



CASTLE ROCK CHRISTIAN  
**WARRIORS**

# Family Handbook

**2018-19**

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**Love God – Love Others**

**Mark 12:29-31**

(as of 8/8/18)

## **Welcome to Castle Rock Christian Academy!**

Dear Families,

Welcome to Castle Rock Christian Academy, CRCA. We are excited to serve you and provide your child with a wonderful Christian educational experience. We believe that children feel more secure and we can be better educators when there is a strong partnership between home and school. Please understand that communication and parent involvement is very important for us to accomplish our school mission. Parent suggestions, comments, and participation are welcomed, and will be accomplished through our open door policy.

This family handbook has been prepared to provide important information about our guidelines and procedures. Please take a moment to read the handbook as it will help ensure your child's success, and it will be a useful reference in the future. Our handbook may be revised throughout the school year at the discretion of Castle Rock Christian Academy, CRCA administration. All members of the CRCA community are held accountable for knowing the guidelines and your signature on page 30 confirms your support of the procedures outlined in this handbook.

Thank you for entrusting us with your precious "Warrior". Please let us know if you have any questions or concerns.

Loving God and Loving Others,

Sally Baier

Principal, CRCA

## Table of Contents:

\* Indicates procedures are applicable for preschool and K-8 students

1. CRCA Philosophy	page 5
A. Statement of Faith	5
B. Mission Statement	6
C. Vision	6
D. Educational Philosophy	6
E. SESOs	7
2. Admission	8
A. Enrollment	8
B. Special Needs	8
3. Attendance	9
A. Absences	9
B. Tardy Policy	10
C. Withdrawal*	11
4. Communication	11
5. Discipline	11
6. Emergency Information	12
A. Notifications*	12
B. Procedures*	13
7. Grading	13
A. Honor Roll	14
B. Citizenship Behavior Grade	14
8. Lunch/Snacks	14
A. Birthdays*	14
9. Mandatory Reporting*	15
A. Legal Requirements*	15

10. Medication*	15
11. Parent Involvement*	15
A. Matthew 18 Principle	15
B. Meetings and Conferences	16
C. Parent Teacher Fellowship *	16
D. Visitor Policy*	17
E. Parent Volunteers*	17
12. Personal Possessions	17
13. Preschool	18
14. Programs	21
A. BASE*	21
B. Chapel*	22
C. Cheating and Plagiarism	22
D. Excessive Weather Policy*	22
E. Homework	22
F. Hours of Operation*	23
G. Library	24
H. Physical Education	24
I. Promotion and Retention	24
J. Technology	24
K. Television and Video Viewing*	27
15. Transportation	27
16. Tuition and Fees	29
17. Uniforms and Dress Code	29
A. Dress Code	29
B. Uniform Policy	30
18. Acknowledgement Form	33

## 1. CRCA Philosophy

### **A. Statement of Faith**

... **in one God**; Maker of all things who eternally exists in Trinity as three persons: Father, Son, and Holy Spirit. (I John 5:4-7; John 1:1-14)

... **in our Lord Jesus Christ who is fully God and fully Human**; His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His coming return in power and glory. (I Cor. 15:3; I Peter 2:23-24; John 3:16)

... **that the Bible in the original text, is the inspired, infallible, and authoritative Word of God.** (II Tim. 3:16)

...**in the Fall of Man and the Plan of Redemption**; We believe that Christ was the Lamb of God and that His shed blood was the atonement for our sin. We believe we are saved by God's grace through faith in the person and work of Jesus Christ through the regeneration of the Holy Spirit. (John 3:3, 16) ( Col 4:4-7 ) ( Eph 2:8-9 )

... **that Jesus has provided for our healing**: physical, emotional, and spiritual (I Peter 2:24). Because it is God's heart to heal (Luke 5:12-13), we pray for and believe in divine healing, even though there are times when people are not healed. (Mark 16:18) ( James 5: 13-15 )

... **that marriage is a covenant established by God, between one man and one woman**: A believer should pursue a marriage relationship with a person of the Christian faith. God hates divorce and its effects, but loves the divorced person and desires to restore and bless them. Remarriage is acceptable by God, and a remarried person is not considered less in God's sight. The practice of homosexual and lesbian behavior along with same sex marriage is not ordained by God. We are faithful to God's Word as followers of Jesus, but hold our views with no sense of self-righteousness as we are all in need of God's love and grace. (Matthew 19:3-9; I Cor 7:27-28; 2; Cor 6: 14-1; Rom 1:24-27; 1 Cor 6:9-11)

... **that water baptism is** a public declaration of the inward transformation of the new birth for a believer. (Matthew 28:19; Romans 6:4; Acts 2:38) We are not saved through baptism, yet it demonstrates that we have received a new life in Christ.

... **that the Lord's supper is a celebration for all believers.** It symbolizes our participation in the new covenant that was sealed by Jesus' sacrificial death on the cross. The elements are representative of the Body and Blood of Jesus Christ and God ministers to His people through these elements. (1 Cor 11:23-28; Luke 22:14-22)

... **that the Holy Spirit dwells in the believer from the moment of the new birth.** The Holy Spirit draws the believer closer to God, imparting spiritual gifts and empowering ministry. The infilling of the Holy Spirit is essential for the spirit-filled life, for operating in His giftings, and bearing His fruit. (John 14:26, 15:26; Acts 1:8; Mark 16:15-20; 1 Cor 3:17; Galatians 5:16-25)

...**in the baptism of the Holy Spirit.** The baptism of the Holy Spirit is given to every believer to empower an individual to display the reality of Jesus Christ. Also, it helps to lead the believer into victorious living and to continually equip them for practical, effective spirit-filled

ministry and service. (Acts 1: 5, 8 ) ( Eph 5: 18 ) The spirit-filled life is amazingly empowering, not limited to a one-time experience.

**...the gifts of the Spirit operate today in all believers.** We believe that the gifts of the Holy Spirit spoken of in I Cor 12:7-11 have not passed away, but are still in operation today. Believers need these gifts to help others, and impact the world for Jesus Christ just as in the first century.

**... that intercession and prayer are essential and foundational to the ministry of the church.** (Matt 6:9-13; 2 Cor 10:3-5; Romans 8:26-28)

**... that everything we have comes from the Father and that the giving of tithes and offerings are an expression of joy and thanksgiving for His provision.** The Biblical first fruit tithe (10 % ) is a helpful guide and giving should not be out of obligation, but as led by the Holy Spirit. (Matt 6:20-21, 23) ( Luke 11:42)

**...in the great commission of our Lord Jesus Christ to carry the Gospel to the entire world.** God commands all believers to carry the Good News of Jesus Christ to the all of the world and to make disciples (followers of Jesus) of all peoples. Our mission is to reach Jerusalem (our community), Judea (surrounding areas), Samaria (especially to difficult areas), and to the ends of the world. ( Matt 28:18-20 )

**... the second coming of Jesus Christ.** Regardless of which position you hold, whether it is pre-tribulation, mid-tribulation, post-tribulation, or some other position, we are certain of one thing from the Bible: *“He will come again in glory to judge the living and the dead, and his kingdom will have no end.”* At the Rock we work diligently at preparing ourselves for His return. That preparation includes loving God with all our hearts, and living our lives in a consecrated, purposeful way, while reaching out to a lost and dying world.

