to find and fulfill their purpose in the kingdom of God, thus equipping them to make a significant impact on the lives of others for Christ. DCA will be an exemplary and diverse Christian school community (Preschool and K-12) that excels in college preparatory studies immersed in a biblical worldview. Strategic partnerships with parents, churches, the local community, businesses, and colleges will support efforts to develop each student's unique gifts and abilities to their highest potential for the glory of God. and equip students for success. We will encourage all students to be rooted in Christ, think biblically and critically, and achieve holistic excellence. We will work diligently alongside their families to assist students in becoming transformational leaders for Christ and His kingdom in the local area and around the world.

The DCA Statement of Purpose

Our purpose is to help your child develop socially, emotionally, intellectually, and spiritually. To strive towards that purpose, our goal is to have trained staff members that will

teach all students to have strong self-esteem and become independent and thoughtful learners. We work diligently to prepare every student to continue their high level of success far beyond our walls and accomplish this goal by providing the best quality education for your child.

STATEMENT OF FAITH

The basis of faith shall be the Word of God as interpreted by the following:

We believe and adhere to the ACSI Statement of Faith, as listed below, although this statement of faith is not exhaustive of all of our beliefs:

A. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

B. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

C. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

D. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

E. 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 (John 5:28-29).

F. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

G. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

In addition: we do not believe in teaching Santa Claus, Easter Bunny, or Halloween. We do, however, promote the Christian values of Christmas and Resurrection Day.

Lines of Authority:

The following lists the appropriate lines of authority if you have an issue that needs to be resolved about a classroom situation – Teacher, Assistant Director/Director. If you have an issue with payment that needs to be resolved, the following is the appropriate lines of authority – Account manager, Assistant Director/Director.

TUITION

Payment Procedures

Tuition payments are due on each Monday of the week. If your payment is not made by 12:00 pm the following day, a \$35 late fee will be applied. Care will be denied after payment is not received within 3 business days. Full tuition is due even if your child is sick or absent. If a child is withdrawn for the summer or other temporary reason, the center will not hold the child's space.

Payments should be made to the Account Manager. For your convenience, we accept payments via the Procure app, checks, and money orders. Please make money orders payable to Dominion Christian Academy and include the child's name in the memo section. Payments are recorded in the Procure App and you will be provided an annual statement in January for tax purposes if accounts are current.

OPERATIONAL HOURS

Dominion Christian Academy Preschool will be open Monday – Thursday 6:00 a.m. – 6:00 p.m., Friday 6:00 a.m. – 5:30 p.m. Students not picked up by 6:00 p.m. will be charged a late fee, which will be added to your Procure account. We require that your child be at school by 8:00 a.m. DCA has an open-door policy, which allows parents to come any time during business hours.

The center hours end at 6:00 pm. This means that parents should arrive in enough time to sign out their child, pick up their child from their classroom, interact with the teacher, and be out of the center by closing. If your child is not picked up by 6:00 pm an additional fee is assessed in the amount of \$1 per minute per child. This fee will be added to your account and must be paid with the next payment. This fee is meant to deter late pickups, not to extend your child's care. Our staff have families of their own, as well as many attend night college courses and training. It also means that the staff are being paid overtime, which in the long run affects parent fees being increased.

Check Policy

If a check is returned for insufficient funds, a \$35.00 processing fee will be applied. If two checks are returned because of insufficient funds, payment must be made in cash or debit card thereafter.

Termination

Dominion Christian Academy has the right to terminate the enrollment of a child for non-payment for services without notice when a parent is consistently delinquent in meeting their financial agreement. Additionally, whenever a child has not shown up for several days without calling; disregards the center's policies; or verbal abuse by parents to teachers, other students, or other parents. If we are unable to meet your needs or your child's needs, we will also terminate their enrollment. We may also suspend a child for 1-5 days for continual misbehavior. Payment will still be due. If the suspension does not solve the problem, then the child may be withdrawn from the center at the director's discretion.

Parents must provide DCA with a two-week written notice if they intend to terminate enrollment. The written notice must state the last day the student will be attending DCA. If the parents terminate the enrollment without two weeks' written notice, then the standard weekly fee for the two weeks will be due per child. DCA has the right to terminate this agreement if the student is violent to themselves or others with no advance notice. We often have waiting lists and need to let other parents know when we can accept their children.

Non-Payment Procedures

All tuition payments are due in advance. All accounts must be paid in full upon withdrawal. Accounts not paid will be referred for civil actions.

Parent Discounts and Incentives

Vacation Eligibility - After 90 days of enrollment, each family will be eligible for one week vacation. Parents are expected to pay one-half of the weekly tuition in order to preserve the child's spot. Vacation time must be requested two weeks in advance in writing.

