



CASTLE ROCK CHRISTIAN
WARRIORS

Family Handbook

2019-20

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Warriors Worthy of Their Calling

Ephesians 4:1

Welcome to Castle Rock Christian Academy!

Dear Families,

Welcome back to school! This is the 12th year at Castle Rock Christian Academy, and we are excited about the great things happening at CRCA. As the new Head of School/principal, I want you to know a few essential elements regarding this year.

There will always be a focus on Christ in our approach to educating your child. I firmly believe that school is a place to learn critical knowledge one needs. However, it is also crucial for students to gain the wisdom required to experience success. Wisdom is acquired through the study and application of God's word.

The success of CRCA will depend on the strong partnerships built with our families. I am counting on you to work with me to meet the needs of your child(ren). Please feel free to reach out anytime to me as we collaborate to create the best possible learning environment for the students who attend CRCA.

The long-term vision for CRCA is to build a K-12 local Christian school. We want to see our 5th-grade class graduate from Castle Rock Christian Academy in 2027. They may seem like a long time from now, but we will be seeing a group of students in caps and gowns before you know it. I hope you all can be advocates for this vision and help spread the word that CRCA is an excellent school for students seeking an exceptional Christ-centered education.

Our theme this year is "Warriors Walking Worthy of Their Calling." It is vital for us to be focused on the goal of Christian education: to equip students for the future. This theme, from Ephesians 4:1, underscores the importance of each child at CRCA knowing Christ and how that knowledge helps prepare them to battle the challenges of this age. This year we will focus on developing a deep understanding of what it means to put on the full armor of God (Ephesians 6:10-18).

This handbook is designed to give you information about the school so that we all can effectively join together to create a sense of community. We all know that there is a need for general guidelines surrounding how we operate together. Please take some time to read through these pages. Let me know if you have questions or concerns. There is a page at the end that needs to be returned to the office with your signature.

Thank you for your trust in us at CRCA. We are all looking forward to a great year!

In Christ's Name,

Dr. James M Calhoun Jr.
Head of School, CRCA

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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 education, Castle Rock Christian Academy exists to help nurture and develop Godly students who are worthy of the calling they have received.”

C. Vision

CRCA creates a learning environment that anticipates the needs of students and creates the conditions which promote mastery of important concepts and skills required to be successful in an ever-changing world. Students will be empowered to **participate** in their learning by pursuing relevant aspects of the curriculum, **demonstrate** how they have become independent thinkers, and **contribute** to the community as Christian leaders.

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. 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.

We understand that true learning happens when students take what they know and connect it to something they are learning. As a result, we will work hard to create learning experiences that are meaningful, relevant, and meet student needs.

E. Schoolwide Expected Student Outcomes

At Castle Rock Christian Academy we want to see students walk worthy:

1. Spiritually
 - a. Knowing the Lord Jesus Christ as their 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

IMPORTANT CONTACTS

School office: Monday - Friday 8am to 3pm, 720-598-2722 admin@crcacademy.org

Head of schools: [Jim Calhoun jcalhoun@crcacademy.org](mailto:jcalhoun@crcacademy.org)

Preschool Director admin@crcacademy.org

School Pastor Sylvia Baharona sylvia@therock.org

Pastor Jim Matthews, finances, jim@therock.org

The Rock Lead Pastor Mike Polhemus, mike@therock.org

Admissions, attendance admin@crcacademy.org

School communication system

CRCA provides to students and parents a web- based service called ParentsWeb. This service enables parents and students to receive academic information such as grades, assignments and special teacher communications on a regular and timely basis by logging onto a password- protected, personal account. Each parent and student has different passwords, enabling teachers to communicate privately with parents. Additional items in ParentsWeb include school calendar items, access to frequently used forms. i.e., background check forms, school supply lists, and more. A family directory is also available. CRCA District code: TR-CO.

Handbook Policy Exceptions

This Family Handbook is an effort to detail the policies that will govern the operation of CRCA on a day- to-day basis. While it is impossible to write policies that will govern all situations, this document is a

good-faith attempt to include policies that will apply to most school- related happenings. The CRCA administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant. In the very difficult task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school.

Changes in Policy

This CRCA Handbook supersedes all previous Parent- Student Handbooks. While every effort is made to keep the contents of this document current, CRCA reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the CRCA Handbook with or without prior notice to parents and students.