## **B. Mission Statement**

“Through the power of a Christ-centered and academically excellent education, Castle Rock Christian exists to be a light to our world by creating Godly student warriors to love God and love others.”

## **C. Vision**

Love God and love others (Mark 12:29-31) is the vision for our students at CRCA. Students will learn how to love God by hearing His Word, memorizing His Word, and applying His Word to their lives. Loving others becomes the next step. When you love God, you have a heart to love others, to pray for others, and to serve others. Our vision is to encourage our students to put into practice what they see, hear, and learn at CRCA.

## **D. Educational Philosophy**

The Biblical mandate is for parents to train up their children (Proverbs 22:6, Deuteronomy 6:6-7). Therefore, as Christian educators we desire to partner with parents to disciple the whole child, spiritually, academically, socially, emotionally, and physically, through God’s

Word. We accomplish this by integrating Biblical principles in every academic area, as well as on the playground, in the lunchroom, and throughout the classroom environment daily.

Our heart is that each student is successful. We believe that students have different learning styles, so we will incorporate a variety of activities to enhance their learning. Each year, students will become better readers, writers, mathematicians, and CHRISTIANS.

We value the student - teacher relationship in the classrooms. "Rules without relationship equal rebellion." (*Josh McDowell*) When children have a healthy, trusting relationship with their teacher, they will thrive in their learning environment. A nurturing environment is also an encouraging one. We want to help students find their God-given potential in His Kingdom. (Jeremiah 29:11)

We also believe a child is more likely to be successful in school when the parents and school partner in communicating with each other. We accomplish this by encouraging real community with genuine relationships between school and home, teachers and parents, students and teachers, and students with students.

**E. Schoolwide Expected Student Outcomes (SESOs):** (our staff wrote these last year in preparation for ACSI Accreditation)

Castle Rock Christian Academy SESOs are based on Ephesians 4:1-5:1 and are summarized in the phrase, walk worthy. We want to see students walk worthy:

1. Spiritually
  - a. Knowing the Lord Jesus Christ as personal Savior
  - b. Confidently applying Biblical principles as life's foundation
  - c. Understanding that God has a calling for them as part of the body of Christ
  - d. Sharing the Gospel message in service to their world
2. Academically
  - a. Being lifelong learners
  - b. Thinking critically and discerning information that is presented to them
  - c. Working excellently
  - d. Exceeding expectations at every grade level
3. Physically
  - a. Understanding they are made in God's image
  - b. Being stewards of God's creation
  - c. Honoring our flag and country
  - d. Recognizing and sharing with those in need
4. Socially
  - a. Communicating well with peers and others
  - b. Working with others toward common goals
  - c. Using excellent manners
  - d. Extending the compassion of Jesus to their world

## **2. Admission**

Admission to CRCA for both the preschool and elementary programs is determined by space availability. Registration for CRCA classes will begin in December for currently enrolled families. In January, registration is open to everyone with consideration given in the following order:

1. Returning families from the current school year
2. Waitlisted children
3. Children from the community

All classes are on a first come, first served basis. Applications for enrollment are accepted for the waitlist throughout the school year in the event of any classroom or student changes.

### **A. Enrollment**

To enroll in our elementary programs, tour our facility, and begin the enrollment process, you may contact the office at [admin@crcacademy.org](mailto:admin@crcacademy.org) or call 720-598-2722. After you apply through our website online, turn in the enrollment packet including transcript release form, interview and test with our Principal, and pay the appropriate enrollment fee. All enrollment must be completed prior to the child's first day of school. This includes application, medical, financial, and authorization forms. The non-refundable registration fee for elementary is due at the time of enrollment and holds your child's space. This annual fee covers books, testing, consumable curriculum and school supplies. Children who are not fully immunized will be admitted to the program with the proper exemption form.

### **B. Special Needs**

Children are admitted to CRCA based on space and availability. In compliance with The Americans with Disabilities Act (ADA), no child will be discriminated against based on race, handicap, national or ethnic origin. Please inform the school of any special needs your child may have so that we can determine if and how we can help in compliance with The Americans with Disabilities Act.

CRCA works diligently to provide educational opportunities for students with learning exceptionalities. However, we recognize that we are not able to provide for the learning needs of all students who are exceptional and will do our best to accommodate the students we accept. At the discretion of the administration, CRCA provides a Christian education for students who require limited accommodations within the regular classroom. Administration will consider all documentation, including current 504 plans, testing reports completed through the public school system or from a private, licensed psychologist (completed within the last 3 years), or a current IEP/ISP (completed within the last year) but is not bound to the recommendations on those documents. Admissions decisions related to these students will be made on a case-by-case basis by the administration. Parents will be notified of the decision. It is the responsibility of the parent to maintain current documentation, as CRCA will not be able



to serve the learning needs of students without current documentation. Faculty representatives of CRCA, including those on our administrative team will be happy to accompany parents to meetings regarding the student's testing, testing results, IEP updates, etc. and will serve as advocates on behalf of the parents/students. It is the responsibility of the parents to notify CRCA of the meeting details in advance if a CRCA representative is needed.

### **3. Attendance**

Each family receives a school calendar that is also available on our school website at [www.crcacademy.com](http://www.crcacademy.com). CRCA may not be open on all dates set forth in the CRCA calendar for varying reasons, including, but not limited to, weather and/or the inability to use the facilities. Students who are ill should be kept home.

#### **A. Absences**

Academic success is consistent with regular, punctual attendance. Classroom attendance is an integral part of each student's success in learning. Because of the nature of certain lessons, they cannot be completely made up outside of class or by turning in a worksheet. Every effort should be made by the parent and student to avoid absences. Studies continue to show that student performance relates directly to attendance. Students are allowed 10 absences over the course of the school year. Habitual absences will jeopardize the students continued enrollment at CRCA. Exceptions to this will be considered in cases of extended illness requiring hospitalization or home care, mission trips, etc. Please see the principal with any questions regarding absences.

Regular school attendance is required by law and is necessary for good scholarship. CRCA discourages missing school due to avoidable reasons. If such an occasion cannot be avoided, a written request by the parent should be given to the teacher at least 1 week ahead of time, explaining the need for the absence and requesting that the student be given all work to be completed.

#### **Excused absences:**

Absences that are due to illness or professional services in connection with the student's health and welfare are considered an excused absence. Please try to schedule medical or dental appointments before or after school, or during school vacations.