Parent Incentive -To show how much we appreciate your continued support you will receive \$50.00 credit for referring another family. This credit will be applied to your account the month following the receipt of 3 months tuition from the family.

Annual Re-enrollment and Registration

Per DCD regulations, we are required to update all enrollment information annually. You will receive an annual registration packet to complete each August. The annual registration packet includes:

Updated emergency care information, including health insurance coverage, child's doctor, dentist, and eye doctor information

At least two emergency contacts, including updated information on persons to whom a child may be released (With ID)

The annual registration fee is \$75 and is due by September 15th each year.

HOLIDAYS

The following are scheduled holidays. (DCA will be closed, and no tuition credit given)

New Year's Day

Good Friday

Memorial Day

Juneteenth

July 4th

Labor Day

Thanksgiving Day (the day prior and the day after)

During the Christmas and New Year holidays, we will be closing DCA for designated days, which will be identified on the school's calendar.

Programs Offered

DCA *offers service to children ages 1-5 years old.* This program utilizes the Abeka Christian Curriculum which offers age-appropriate activities to ensure children are thriving and learning in their environment. Infants/toddlers are learning with lots of floor time to explore, teacher interaction, songs, outside time, etc. Toddlers have a combination of the activities mentioned above for infants along with what is offered in preschool classes. Preschoolers have centers available such as manipulatives, library, writing, art, science, blocks, dramatic play, computer, and music. They will also participate in group time and outside time. The 4-year-olds will take field trips to expand on their learning, transported by their parents.

Other Services Offered

Dominion Christian Academy accepts different subsidies, so check with the center to determine which subsidies they are able to accept.

- Dominion Christian Academy participates with the Early Intervention Program and the local partnerships for children, Behavior Change Agent as well as Hoke County Schools to provide services with specialists for speech therapy and behavior management. Private therapists are able to work with the children at the parents' request as well.

Enrollment Procedures

To receive an enrollment packet, a \$100 registration fee and first week's tuition (both non-refundable) must be received to hold the slot for no more than 2 weeks. Completed enrollment packet, immunization record (updated each time your child receives shots), and medical examination (due within 30 days of enrollment) or proof of an appointment by the child's first day of care. All needed supplies such as pull-ups, wipes, and change of clothes, as well as other items provided on the written school supply list must be brought in by the first day of care.

Children's files and familial rights will be kept confidential. Administration will have access to all information and will share only information with the teachers that is needed for them to best serve the child's needs such as emergency information, allergies, special needs, etc.

Arrival and Departure Procedures

Arrival and departure times are transition times for your child. Your child may become upset at arrival time, and it is very helpful if you would say goodbye and let the teacher get your child involved in their daily routine. To ease your mind, you may always call later.

When arriving at the center you are to:

- Escort your child into the center.
- Sign your child in at the front desk.
- Assist your child to the appropriate room. Do not leave children unattended.
- Wash your hands and assist your child in washing their hands upon entering the classroom.
- Assist your child in placing his/her belongings in the proper cubby.

- Notify a teacher of your child's arrival and have a brief conversation about your child's morning.

Parents, please limit your stay to 5 minutes. If you plan to stay longer you must sign in as a volunteer to help and assist in a classroom.

When checking your child out of the center, you are to:

- Enter the center to pick up your child and sign your child out.
- Check your child's cubby for daily reports or class work.
- Assist your child with any belongings he/she needs to take home.
- Inform a teacher you are leaving with your child. This is the time to have a brief interaction with the teachers, but if you would like to discuss your child's development and learning you should schedule a conference. Daily updates are available via the Procure app, which allows updates on your child's day. This update can include meals, rest, mood, and other activities as needed.

A list of responsible people to whom your child may be released is kept in your child's file. Please update these names as needed. The center must see a picture ID of the person picking up your child if we do not know them. Also, please call us ahead of time if someone on your list will pick up your child if they do not normally do so. If, in an emergency situation, someone not listed in the child's file needs to pick up, we will need a copy of a picture ID of the parent along with a written signed statement from the parent either by fax or email. Children will not be released to any individual who is impaired (intoxicated, disoriented, aggressive, etc.).

MEALS AND SNACKS

DCA IS A NUT-FREE FACILITY. Children need to arrive in their classroom by 8:30 a.m. to receive breakfast which will end promptly at 8:55 a.m. so the class can transition into daily activities. If your child hasn't had breakfast and arrives at 8:55 a.m. or later please stop and pick them up some breakfast. Our daily arrival cutoff time is promptly at 10:00 a.m. We would prefer that preschool children (three through five-year-olds) arrive by 8:30 a.m. in order to receive the full benefit of our curriculum and daily activities. Children arriving after 10:00 a.m. will not be admitted into the center. The exceptions to this policy are documented medical appointments for the enrolled child. The child must arrive no later than 1:00 p.m. unless prior arrangements are made. Please call the center and notify the staff if you are going to be late so that we have adequate staffing and enough lunch prepared. Your child will need to arrive by 11:00 am to receive lunch. If your child does not arrive in time for breakfast or lunch, we ask that you make sure your child has already eaten so they aren't extremely hungry before the next meal. By 10:00 our kitchen staff are already doing a daily count to determine the number of meals needed to ensure food is not being wasted. If your child requires milk other than cow's

milk, it will be purchased by the school and charged to the parents' account as required. For special events such as birthdays, we ask that parents bring in store-bought items which will be served during snack time, again we are a nut-free facility.