Admission to CRCA

Admission to CRCA for both the preschool and elementary programs is determined by space availability. This two-part process, application and enrollment, is all done online through our website: crcacademy.org/admissions. 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 facility, you apply through our website online, www.crcacademy.org/admissions . All families must meet with the principal before being enrolled in CRCA to determine if we are a missions match. Documents needed for the application and enrollment process are Colorado immunization records or immunization exemption form, birth certificate, current General Health Appraisal form and any medication forms as prescribed by the doctor. If your child's General Health Appraisal forms or medical forms expire during the school year, parents are responsible to replace the forms with current ones within a week of expiration or the child cannot attend school until these forms are in to ensure a safe and healthy environment for the whole school.

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.

All school Attendance

Each family receives a school calendar that is also available on our school website at 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. We will announce any closures or changes in Weekly Warrior, ParentsWeb and social media.

Hours/Days of Operation*

Castle Rock Christian Academy's 2019-20 school year begins on August 7, 2019 and finishes on May 22, 2020. We follow the Douglas County School District's traditional schedule for holidays. The only exception is Good Friday. We will not hold school on that day, April 10, 2020. We also follow school closings due to snow, emergencies, district lock downs, and/or other circumstances where DCSD closes school. School starts at 8am and ends at noon for preschool and half-day kindergarten, and 3pm for K-8th grade. We currently offer the following programs:

- The Preschool Department for children who are 2.5 to 5 years old, from 8am to Noon Monday thru Friday we different day options:
 - Wee Warriors is for children 2.5 to 3 years old
 - Preschool for children 3 to 4 years old
 - Pre-Kindergarten for children 4 to 5 years old
- Kindergarten for children 5 years old by October 1st is held Monday – Friday half-day (8am-Noon) or full day (8 am -3 pm).
- Grades 1 – 5 Monday – Friday, 8am-3pm.

Holiday Closures*

There is no BASE on holidays or closures. See the school calendar for specific dates. Refer to DCSD communication for school closures. We will also put school closures on our website.

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.

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.

Parents are asked to contact the school by 9 am, if a student is ill. Parents may request work for the student to be sent home by the teachers. Please know that if you don't call to excuse your student, it will be recorded as unexcused.

If a student's attendance is impacting their ability to learn, the teacher will communicate with you and schedule a conference to work on a plan for improved performance.

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. If you have immediate concerns, talk to the principal who can help with communication.

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.

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
- Vomiting
- Any symptoms of illness that may interfere with learning
- Any 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 to return to school.

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 contact the emergency personnel (EMS), then 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.

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

F. Chapel

We feel one of the great things about having a Christian school is worshipping God together. CRCA has chapel for our students every Monday at 8:15 am. Upper school chapels include worship, led by The Rock Worship team, and a Bible-based message that is age appropriate. All parents are welcome to attend. Preschool will have their own age-appropriate chapel in The Rock House with their teachers and special music. Special chapels will be scheduled for Grandparents, Pastors, Veterans, Thanksgiving, Christmas, Easter, etc and the entire school will attend together.

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.

Late Pick-up

We understand that life happens and there may be an occasional instance when you arrive late to pick up your child. We are happy to accommodate these occasions. However, continued instances of arriving late will mean we will have to arrange for after school care which is an additional cost.

Communication

ParentsWeb, where the enrollment process is completed, is where announcements, behavior reports, and payments for lunches and BASE will be made. Please regularly check ParentsWeb, district code TR-CO. CRCA also uses Facebook and Instagram to keep parents updated as well as Weekly Warrior emailed Fridays by the principal.

The office staff can be reached at 720-598-2722 or admin@crcacademy.org

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.

A. 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.

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. 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.

C. 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

D. 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.

E. 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.

F. 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.

HEALTH & SAFETY

A. 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 the 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.

B. 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. All family helpers who work with students must be background checked.

C. CRCA staff

All CRCA staff has been background checked, trained and certified in CPR and First Aid and been trained in safety standards.