#### **Unexcused absences:**

Absences for reasons other than illness or personal emergencies which the school authorities determine could have been taken care of at another time, even though approved by parents, (i.e. family vacations outside of regularly scheduled school vacations).

**Parents are asked to contact the school by 9:00 am**, if a student is ill. Parents may request work for the student to be sent home by the teachers; however this request must be made by 9:00 am.

If a student has:

- 5 days absent/semester, a courtesy email will be sent to the parent
- 10 or more days absent/semester, may result in incomplete grades or retention at the current grade. A conference will be scheduled with the parent, student and the Principal.

Please do not go to the classroom teacher before or during school expecting the teacher to stop instruction and put together your student's work. The teacher's first responsibility is to their class and our school-wide daily schedule.

Students have 2 school days for every day absent to make up any missed work. Upon returning to school, a student cannot miss PE classes without a signed note from a parent or physician.

### **B. Tardy Policy (Grades K-8)**

Arriving to school on time displays both responsibility and respect for teachers and classmates. Tardiness due to late vehicles is considered unexcused (unless inclement weather prompts a "No Tardy" start to the day). The doors to the school are opened at 7:50 am. Students are considered tardy if they are not in their class lines by 8:00 am. Tardies will be excused only when a student is physically limited from getting to school on time due to car trouble or accident or if the end of an early medical/dental appointment coincides with the start of a school day. All other tardies will be considered unexcused. In the event that a student is tardy, they must come to the school office to receive a tardy slip before entering class.

Excessive Tardies:

- More than 5 per semester - parent will receive an email
- More than 6 per semester - parent will receive an email and student will miss morning recess
- In excess of 7 per semester - parent conference will be scheduled

### **C. Withdrawal\***

In the event that a parent or guardian withdraws their child from the school, written notice to the office is required 2 weeks in advance. Any fees or tuition that has been paid is non-refundable and non-transferable.

Under certain conditions, it may be necessary for Castle Rock Christian Academy to withdraw services. In this case, any prepaid tuition for days the child has not attended will not be refunded. The following conditions could lead up to the immediate dismissal of a child:

- Repeated aggression towards other children or adults
- Nonpayment of tuition
- Repeated behavior that interferes with classroom learning

#### 4. Communication

Any work, notes or newsletters being sent home will be sent in your child's communication folder. Also notes, permission slip or forms from home can be delivered to school in these same folders. You can email or arrange to meet with your child's teacher if you have any questions regarding your child's classroom. The "Weekly Warrior" will be emailed to school families every Friday with information about upcoming events.

#### 5. Discipline

CRCA's discipline plan for our students is based on Proverbs 23:12, "apply your heart to instruction and your ears to words of knowledge." We know that God disciplines those He loves (Hebrews 12) and He is "...ready to pardon, is gracious and merciful, slow to anger, abundant in kindness and does not forsake (us)" Nehemiah 9:17.

The goal in our discipline plan is to "(take) heed according to Your word...let me not wander from Your commandments! Your word have I hidden in my heart, that I might not sin against You" Psalm 119:9-11 and above all else: love God and love others, Mark 12:29-31.

This plan was developed from an in-depth study of what the Bible says about training children, particularly from Proverbs. This book is clear in describing right and wrong behavior and reminds us that God always sees our hearts, always rewards, and always corrects the choices we make in life.

We also know that children learn from God, from adults, and from their peers. The heart of our staff is to reward obedience as well as correct for disobedience. Why are there consequences? Because "the rod and rebuke gives wisdom", Proverbs 29:15. We will not be administering the "rod" to our students, but we will be correcting (details below) and rewarding because our goal for all our students is Ephesians 2:10, "...we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them."

The 3 areas that will be evaluated in our plan are:

1. How a student uses **words** (i.e. listens, Proverbs 5:1, 18:13, 22:17; uses a wholesome tongue, Proverb 15:4, speaks truth, Proverbs 12:17-18, 14:5)
2. How a students **acts** (i.e. integrity, Proverbs 10:9, 20:7; works hard, Proverbs 12:11, 14, and 24; uses self-control, Proverbs 25:28, etc.)
3. How a student **interacts** with others (i.e. humility, Proverbs 6:1-5, friendly, Proverbs 18:24; solves problems with others, Proverbs 25:9 and Matt 18:15).

When staff observes an infraction in the classroom, playground, etc.:

1. 1<sup>st</sup> infraction – verbal warning
2. 2<sup>nd</sup> – record in RenWeb and email home
3. 3<sup>rd</sup> – yellow card (written warning) and email home

If the behavior continues, the Principal will:

4. 4<sup>th</sup> – red card (written warning) and office recess (am or lunch) and email home

5. 5<sup>th</sup> – parent conference with Principal, student and teacher; written expectations given for going forward
6. 6<sup>th</sup> – half-day suspension (in or out of school)
7. 7<sup>th</sup> – full-day suspension (in or out of school)
8. 8<sup>th</sup> – written contract and determine student's continued enrollment

Our discipline policy will be successful as we work together as a team to raise our children “in the nurture and admonition of the Lord” Ephesians 6:4.

## **Bullying**

Bullying or intimidation is a written, oral, or physical action or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### **What to do if you experience or observe bullying**

Students who feel that they have been subjected to conduct of a bullying or intimidating nature are encouraged to promptly report the matter to one of school officials listed below. Students who observe conduct of a bullying or intimidating nature are also encouraged to report the matter immediately. All complaints will be promptly investigated.

CRCA has high behavior standards. **Bullying and intimidation of any kind will not be tolerated and needs to be promptly reported to one of the school officials listed below.** The following individuals are specifically authorized to receive complaints and to respond to questions regarding the complaint: Sally Baier or Theresa McCormick.

## **6. Emergency Information**

### **A. Notification of Parents for Illness, Accident or Injury\***

Our goal at CRCA is to provide the most excellent and conducive environment for learning. In the best interest of your child and the other students, please do not bring your child to school if they have within the last 24 hours:

- a fever of 100 degrees or higher
- diarrhea
- been vomiting
- any symptoms of illness that may interfere with learning
- any contagious rash
- discharge from the eyes or ears

Ill children who are sent home may not return to school until they have been symptom-free for 24 hours. Parents may also be asked to bring a doctor's permission slip to return to school or a note from your doctor if the child has been absent for more than 3 days.

If your child has been diagnosed with or exposed to any contagious disease such as strep, measles, chicken pox, etc., please notify the school office immediately so we can contact other parents whose children may have been exposed. An email will be sent to the parents of all the students who are in the same class as the ill student.

Parents will be notified in writing via email of all minor injuries (bumps, scrapes, etc.) that occurred during that day. With an injury more serious in nature, we will first attend to the child and then contact the parents. In the unlikely occurrence that emergency medical care is necessary, we will first attempt to call the parents and/or other emergency contact people. If we cannot contact any of these people, we will take your child to the hospital for treatment.