Clothing and Personal Belongings

UNIFORMS

DCA requires that each student wear a uniform as follows:

Pants – Boys: gray or navy-blue pants, gray or navy-blue shorts (must be knee length).

Pants – Girls: gray or navy-blue pants, gray or navy-blue shorts (must be knee length).

Shirts – Boys: gray or navy blue long or short sleeves shirt.

Girls: gray or navy blue long or short sleeves shirt. Gray or navy-blue skirts or dresses (bloomers or shorts must be worn under all skirts or dresses or a parent will be called to bring a change of Uniform).

If a student is dressed against the code the parent will be told immediately upon the student's arrival and it will be the parents' responsibility to change the student's attire. DCA asks that parents leave an extra uniform in the student's classroom for students. Parents with a student in the two-year-old room are required to provide diapers, pull-ups, wipes and one sippy cup at their cost. Parents in all other rooms are required to provide a water bottle for their child, which should be taken home DAILY to be washed and brought in the next day.

Personal Items

Toys are not allowed from home except to present for show-and-tell or a soft toy for rest time for children 2 years and older, which must remain in the child's cubby during the rest of the day. Show-and-tell items should be themes related to help expand their learning. Bringing things from home usually instigates a fight among the children. If a child brings a toy, the parent will be asked to take the toy with them. No action figures or any toys of a violent nature will be permitted. The center is not responsible for lost or stolen toys. DCA has sufficient age-appropriate toys that a child will need for playing and learning.

Personal Needs

Please bring the following on your child's first day at the center:

- Small blanket and crib sheet.
- Baby wipes (if the child is not completely potty-trained).

- Pull-ups with both sides opened (if the child is not completely potty-trained).
- An additional school uniform in a large Ziploc bag (all ages).
- Send in a water bottle daily for your child to utilize for drinking. Water bottle should be labeled with the child's name and date on it. We are not responsible for unmarked items.

Clothing

NC state regulations require our children to go outside year-round, weather permitting. This means that if it is not actively raining, posing other health risks, and meets state requirements, the children must go outside. Dress your child for outdoor play each day. In the winter, dress your child in layers and provide a coat, hat, and gloves to keep your child warm. In the summer, dress your child in cool clothing and provide a hat to help with sun exposure. Sturdy shoes that completely cover the child's feet must be worn at all times in the center and on the playground.

Short periods of time outdoors must be provided even in hot or cold weather. Playing in gentle snow can be both educational and fun for students. If a student is not well enough to go outside, then the student is not well enough to be at school.

Children will not be admitted if they do not have the appropriate school uniform, as outlined on the school's website at www.dcaraeaford.com. No open-toed sandals, flip-flops, or open-heeled shoes are allowed. If a child wears any shoes that prohibit them from participating in daily activities or interfere with their safety or the safety of others this will be addressed with each family on an individual basis. Do not put shoes or clothes on your child that cannot be worn outside. We will not change shoes or clothing before going outside.

Potty Training

For health purposes, our staff may not handle bodily fluids or feces. If a child has an accident in his/her clothes, according to DCD rules the clothes will not be washed out but will be placed in a bag to take home.

Children will not transition into a Pre-K3 class unless they are fully potty-trained; therefore, it is important that parents work with the child and help prepare them for this transition.

REST TIME

Every student through the age of 5, by State Law, is required to have some rest time. Those who sleep will be awakened about 2:30 p.m. Those who do not sleep will be expected to lay down quietly while others sleep. Sleeping equipment including a mat/cot, sheets, and blankets will be utilized. Mats will be sanitized as used. Parents must provide a blanket for their child, which should be taken home every Friday to be washed and returned on Monday.

BAD WEATHER CONDITIONS

If we do experience bad weather, such as snow, sleet, or ice, DCA will do our best to remain open. DCA has the right to have a two-hour delay or cancel school for the safety of the parents, staff, and students. We recommend parents check their text messages for updates. DCA does not follow the Hoke County School schedule. There will be times that Hoke County Schools will be closed, but DCA will remain open. If we do experience snow, sleet, or ice during the day, we will notify parents through text messages.