ENRICHMENT OPPORTUNITIES

A.BASE (Before and After School Enrichment)

CRCA offers before school care beginning at 7am to 8am and after school care until 3 pm for children 2.5 years old to 7 years old. You must reserve space for your child thru ParentsWeb by noon on the last Friday of the month for the next month's BASE program. You can email the office 24 hours in advance to see if there is a spot available.

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. The late fees are due immediately. Preschool and

Pre-K students must be picked up by 12:10 pm. If you are going to be late, please contact the office immediately by calling (720) 598-2722.

CRCA will provide the student with one snack during BASE with items such as pretzels or animal crackers. If you would like your child to have a different snack, please send it with them in a marked container.

Students will have a nap/rest time of X minutes on a mat. Parents needs to bring sleeping items such as a sleeping bag or sheets, blankets and/or a pillow, they must send it in a zipper closed bag with the child's name on it. The sleeping items will be sent home on Fridays to be washed and must be returned to school on Monday or the next day your child is at BASE. There will be an additional 30 minutes of outside recess during the noon-3pm block.

B.Additional programs

CRCA will facilitate other outside programs on campus, like Soccer Buddies, based on demand. If you have any programs you would like to suggest, please email the office at admin@crcacademy.org

UPPER SCHOOL: GRADES K-5

ATTENDANCE

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).

Tardy Policy

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. Students are marked for a ½ day absence if they arrive after 11:30am.

Excessive Tardies:

- More that 5 per semester - parent will receive an email
- In excess of 7 per semester - parent conference will be scheduled

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).

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.

ACADEMICS

A.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

B. Honor Roll

Students in grades 1st- 5th 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. Honor Roll certificates will be given out in class.

C. Citizenship Behavior Grade

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

D. Cheating & Plagiarism

We want students to do their own work when asked. However, we are also going to ask students to collaborate and work together on certain projects. In this case, shared ideas are encouraged.

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.

G. 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.

H. 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.

I. Technology

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

1. 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:

2. Student Expectations

- A. Students will respect the privacy of themselves and others. In light of personal safety.
- B. Students will not post personal contact information about themselves or other people.
- C. Students will not send and receive personal email.
- D. Students will not agree to meet with someone they have met online without their parent or guardian's approval.
- E. 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.
- F. 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.
- G. Students will respect the legal protection provided by copyrights and licenses.

- H. 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.
- I. Students will respect the procedures established to manage the use of the system.
- J. 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.
- K. 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 purposesBring laptops home or off campus.

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 should let the readers know where the ideas from other come from. We will help our students learn how to do that when they are writing or expressing their thoughts.

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:
 - 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;
 - Any cost, liability or damages caused by the way the student chooses to use his/her time.
 - 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.

- The student will not use a CRCA computer network for illegal purposes.
- The student will not use the CRCA network for personal business.
- 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.
- 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.
- 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.

J. 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.

K. Physical Education

PE is an important part of our program for all students from Kst-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.

HEALTH & SAFETY

Snacks and lunch

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. To ensure that everyone has enough 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.

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.

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

Students in grades K-5 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 writing in advance. If the office is not notified, the staff member will call the emergency contact number and request written authorization. The parent/person with custody needs to provide the office staff with written permission of the name and phone number of the person who can be added to pick up or emergency contact sheet.

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 check to 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.

Medications

Any medicine, both prescription and over the counter, 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. CRCA has a trained Medication Administration professional under the license of our school nurse to help administer medicine. 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 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 or to get the proper paperwork. There cannot be any medications on campus without the proper paperwork.

TUITION AND FEES

All tuition is paid through FACTS, our tuition management program. 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 in our school.

Tuition is payable in-10 monthly installments for parents' convenience. Discounts are given for semi-annual, and annual payments. We also have discounts for pastors, multiple students and full-time Christian ministry.

We appreciate your keeping your tuition and BASE accounts current. If your account lapses past 60 days, we will ask you to keep your student at home until you can make arrangements with our Business Office for payment.

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).

DRESS CODE

The dress and uniform code applies to all elementary 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 offers a give-and-take box of clean, lightly worn uniforms. Please donate your unused or outgrown uniforms here to allow others to use them. Any parent is welcome to come and take clothes from here for their student's to use.

CRCA works in conjunction with Lands End for families to purchase uniforms with our logo. Spirit t-shirts maybe be worn on Fridays.