## **B. Emergency Procedures\***

In the event we send children home early, the parent or guardian will be contacted using the phone number listed on the authorized pick up form. Specific information on each emergency situation can be obtained from the office. Emergency drills are conducted every month including: fire, tornado and active assailant. Periodic tornado drills are also conducted. We reserve the right to close school for epidemics, facility problems, or if the majority of staff is absent.

## **7. Grading**

Teachers are expected to conference with the parents of students in jeopardy of failing, or those with a grade falling below their level of ability. Report cards are issued at the end of each quarter. Teachers update grades weekly and parents have access to them through "ParentsWeb", via our school website. Parent-Teacher conferences are scheduled at the end of the first and third quarters (as needed). Report cards are official state documents. Any tampering with report cards is a serious offense that can lead to suspension/expulsion.

Depending on your child's grade, the following grading scale will be used for reporting grades. Please refer to your child's report card for more details.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

## **A. Honor Roll**

Students in grades 1<sup>st</sup> - 8th are eligible for the Honor Roll. The Honor Roll includes those students who earn 85-89% (cumulatively) in a quarter, on a report card. The Principal's Honor Roll is for students with 90% (cumulatively) and higher in a semester.

## **B. Citizenship Behavior Grade**

Teachers will also assess a student's behavior and citizenship at CRCA according to a 1-4 scale of:

- 1 = exceeds age appropriate grade level
- 2 = meets age appropriate grade level
- 3 = sometimes meets age appropriate grade level
- 4 = does not meet age appropriate grade level

The following characteristics are important in a student's life as they mature and prepare for the future God has planned for them:

- Uses self-control
- Is courteous
- Is kind and respectful
- Respects self, others and property
- Listens when others talk
- Obedient
- Responds to correction
- Accepts responsibility
- Works diligently
- Participates in class
- Works independently

## **8. Lunch and Snacks**

Students need to bring a healthy lunch and a water bottle (no sodas please) each day along with a nutritious snack (fruit, vegetables, etc.) to eat before morning recess. If a student forgets to bring a lunch, we can provide an emergency lunch and charge your account \$2.00. To ensure that everyone has enough time to time to eat and enjoy lunch, please send food that does not need to be heated in the microwave. Due to severe allergies we ask that you refrain from sending any nut products in your child's snack and lunches.

All students will refrain from chewing gum at school.

## **A. Birthdays\***

Parents are welcome to bring a birthday treat to share with the entire class during snack or lunch time. However, parents must let the classroom teacher know in advance. Due to the

severity of certain allergies, please refrain from sending nut products. Lower sugar, healthy snacks and no soda drinks are strongly encouraged.

Teachers and Staff are not able to distribute party invitations or give out student addresses, although parents and/or students may hand them out before or after school.

## **9. Mandatory Reporting\***

Any staff member in a school who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions that would result in abuse or neglect must immediately report or cause a report of such fact to the **Colorado Child Abuse and Neglect Hotline**. All calls are confidential and will be routed to the county where the child resides. All callers will be able to speak with a representative 24 hours a day, every day.

To report any suspected child abuse or neglect contact:

Colorado Child Abuse and Neglect Hotline

Phone: 1-844-CO-4-KIDS or 1-844-264-5437

### **A. Legal Requirements for Private Schools\***

CRCA operates independently from the Colorado Department of Education, but adheres to school attendance requirements, health standards, and mandatory reporting of abuse, and any issues that are outlined for all non-public schools.

School districts and non-public schools are required to set their absence policies to ensure students receive the necessary instruction for the school year.

## **10. Medication\***

Any medicine, both prescription and non-prescription, that needs to be administered during school hours requires a completed administration of medication form signed by both the student's guardian and the student's medical provider. This is the only form CRCA will accept. All medications need to be sent in the original container, in a plastic bag, clearly labeled with child's first and last name and accompanied by an administration of medication form which can be picked up from the office. All medications will be stored in a locked cabinet or refrigerator and a record of any administration of medication will be logged. CRCA does not allow students to self-carry medication. All medications will be returned to the parent after the last day of school. Please contact the office with any questions.

## **11. Parent Involvement\***

### **A. Matthew 18 Principle**

Parents with concerns about their child's progress or a classroom concern should first discuss the matter with their child's teacher (see Matthew 18 principal below). Parents should feel free to call or email teachers at school to express a concern or schedule an appointment.

Teachers will do their best to return calls or emails within 24 hours with the exception of weekends.

In matters of personal conflict, we are guided by Matthew 18:15-16 to solve problems. *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."*

The major aspects of this principle, as stated by Dr. Paul Kienel are:

1. **Keep the matter confidential.** Share the problem with only those directly involved.
2. **Keep the circle small.** Avoid the temptation to have your opinion validated. Seek validation from the Lord, not several parents or teachers who will affirm your position.
3. **Be straightforward.** Respect the other person by believing they can handle criticism. Share an observation rather than a judgment, i.e., "My son feels he got negative reinforcement in class and I have observed similar situations," sounds better than "You're picking on my kid!"
4. **Be forgiving.** The goal of sharing the observation is restoration and spiritual growth, not justification.

Additional problem solving principles:

- Please pray first about all "problem" situations.
- Please support the staff. Teach your children at home the proper respect for and submission to authority.
- Please don't belittle a staff member in front of your child or other children.
- We truly want to support your family and help train your child in the way of the Lord (Proverbs 22:6). It's important that your child knows that we are working together.

## **B. Meetings and Conferences\***

Parent teacher conferences are scheduled twice each school year, once in the fall and once in the spring for preschool and K-8th students as needed. If either the parent or teacher has any concerns or needs they would like to discuss regarding their child's behavior, academic progress, or social and physical needs, a special conference may be scheduled. Our teachers give their undivided attention to the children during school hours and appreciate your scheduling additional conferences during a time that is before or after school.

## **C. Parent Teacher Fellowship (PTF)\***

In order to raise up a generation of leaders, CRCA understands that partnership with our parents is essential. Our community of parents is very diverse and possesses many different



abilities, skills and access to resources that aid in the success of CRCA. There are many opportunities to serve throughout the school year. Every school parent or guardian is a member of our PTF. A PTF volunteer sign-up sheet will be available at Parent Orientation.

#### **D. Visitor Policy\***

CRCA requires that each visitor sign in and out at the office and wear a visitor badge when on campus. Time and purpose of visit must be documented.

We do want parents to feel welcome in their child's classroom. At the same time, we may need to control the number of adults in the classroom, as this will often affect the classroom environment. Please schedule any visits with your child's teacher in advance so that we can encourage the success of all students.

#### **E. Parent Volunteers\***

In an effort to keep our tuition affordable for our families, we are asking that each family volunteer to help either in the classroom, as a room mom or dad, in the office, the lunch room, the playground, or at home. We understand that most parents are working and we appreciate your effort to plan on helping at least 10 hours/semester.

