



Dominion Christian Academy Preschool Handbook

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To the Parent/Guardian

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 instruct 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.

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.

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.

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 elevated level of success far beyond our walls and accomplish this goal by providing the best quality education for your child. 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. We exist to challenge and empower our students to reach their full potential for Christ.

DCA 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 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 who is 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).

As a tenant of our faith, we believe in teaching about the Christian values of Christmas and Resurrection Day. To that end, we do not believe in teaching about or promoting alternative figures during these holidays, such as Santa Claus or the Easter Bunny. We also choose not to celebrate or promote Halloween.

Administrative Policies and Information

Operational Hours

Dominion Christian Academy Preschool will be open Monday – Thursday 6:00 a.m. – 6:00 p.m., Friday 6:00 a.m. – 6:00 p.m. Students not picked up by 6:00 p.m. will be charged a late fee of \$10.00 for every five minutes passed 6:00 p.m. A cash payment is due at the time of pick-up. 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.

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.

School Holidays

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

New Year's Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day (the day prior and the day after)

Christmas, we will be closing DCA for three working days.

Authorization to Pick-Up and Drop-Off

No student will be released to a person not authorized and listed on the authorization for pick up/release form as completed by a parent or guardian. This person must show DCA staff a form of identification before the release of any student will be made. We must have written authorization for any changes. When dropping a student off in the mornings and picking them up in the afternoons, DCA requires that a parent sign-in the student and sign-out the student as it is required by the State. When bringing in your child or picking up, DCA asks that you finish all cell phone calls before entering the building.

Bad Weather Conditions

If we do experience bad weather, such as snow, sleet, or ice, DCA will do our best to remain open. DCA reserves 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 Hoke County School schedules. 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.

Outdoor Activities

North Carolina General Statutes require that each student goes outside each day, weather permitting. Outdoor play is required as part of the daily activities at DCA. Weather permitting can be defined as anytime except in adverse weather. 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, they are not at the school. Remember it is your responsibility to provide a coat, hats, gloves, and sweater for your child during the winter months.

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.

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.

Evaluation of the Program, Management, and Staff

All DCA preschool 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.

Training of Staff

All DCA preschool 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.

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 sleeve shirts.

Girls: gray or navy blue long or short sleeve shirts. 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 parents will be told immediately upon their 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. Do not put shoes or clothes on your child that cannot be worn outside. We will not change shoes or clothes before going outside.

Classroom Policies

Meal and Snacks

DCA IS A NUT FREE FACILITY. Please have your child at the center before 8:30 a.m. to ensure they have their breakfast. Breakfast will promptly end at 8:30 a.m. Lunch will be served at 12:00 p.m. A snack will be provided at 3:00 p.m. If a parent wants to provide their child's lunch, you are required to provide a balanced meal in accordance with North Carolina state standards, which is comprised of: a meat, a fruit and vegetable. If your child requires milk other than cow's milk, it will be your responsibility to provide it. For special events, we ask that parents bring in store bought items which will be served during snack time, again we are a nut free facility.

Rest Time

Every student through the age of 5, by State Law, must rest. Those who sleep will be awakened about 3:00 p.m. Those that do not sleep will be expected to lay down quietly while others sleep. Sleeping equipment including a mat, sheets, pillows, 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.

Parent Participation

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

Tuition

Tuition can be paid weekly or monthly. All tuition payments must be paid by noon on Monday. We accept cash, check or credit card payment through the ProCare app. There are multiple scholarship opportunities available. Please speak to the school director to request information on scholarships.

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

If a parent is consistently delinquent in meeting their financial agreement, DCA reserves the right to terminate this contract with no advance notice. 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 towards themselves or others with no advance notice.

Payment Schedule

Parents are expected to pay weekly whether your child is attending that week or not to reserve your spot. You are allotted 1 week of planned vacation that you will not be charged each year. You must submit in writing at least 2 weeks in advance.

We are typically closed for 1 week around Christmas/New Years when you will not be charged. All other holidays or days that are closed will be charged as normal. There are no prorated days.

Discipline Policy

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 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 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 students' 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.

The 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 Gods' 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 that 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 to a more appropriate activity. If positive reinforcement and redirection does 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.

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 students.
5. Provide alternatives for inappropriate behavior to the student.
6. Provided the student with natural and logical consequences to 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.

Handbook disclaimer

No handbook serves to contractually bind the school in any way. All school handbooks are subject to change without notice by the school administration.