1.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
- No colored jeans or leggings

2. 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 black, white or tan (no patterns)
- A polo dress may also be ordered from Land's End with the logo or can be purchased anywhere without a

logo.

3. 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
- No bare waists, midribs, 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 or non-CRCA sweatshirts cannot be worn inside the buildings
- No hats may be worn at school except winter caps only worn outside

4. Shoes

- Closed-toe shoes including athletic shoes, leather shoes, and boots are all acceptable
- No flip-flops of any kind will be permitted
- Athletic shoes must be worn for physical education classes
- Socks must be worn at all times

5. Hoodies & Jackets

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

6. Accessories & Grooming

- Please use sound judgment when helping your child accessorize their uniform
- Students grades K-5th, will not wear makeup at school unless it is for a school program.

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. Students cannot have apple watches or like devices on their body, they must be kept off in their backpack.

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.

CRCA 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 and 3, 4, or 5 years of age by Oct. 1.

To enroll in our preschool programs, you need to apply and enroll online through our website, 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 Appraisal document filled out by the child's doctor prior to starting school. If the doctor requires medicine to be given at school or in an emergency, the proper paperwork needs to be filled out and the medicine checked into the office before the first day of school.

School hours

School starts at 8am and ends at noon. The school entrance (door J) will be open each morning for preschool at 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. Please sign the student in the office and a staff member will walk the student to class.

The school entrance (door J) will be opened again at 11:50 am for morning pick up. The doors to the preschool will open in the afternoon at noon and close at 12:10pm. Students will automatically be put into our BASE program at 12:10 if the parent has not picked up the child and charged the BASE fee for the 12 to 3pm block.

Preschool classrooms will have a sign-in/out book outside the classroom. Parents need to sign in/out and help students store their belongings in the student's cubby located outside the classrooms. This is not the time or place for any kind of teacher conference. We want to be able to keep your child's privacy and prepare for parent-teacher conference. Drop-offs are meant to be quick and efficient for the best interest of the students and staff. Please email the teacher if you would like to request a time to meet. Regular Parent Teacher conferences are scheduled in the fall and spring to present assessments of each student.

When a preschool, pre-kindergarten or kindergarten child is picked up from school, the adult with custody 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.

Diapering & Toilet Training

Wee Warriors, 2.5 years old - 3, can be potty trained or potty training but must use Pull-Ups not diapers.

Preschool, 3 years old - 4 years old, and PreK, 4 years old- 5 years old, must be completely potty trained by the first day of 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, like bullying, biting, pushing or hitting, 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, a suspension, 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.

SCHOOL HEALTH & SAFETY

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.

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.

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 High School 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
- Check your email, social media and/or ParentsWeb for communication by CRCA staff.

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
- vomiting
- any symptoms of illness that may interfere with learning
- a 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.

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 asked to bring a doctor's permission note stating that the student can return to school.

If your child comes to school with a visible injury like a cut or bruise, the preschool teacher or office staff will talk with the parents and make a note on the child's file in order to clarify that the injury did not occur during school hours, on campus.

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 call EMS then 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.

What to bring to school

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

1. **Healthy Lunch and Snacks:** All CRCA students need to bring a healthy snack, a healthy lunch and a water bottle each day.. Soda, juice and any food with nuts are not allowed in our school. 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.
2. **Proper clothing:** Closed toed shoes for the gravel playground; A change of clothes in case they have an accident; Shorts must be worn under skirts and dresses; Weather appropriate clothing.
3. **Jacket, gloves, winter cap, boots:** In Colorado the weather in the fall, winter and spring can change quickly so please always send at least a jacket. Please make sure to label each item with your child's first and last name. 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.

What NOT to bring to school

1. Hats: No hats are allowed inside the preschool. Only outside/winter hats are allowed outside. Hats can easily transfer lice.
2. Pacifiers
3. Personal items like toys unless it is a "Show and Share" day and the teacher requested it.
4. Diapers: Students must be potty trained unless they are in the Wee Warriors (2.5 year old class) and only have underwear.

STATE LAWS AND STANDARDS

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, 1st 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 **or** 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

ACKNOWLEDGEMENT FORM

Acknowledgement of Receipt of Student/Parent Handbook and Parental Support

My signature indicates that I have received a copy of the 2019-20 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!

Return this form on the First Day of School