### **12. Personal Possessions**

Parents are encouraged to leave children's personal possessions at home. Whenever any personal item is brought to school (i.e., backpacks, water bottles, coats, hats, gloves, etc.) that item needs to be clearly labeled with the child's name in permanent marker. Each child will have a cubby that needs to be emptied each evening and the contents need to be taken home.

Toys (stuffed animals, fidget spinners, theme cards, etc.), personal sports equipment, that is brought to the school could easily be lost or cause a distraction for other students. If a child needs to bring an item for show and share, etc., please let your teacher know.

If there is a reason to bring money to school, it needs to be in an envelope and clearly labeled with the child's name. This envelope needs to be given to the teacher for safe keeping.

#### **A. Audio Devices**

Please do not bring earphones, iPods, MP3's, gaming devices, Apple watches, or any other device of this nature unless needed for a class assignment. These materials will be confiscated if brought to school. A parent will need to be present in order for it to be returned. These items are also not allowed on field trips.

#### **B. Cell Phones**

Students may bring phones to contact parents before and after school only. If cell phones are brought to school, they cannot be visible or used during class time. They will be confiscated and a parent will need to be present in order for it to be returned.

## **C. Lost and Found**

Parents are asked to write their child's first and last names clearly and permanently on all clothing and belongings. Lost articles can be claimed from the cabinet marked "Lost and Found" inside the North doorway of the preschool wing. Items that are unclaimed will be donated to charity.

## **13. Preschool**

Castle Rock Christian Academy Preschool has been developed to meet the educational, physical and spiritual needs of the students while encouraging them through creativity and to socially interact with their peers. Our goal is to prepare our students for their future academically and spiritually. To this end, we have determined the appropriate instruction, guidance and support to accomplish these goals. We offer individualized and group instruction for each child to support them in their growth as well as assessment to determine areas of strength and need. We will utilize or recommend professional consultation as needed. Decisions will be made as a team to determine the best course of action for students who are not able to participate in our classroom environment.

### **Admission**

To be eligible for our preschool (2.5, 3, and 4-year-old programs) and for kindergarten, a student must be 2.5 by the first day of school (8/16/18) and 3, 4, or 5 years of age by October 1. To enroll in our preschool programs, you need to apply and enroll online through our website, [www.crcacademy.org](http://www.crcacademy.org). You will receive an email inviting you to meet with our Principal, and then you'll need to follow the steps to reserve a space in our program. You must have a birth certificate, immunization and general health document prior to starting school.

Tuition for Castle Rock Christian Academy is \$2350 for the 2 day a week Preschool program, \$3050 for the 3 day a week Preschool & Pre-Kindergarten programs, and \$3750 for the 5 day week Pre-Kindergarten program. Tuition is payable in 1, 2, 10 or 12 monthly installments for parents' convenience. Discounts are given for semi-annual payments and multiple students.

When a preschool, pre-kindergarten or kindergarten child is picked up from school, the adult must sign the child out. No child will ever be released from the classroom without an authorized adult first signing them out. Any adult picking up a child must be authorized by the parent and identify themselves with a photo ID at the office and at teacher checkout.

### **Caring for Children Who Arrive Late to the School During an Excursion**

If a child arrives to school late on a day that there is an off-campus excursion, the parent or guardian must make arrangements for off-site childcare. The student will be marked absent for that day.

## **Diapering & Toilet Training**

CRCA does not offer services for children who are not toilet trained, with the exception of our 2.5 year old program. Your child must be fully toilet trained to be admitted to the school. The following criteria will help you determine if your child is fully toilet trained:

- The child is able to use the toilet without assistance.
- The child is able to identify times that they need to use the toilet.
- The child is able to both urinate and have bowel movements in the toilet without adult assistance.

Occasional accidents are common with young children and are expected by the staff. A change of clothes is requested to be kept in the student's backpack in case of an accident. If your child is having one accident or more per day on a regular basis, your child is not considered fully toilet trained.

## **Discipline**

Some methods of guidance that can be used in the classroom are redirection, "quiet times", and natural consequences. Methods of discipline that will never be used are physical punishment, verbal abuse, isolation in a closed or locked room, withholding food, or humiliation.

If a child is endangering him/herself or others, they will immediately be removed from the group and a parent or guardian will be required to pick the child up from school, within 30 minutes of receiving notification from the school. An incident report will also be filled out. If behavior that is dangerous or disruptive continues, the teacher and/or administrator will schedule a meeting with the parents to discuss the situation. The child may be temporarily removed from the school with the understanding that the parents are actively working with the teacher and administrator to avert any further aggressive or dangerous behavior.

In the rare case that the discipline problem continues, the administrator will discuss the option of withdrawal from the school either temporarily or permanently. Although this is never our first choice, some children require a different setting than CRCA. In the event of severely disruptive or harmful behavior, the child will be immediately dismissed from CRCA. In this case, any pre-paid tuition will not be refunded to the family.

## **Lunch/Snacks\***

All CRCA students need to bring a packed lunch and a water bottle each day. The lunch should consist of healthy foods that your child can eat by themselves. The teachers or lunch volunteers will assist with opening packages when needed. Please refrain from sending candy, soda, and any food with nuts.

## **Procedure for Closing the School**

The staff member closing the school will be responsible for checking every room before leaving. As each room, bathroom and area is checked, the lights will be turned off and the door will be locked. The staff member will also check the sign in sheets to see that every child has been signed out and will not leave the premises until every child has been accounted for. Any parent that has not signed out maybe contacted.

## **Procedure for Identifying Where Children Are at All Times**

Teachers will take attendance before and after each transition to make sure that all students are accounted for. Preschool and Pre-K students under the age of 5 will not be allowed to go anywhere without adult supervision. Students 5 years and older will be allowed to go to the restroom, office, and other school areas, with their teacher's permission. The West Front entrance to Castle Rock Christian Academy will remain closed and locked during school hours. There will be an attendance sheet available in each classroom so that the teacher or other staff member will know who is in attendance at all times. The total number of preschool students in attendance will be communicated daily to the Preschool Director. An authorized adult will be required to fill in the sign in sheet every time they pick up or drop off a student at preschool, pre-kindergarten, or kindergarten.

## **Filing an Official State Complaint About Preschool**

We care for each child and family at Castle Rock Christian Academy. Please feel free to inform the administrator of any questions or concerns you may have. To file an official complaint about the facility concerning licensing violations contact:

Division of Child Care

1575 Sherman Street, 1<sup>st</sup> floor

Denver, Colorado 80203 – 1714

Phone: (303) 866 - 5958 or 1-800-799-5856

Fax: (303) 866 – 4453

## **Licensed Program**

Our childcare program is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license and the last facility inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from

your county department of social services. The telephone number to report child abuse in your county is listed below.