DISCIPLINE

DCA Does Not permit:

1. Hitting, fighting, biting, pinching, or any violent acts from students.
2. Use of profanity by parents or students.
3. Disrespect towards other students, DCA staff or any visitors on DCA grounds.
4. Harassment of other students or bullying of any kind.
5. Excessive tantrums and outbursts from students.

Punishment:

1. The first offense results in a time out for a period of time determined by the classroom teacher and a note for parents.
2. The second offense results in a removal from the classroom setting for a period of time determined by the classroom teacher and a note for the parents.
3. The third offense results in disciplinary action determined by the director and a meeting with the student's parents, teacher, and the director.
4. The fourth offense may result in a temporary removal from DCA for a set amount of time determined by the director of DCA.

DCA STAFF PROMISE

DCA Staff will NOT do the following:

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the student.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the student.
3. Shame or punish the student when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the student alone, unattended or without supervision.
7. Place the student in locked rooms, closets, or boxes as punishment.
8. Allow discipline of student by student.
9. Criticize, make fun of, or otherwise belittle student's parents, families, or ethnic groups.
10. Allow a student to hit, bite, or spit.

DCA Staff will do the following:

1. Praise, reward, and encourage the student.
2. Model appropriate behavior for the student.
3. Modify the classroom environment to attempt to prevent problems before they occur.
4. Listen to the student.
5. Provide alternatives for inappropriate behavior to the student.
6. Provide the student with natural and logical consequences for their actions.
7. Treat the students as people and respect their needs, desires, and feelings.
8. Ignore minor misbehavior.
9. Explain things to students on their level.
10. Stay consistent in our behavior management program.
11. Praise and encourage the student.

12. Reinforce the positive behavior and redirect any negative behavior.

The ultimate goal for all students is to make the right choices. The center has rules that must be followed for safety reasons. Each classroom has rules that need to be followed as well. We try to help our students to learn that behavior that hurts or is unfair to others or dangerous to themselves is not acceptable. If a student hits any of the teachers, he/she will be suspended for two days. We regret having to take such action; however, DCA needs to promote God's principles of respecting authority. If a child bites more than three times, he/she will be suspended for two days. We try to work with parents who have a child that bites, but our first responsibility is to ensure the safety of the other students. Every effort is made to channel a student's inappropriate behavior into a more appropriate activity. If positive reinforcement and redirection do not work, a conference with the teacher, director, and parents will be arranged to discuss positive methods that can be used at home and school to promote more positive behavior. In extreme cases where our efforts do not prove effective in ensuring positive behavior at DCA, we may, for the student's best interest, require that a student be terminated from DCA effective immediately.

TRAINING OF STAFF

All DCA staff will be trained in Early Childhood Education and have in-service training hours as needed. We feel that our staff is the backbone of our school. We want only qualified staff that can teach and love each child individually.

PARENT PARTICIPATION

All parents are welcome to volunteer in our classrooms to read to the children, outside during playtime, or while they are in their centers. Requirements for volunteering at DCA are as follows: Emergency information sheet and health questionnaire need to be filled out prior to the first day of the parent volunteering. Documentation of the volunteers' age will also be required.

COMMUNICATING WITH PARENTS

Communication between Administrators and parents is through the Procare App. This app includes what the children ate for breakfast and lunch. What the children are learning each day, signing in and out, billing and newsletters, parent handbook, and any messages that need to be communicated to the parents. Parents can also send messages to the office with the Procare App. We strongly encourage parents to bring any problems to the front office if needed. We always welcome face-to-face communication as well.

OPERATIONAL AND FISCAL MANAGEMENT

Dominion Christian Academy Pre-school is the ministry of Ambassadors for Christ Worship Center. We are a non-profit preschool center.

EVALUATION OF THE PROGRAM, MANAGEMENT AND STAFF

Our program will be evaluated by the parents who attend the preschool. Once a year, we will hand out a survey for the parents to fill out on how they feel our program is working for them. DCA management will be evaluated by Pastor Fallon Procter. The staff evaluations will be conducted annually by the Director and Assistant Director for the sole purpose of evaluating their strengths and weaknesses, through observation, looking at their one-on-one teaching skills how they interact with the children, and how they interact with other staff.

CLEANING DUTIES

Classrooms are to be swept, mopped, toys sanitized, garbage taken out, vacuumed, sinks cleaned, and the walls behind garbage bins cleaned daily. The girls' and boys' bathrooms will be cleaned and swept daily. The hall and front foyer will be swept daily and the rug in front of the doors will also be vacuumed daily. Weekly the hall floors and bathroom floors are mopped. Every three months the rugs in the classrooms are professionally cleaned.

We are excited to have your child attending Dominion Christian Academy Pre-school. If any problems arise, please feel free to bring them to the Director or assistant director's attention immediately. We want to always have clear and open communication with our parents.