Arapahoe County Department of Social Services	303-636-1750
Adams County Department of Social Services M-F	303-412-8121
After 4:30 PM and Weekends	303-412-5212
Douglas County Department of Social Services	303-688-4825
Jefferson County Department of Social Services	303-271-4357 <u>or</u> 4131
Clear Creek County Department of Social Services	303-569-3251 Ext. 365
Gilpin County Department of Social Services	303-582-5444
Park County Department of Social Services	719-836-2771

Colorado Law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding your children's health and safety, equipment and play materials, and the staff. For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facility file, please consult the Colorado Division of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958 or 1-800-799-5876.

**To review a file for a licensed child care facility please call 303-866-5088**

## **14. Programs**

### **A. BASE (Before and After School Enrichment)\***

CRCA offers before school care beginning at 7:00 am and afterschool care until 5:30 pm. You must reserve space for your child by noon on the last Friday of the month for the next month's BASE program. Our capacity for this program is 8 students; if you have a last minute need, you may check with the office for available space. Preschool students may participate in the afternoon session beginning at 12:10. A late pick up fee of \$1 per minute will be charged when a child is picked up past the scheduled pick up time. For example, if the child is picked up 5 minutes late, the late fee will be \$5.00. The late fees are due immediately. Preschool and Pre-K students must be picked up by 12:10 pm and elementary students must be picked up by 3:10 pm or they will go to the after school care program. If you are going to be late, please contact the office immediately by calling (720) 598-2722.

## **B. Chapel\***

CRCA has all-school chapel for our students every Monday at 8:15 am. Chapels include worship, led by the Rock Worship Pastor, and a Bible-based message that is age appropriate. All parents are welcome to attend. Special chapels will be scheduled for Grandparents, Pastors, Veterans, Thanksgiving, Christmas, Easter, etc.

## **C. Cheating & Plagiarism**

Any instance of cheating/plagiarism will result in an automatic zero for all students actively involved and a parent meeting will be scheduled to discuss the matter.

## **D. Excessive Weather Policy\***

In the event of severe weather we will follow the Douglas County School District for closures and delays. CRCA is closed if the **Douglas County Castle View Feeder Area** is closed. If the **Douglas County Castle View Feeder Area** is on a delay, we will start the specified amount of time later for K-8th and Preschool. If the **Castle View Feeder Area** is closed after the start of the day, parents or guardians are expected to pick up their children immediately after the closure has been announced. Parents and guardians will be notified if they do not arrive promptly.

To determine if CRCA is closed you may:

- Call the Douglas County school weather hotline number at (303)387-7669 or
- Log on to [www.dcsdK12.org](http://www.dcsdK12.org)

CRCA has both an indoor and outdoor play area available every day for our students for recess and gross motor development. Students will not use the outdoor play area if the following conditions exist:

- The temperature is 32 degrees Fahrenheit or below including wind chill.
- There is visible precipitation.
- The temperature is 95 degrees Fahrenheit or above including heat index and humidity.

Please dress your child appropriately for the weather conditions, including warm coats, boots, hats, and mittens or gloves. Make sure all items are labeled with student's names.

## **E. Homework Policy**

CRCA recognizes that homework plays a role in a student's education. The right amount and right kind of homework helps to instill a positive attitude toward school and learning. Homework should help to develop good study habits and character qualities such as responsibility, initiative, orderliness, and thoroughness. We believe that students learn in

different ways and at different paces. When students are actively engaged in learning, they are most successful. A variety of interactive activities will be assigned as appropriate.

CRCA places great value on family time. Dependent on individual student ability and grade level, time spent on homework will vary. Daily averages of homework time will vary from class to class dependent on grade and age.

### **Parent's Role: Homework Facilitators**

- Be supportive. Provide time, place with minimal distractions, materials, and encouragement.
- Be aware of assignments and expectations.
- When appropriate, sign completed homework or incomplete homework stating the reason.

### **F. Hours/Days of Operation\***

Castle Rock Christian Academy's 2018-19 school year begins on August 16, 2018 and finishes on May 24, 2018. We follow most of the Douglas County School District's traditional schedule for holidays and snow days. We currently offer the following programs:

- Preschool for children who are 3 by October 1<sup>st</sup> to 4 years old:
  - Tuesday/Thursday 8am-12pm (2 days) or
  - Monday /Wednesday/Friday (3 days)
- PreK for children who are 4 year by October 1<sup>st</sup>:
  - Monday/Wednesday/Friday 8:00 am-12 pm (3 day) or
  - Monday – Friday (5 day)

Kindergarten for children 5 years old by October 1<sup>st</sup> is held in Monday – Friday half-day (8:00-12) or full day, 8:00-3:00pm

We also offer grades 1 – 8 Monday – Friday, 8:00am-3:00pm.

### **Holiday Closures\***

The school will be closed for the holidays (I changed the dates) listed below. Regular monthly tuition is still due.

Labor Day - 9/3

Fall Break 10/8-12

Thanksgiving Break - 11/20 (noon)- 11/23

Christmas Break - 12/20 (noon) - 1/2

MLK Day - 1/21

President's Day - 2/18

Spring Break 3/18-22

Easter Break 4/19-22

## **Holiday Events**

We understand that our community has a variety of Christian convictions concerning the holidays. CRCA focuses on the spiritual heart of our holidays, (i.e. Christmas and Easter) and does not celebrate Halloween.

## **G. Library**

Textbooks and library books are to be handled carefully. Lost books must be reported to the teacher immediately. A replacement fee will be charged for any excessive damage done to a book. If a book is not returned one week after parents have been notified, the book will be considered lost and the student will be charged a fee.

## **H. Physical Education**

PE is an important part of our program for all students from K<sup>st</sup>-8th grade. PE is scheduled twice/week. If, because of recent illness, you don't want your child to participate in PE, please send a note that states the reason for non-participation. Only written exemptions are granted. Inappropriate outdoor wear will not exempt a child from PE if it is held outside. The purpose of PE is for overall health, movement, and understanding the principles of sportsmanship and teamwork. Students who desire a higher level of competition will be encouraged to participate in after school or community sports programs. Students are expected to be prepared for PE by wearing appropriate clothing and shoes on scheduled PE days.

## **I. Promotion and Retention**

Students may be required to repeat the year if they earn two or more final grades as an F for the year at grade level in major subjects (Bible, Reading/Writing, Math, Science, and History). A student who fails one course may be required to attend a summer program approved by the principal, and/or receive tutoring to strengthen skills prior to promotion to the next grade.

Retention is used only in certain cases, when necessary and appropriate. Factors for consideration include social, emotional, behavioral, and academic development. If, after careful observation and documentation during the first semester, a teacher feels retention may be a possibility, he/she will consult with the administration, and schedule a conference with the parent to discuss the child's developmental needs and develop an appropriate plan for remediation.

## **J. Technology**

Students in Kindergarten-8<sup>th</sup> grade will use technology to further enhance their education and to create relevant learning opportunities. The technology fees are included in the tuition.



## **Internet User Agreement**

Castle Rock Christian Academy believes that the proper use of technology is a vital skill that today's student must learn and possess. As a result, we believe that an outline of student's expected behavior is appropriate. Although CRCA will make use of appropriate firewall systems, it is the student's responsibility to abide by the policies and procedures of our program. A student should strive to be a testimony for Jesus Christ both in person and on the Internet. As such, the following conditions apply for use of CRCA technology equipment and access to the Internet:

### **Student Expectations:**

1. Students will respect the privacy of themselves and others. In light of personal safety.
  - a. Students will not post personal contact information about themselves or other people.
  - b. Students will not send and receive personal email.
  - c. Students will not agree to meet with someone they have met online without their parent or guardian's approval.
  - d. Students will immediately notify the teacher, the network administrator, or other school employee about any message received that is inappropriate or makes them feel uncomfortable.
2. Students will respect the integrity of CRCA Christian Schools' computing systems. Students shall not intentionally use programs that damage or alter the software on CRCA network. In addition, hacking, piracy, compromising network security, tampering with hardware or software, or vandalism of computer/technology equipment are serious offenses which will result in a minimum of immediate suspension of all network privileges. Students will not download or install any software to any computer without the express permission and under the direction of the teacher and System Administrator. This includes software brought from home or other outside resources.
3. Students will respect the legal protection provided by copyrights and licenses.
4. Students will respect the finite capacity of the system, and limit its use so that it does not interfere unreasonably with the activity of other users.
5. Students will respect the procedures established to manage the use of the system.

All students should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can and will lead to prosecution at the discretion of Castle Rock Christian Academy's, or community, state or federal authorities.

Users may not:

- Install software onto CRCA's computer network.
- Send or receive messages that indicate or suggest adult, unethical or illegal solicitation, racism, sexism, or inappropriate language, or intentionally visit websites that promote any of this material.

- Intentionally alter or deface other users' files without the user's permission.
- Use the network or its computers for commercial or for-profit purposes.

## **The Internet: Moral and Ethical Issues**

### **Inappropriate Material**

While acknowledging that inappropriate materials exist, CRCA will do everything we can to actively avoid them. Unfortunately, we cannot filter out all of the materials that are unacceptable for students, so it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided.

### **Plagiarism and the Internet**

Plagiarism is "taking ideas or writings from another person and offering them as your own". The student, who leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism, and will receive the appropriate discipline for dishonest work (see above).

In order to utilize CRCA access to the Internet, an agreement must be made between the school and the student and parent or legal guardian. CRCA does not have control of the information on the Internet, although we strive to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. CRCA believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

The student and his/her parent(s) or guardian(s) must understand that student access to the CRCA network is being developed to support the schools' educational responsibilities and mission. The specific conditions and services being offered will change from time to time. CRCA makes no guarantee that the functions or the services provided by or through the network or Internet will be error-free or without defect.

In addition, CRCA does not assume responsibility for:

1. The content of any advice or information received by a student from a source outside CRCA or any costs or charges incurred as result of seeing or accepting such advice;
2. Any cost, liability or damages caused by the way the student chooses to use his/her time.
3. Any damage you may suffer, including but not limited to, loss of data or interruptions of service. CRCA will not be held responsible for financial obligations arising through the unauthorized use of the system.

The student's use of the CRCA computer network must be consistent with the schools' philosophy and mission.

1. The student will not use a CRCA computer network for illegal purposes.

2. The student will not use the CRCA network for personal business.
3. The student will not use CRCA network to bully, transmit threatening, obscene, or harassing materials in any way. CRCA will not be held responsible if the student participates in such activities.
4. The student will not use the CRCA network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
5. It is assumed that information and resources accessible via the CRCA network are the private property of the individuals and organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holder of these rights. Therefore, the student will not use the CRCA network to access information or resources unless permission to do so is expressly given.

A student computer usage agreement will be signed and completed before using any CRCA technology.

#### **K. Television & Video Viewing\***

On occasion, a teacher may use a video to complement the lesson. The videos used will be age appropriate and rated “G” for general audiences. A staff member will accompany all television and video viewing.

### **15. Transportation**

#### **Transporting Children\***

Parents are expected to provide transportation to and from school each day. The parent or authorized adult is required to sign all preschool, pre-k students in and out each day. This signature signifies the change of responsibility from the parent to the school and back again.

#### **Field Trips**

Parents will always be notified at least one full week in advance of any field trips. If the parent prefers that their child not attend, it is the parent’s responsibility to make alternate arrangements for the child and the student will be marked absent. Occasionally, your child’s class may take a nature walk or participate in some other special activity on, or near, the property. Parent volunteers may be asked to accompany the class on any trips. All children will participate in special events and activities unless written notification is given to the teacher and/or office. Parents will be informed about any special activities.

Field trip transportation will be provided by volunteer parent drivers who need to provide a copy of a current driver’s license, insurance coverage, and a background check. This information will be available in the school office.

Parents are always welcomed and encouraged to participate in any event, field trip or special activity.

### **Child Vehicle Safety**

According to Colorado State law, children ages newborn through 3 years and 1-40 pounds need to be in a child safety seat; ages 4 through 7 years in a booster seat. We fully comply with the law and expect all parents and guardians driving children to and from school will also comply with this law.

No child under 12 years old may ride in the front seat.

### **Drop Off Procedure**

Preschool programs begin at 8:00 am. The school entrance (door J) will be open each morning for preschool at 7:50 am to 8:00 am. At 8:10 am, the school entrance will be closed and locked. If your student arrives to school after 8:10 am, they will need to ring the doorbell at the school entrance. All preschool students need to be walked to their classrooms and signed in.

The school entrance (door J) will be opened again at 11:50 am for morning pick up. Please contact the school office at (720) 598-2722 if you are going to come to school outside of the designated times listed above.

Students in grades K-8 may be dropped off each morning at 7:50 am to 8:00 am at the front entrance (door A). After 8:00 am, the gate will be secured and students will need to come to door J and the school office to receive a tardy slip. At the end of the day, students in the modular buildings will be dismissed at 3:00 pm at the front door with teacher supervision to their pick up car. Late pick up fees apply for students in the modular buildings also. Please be sure to contact the school office if you will be late.

### **Releasing Children from School\***

At the beginning of the school year or when the child is first registered, the parent or guardian will complete an authorized pick up form. On this form, the parent will list all emergency contacts, and all adults that are authorized to pick up the child. If there is any change to this list, the office must be notified in writing immediately.

### **Unauthorized Pickup Attempt\***

An individual that has not been previously identified by the parent or guardian will not be allowed to pick up a child. If an unauthorized adult comes to pick up a child, the school office needs to be notified in advance. If the office is not notified, the staff member will call the emergency contact number to get authorization over the phone. With telephone authorization, the staff member must check the photo identification of the adult picking up the student.

## **16. Tuition and Fees**

All tuition is paid through FACTS, our tuition management program. All families must go online to [crcacademy.org](http://crcacademy.org) and click on the tuition tab to enroll in FACTS as soon as enrollment is confirmed. Multi-child discounts will be given to families with 2 or more children enrolled with 10% off the youngest child. Reimbursement is **not** given for snow days, withdrawal, or student absences due to illness, vacations, etc. A non-refundable registration fee of \$125 for preschool and prekindergarten, \$300 for half-day Kindergarten through full-day Kindergarten-8th grade) is due at the time of enrollment to ensure your child's space. If there are special circumstances, please speak with the administrator before tuition is due.

Tuition is \$4,250 for half-day K, \$5,350 for full-day K, and \$5,450 for grades 1-5. Middle School (6th-8th) tuition is \$5,950. Tuition is payable in 12 monthly installments for parents' convenience. Discounts are given for semi-annual payments, and multiple students.

We appreciate your keeping your tuition and BASE accounts current. If your account lapses past 60 days, we can ask you to keep your student at home until you can make arrangements with our Business Office for payment. (Keely is checking this appropriateness of this statement for me.)

### **Contributions**

For those interested in donating to the school, Castle Rock Christian Academy is a part of an official non-profit, tax-exempt, 501 (c)(3) organization and will provide a tax-deductible receipt in the name of the donor. For non-cash items, CRCA will provide an official letter stating the item(s) received. The IRS asks donors to be responsible for assessing the fair market value of the donated item(s).

## **17. Uniforms and Dress Code**

### **A. Dress Code**

Parents are our primary support when it comes to helping us hold our students to the high standards of dress code. It is our desire to work in harmony with one another to make sure your child is ready for a successful school day.

It is important for our preschool students to be prepared for changing weather conditions. Please make sure your student brings the appropriate seasonal clothing, especially in the winter (mittens, boots, coats, hats, etc.) If your daughter wears a skirt or dress, they must wear shorts underneath.

We are a school/team. One of the first and most recognizable things about any team is the consistency in what they wear. A team uniform sends a message to everyone that each individual is a part of a larger team. Our uniform can bring pride to each member as they understand their own role within the team and creates an incredible sense of belonging and safety to all who wear the same name and all it stands for.

The dress and uniform code applies to all students during school hours and school-sponsored activities held in or out of the school building. If there is a variation of the uniform policy, it will be communicated to parents in advance.

## **B. Uniform Policy**

It is our belief that a polished and professional image reduces distractions and promotes learning. For this reason, school uniforms are expected to fit each student properly, be clean, and cannot vary from the identified style and color choices. Students are expected to present themselves in a neat, clean, and honorable manner at all times.

A safe and secure learning environment is a requirement for a high performing school. The implementation of school uniforms will help promote respect for oneself and others, minimize troublesome behavior, and allow for identification of intruders if necessary.

It is our belief that school uniforms promote a sense of pride in our academy and unity amongst students. While the school may designate non-uniform days, such decisions will be made by the Principal. Alternative dress requirements for such days will be communicated with parents in advance.

CRCA works in conjunction with Lands End for all families to purchase uniforms. Please order the following from Lands End: polo shirts, Spirit t-shirt & hoodies, polo dresses. You may buy the following from other retailers:

### **Pants & shorts**

- Solid tan-colored khaki or black
- No more than one size larger than the waist
- Worn at the waist
- No cuffs in pant legs

### **Shorts/Skirts/Polo Dress**

- Solid tan-colored khaki or black
- No more than one size larger than the waist
- Worn at the waist
- Must be no more than 3" above the middle of the knee (exception is the skirt)
- Shorts must be worn underneath all skirts and jumpers for all students
- Leggings, tights or shorts may be worn under skirts and jumpers and must be a solid

color (no patterns)

- A polo dress may also be ordered from Land's End

## **Shirts**

- Polo-style solid short or long sleeve shirts in black, grey, white, and orange
- Sleeveless polo shirts of any kind are not approved
- All shirts should fit appropriately and not be more than one size larger than the student's body size
- All shirts must include our embroidered school logo
- No bare waists, midriffs, bare backs, knotted t-shirts, and/or low necklines permitted
- Undershirts, if worn, must be solid white, grey, or black. If necessary, students may wear a solid, long sleeve shirt underneath the polo. These shirts must be white, grey, or black without any writing on the sleeves
- Coats cannot be worn within the classrooms

## **Shoes**

- Closed-toe shoes including athletic shoes, leather shoes, and boots are all acceptable
- No flip-flops of any kind will be permitted
- There are no specific guidelines for socks and shoes; please use discretion in making these decisions
- Athletic shoes must be worn for physical education classes

## **Hoodies**

- Only black or grey hoodies with the CRCA logo purchased from Land's End, may be worn inside or outside school. Hoods may not be worn inside.

## **Accessories & Grooming**

- Please use sound judgment when helping your child accessorize their uniform
- Students grade K-6th, will not wear makeup at school unless it is for a school program. Seventh and eighth grade students may wear mascara and pink or clear lip gloss.

## **Free Dress**

Students may earn a “Free Dress” pass to use at school on any day but Chapel (Monday). They must follow the guidelines for length of shorts and skirts, no sleeveless, and no hats. We will offer FDFD (free dress for a dollar) days so that students can pay \$1 to wear jeans and/or a hat as a fundraising opportunity for our school.

### **Consequences**

All students in grades K-8 attending Castle Rock Christian Academy are expected to comply with the dress code. Noncompliance may result in, but not be limited to, the following:

#### **1st Offense:**

- Student will receive a verbal warning and an email reminder will be sent home.
- If available, students will be required to wear a clean uniform from the reserve supply at the school, unless a parent/guardian brings a uniform from home. The student is expected to return the uniform to the school office at the end of the school day.

#### **2nd Offense:**

- Student will miss recess and an email reminder will be sent home.
- Parents/guardians will be asked to bring an appropriate change of clothes. If they are unable to do so, students will be required to wear a clean uniform from the reserve supply at the school, if such a uniform is available.

#### **3rd Offense:**

- Student and parent will meet with the Principal to discuss solutions to ensure compliance with the uniform policy.



**15) Acknowledgement Form**

**Acknowledgement of Receipt of Student/Parent Handbook and Parental Support**

My signature indicates that I have received a copy of the 2018-19 Family Handbook and am supportive of the guidelines detailed within. I also understand that this Handbook is a guideline of best practices and procedures that will help ensure a successful year for my student/s \_\_\_\_\_ and our family.

(name/s)

I understand if I have any questions, I may contact the Principal.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Thank you for your support and help in making this a successful school year!***

***Please return this form to the office by August 24—thank you!***