

# PARENT/STUDENT HANDBOOK

WELCOME TO OUR ACADEMY

Est. 2024

# Table of contents

Welcome & Mission Statement 3

---

Hours of Operation 4

---

Academy Structure 5

---

Policies & Procedures 6-7

---

Health & Food Services 8

---

Finance 10

---



# Welcome & Mission Statement

## Welcome



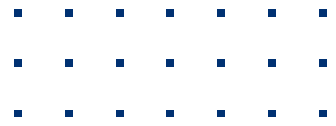
Welcome to Plaza Christian Academy! We want to first thank you, for entrusting us with an integral part of your child's development. At our Academy we strive to provide the highest level of care and ensure each child is treated equally and with the loving grace Christ has shown us. At Plaza, we want our students and their families to feel united with our faculty and teachers to foster an environment that provides security, open communication and a lifetime relationship to serve all your needs. We look forward to working with you throughout the years and are grateful for your patronage.

## Mission



Plaza Christian Academy is an interdenominational Christian education school that serves both Christian and non-Christian parents. We strive to share the love of God, to educate the young and to serve the community.

# Hours of Operation



## 1 Academy & Office

---

### **Office/Administration:**

7:30am-12:00pm and 1:00pm-3:30pm (M-F)

### **Before/After-Care:**

6:30-9:00am and 3:00-6:00pm (M-F)

### **School Instruction:**

9:00 am-3:00 pm (M-F)

**Tours:** By appointment only - 757-904-5026

## 2 Pick Up/ Drop Off

---

**Drop Off:** 6:30-9:30am (Please note drop off is prohibited after 9:30 am without a signed doctor's note)

**Pick Up:** by 6:00pm (Late fees will incur beginning at 6:01pm)

- \$15 per 5mins \*late fees will be added to your account the following business day and will be deducted on your next charge\*

Per VA State law, NO child is permitted to be in a children's program for more than 10 hrs/day. You will need to choose your child's hours of care upon registration.

### **Failure to Pick Up:**

If your child is not picked up 19 minutes past the time of closing, we are required to call The Department of Social Services and The Virginia Police Department. Additionally, you will be charged a fee of \$7.00 per minute per child.

### **Transportation:**

Plaza Christian Academy does not provide transportation. Custodial parents are responsible for arrival and pick up of their student.

### **Inclement Weather:**

The center will contact parents or emergency contacts if early release is required. Parents are required to pick the child up within the hour. PCA will follow VBPS (Virginia Beach Public School), for all weather and federal holiday closings and delays. Please refer to the calendar for any concerns.

# Academy Structure



PICTURE  
COMING  
SOON

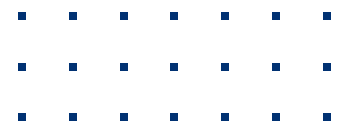
Karen Dickerson  
Founder



PICTURE  
COMING  
SOON

Kara Berrios  
Director

# Policies & Procedures



## 1 Classroom Policy

---

\*School instruction hours apply to ALL class levels listed below\*

### **Infants (6wks-16months)**

Teachers are paired with a maximum of 4 infants. Once paired, all communication and needs will be relayed through their designated teacher. We follow the “Learning Beyond Paper (LBP)” curriculum and integrate essential advancements necessary for the development of this age group.

### **Jr. Toddlers (16 months-24 months)**

Our “jr. toddlers” are paired at a 5:1 ratio (students/teacher). This age group also follows the LBP curriculum, with similar integrations added when necessary.

### **Toddlers (2yrs)**

Our “toddlers” are paired at an 8:1 ratio (students/teacher). The toddler program commences the use of the Abeka curriculum. This is a comprehensive approach to learning, reinforcing the fundamentals for preschool.

### **K/3**

Pre-kindergarten 3 year olds are advanced to this program when and ONLY if they're fully toilet trained and will be 3 by 9/30 of the school year in question. This age group also follows the Abeka curriculum, including arts and crafts.

### **K/4**

The 4yr old program through Abeka, introduces and fosters fluent reading skills, math fundamentals and health/etiquette techniques.

# Policies & Procedures Cont'd

## 1 Classroom Policy Cont'd

### K/4 Cont'd

In this age group we are preparing children for the kindergarten program for the following year. Students master the sight and phonetic recognition, blend sounds and reading CVC words (consonant, vowel, consonant)

### K/5

The Abeka kindergarten program is a comprehensive approach to learning. Upon completion of kindergarten your child will know how to read, addition and subtraction, health and hygiene

**\*\*Daily schedules for the appropriate age groups are listed at the end of the handbook\*\***

## 2 Discipline/Behavior

We do not permit students to bring any items outside of the school supply list to class, unless requested by the teacher/staff. All teachers are required to have a set classroom behavior policy, available to parents/guardians. Below is an example of an acceptable class policy.

1st offense - Warning

2nd offense - Timeout – one minute for every year of child's age

3rd offense - Loss of privilege (play time or job duty) and no treat

4th offense - A note home or call parents

5th offense - To the Director's office

We do not allow the use of spanking, hitting or other methods of physical control as forms of discipline. Any true findings of such behavior will result in the immediate dismissal from PCA.

# Health & Food Services

## Sick Pick-Up

If your child is sent home sick for any reason they may not return for a minimum of 24 hrs and symptom-free. A doctor's note may be required, at the discretion of our administration.

---

## Illness & Injury

All illness and injury will be provided to all primary contacts in written form. In the case of a serious incident, we will first call 911, and immediately call the listed parent/guardian. It is imperative to have all contact information up to date, so we may reach you.

---

## Medication Dispensing

### **Prescription Medication**

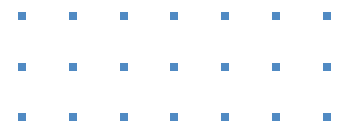
Prescription medication must be given by parents and may not be left on the premises at or for any amount of time.

### **Non Prescription Medication**

May not be received or applied/given to the child without signed written consent.



# Health & Food Services



## Medication Dispensing

### Non Prescription Medication

All approved non prescriptive medications including, but not limited to, diaper rash cream, sunscreen, insect repellent, etc., will be applied according to current health standards when applicable and/or necessary. When an authorization for medication expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization. Medications that are not picked up by the parent within 14 days will be disposed of by the center by either dissolving the medication down the sink or flushing it down the toilet.

---

### Lunch

We do NOT provide lunch. All lunches must be prepared and brought to PCA. All lunches need to be heated within 1 min and 30 secs.. We do offer a Free Friday pizza lunch comprised of 1 slice of cheese or pepperoni, carrots, fruit cup and drink.

---

### Snack

We offer 2 daily snacks that comply with the current USDA standards. All snacks are served with 4-8 oz of milk and served mid-morning and afternoon, post nap.

---



# Finance

## **Tuition**

Tuition and fee payments are paid monthly using MYPROCARE parent portal service. You will be emailed a link to establish your MYPROCARE account upon completion of your enrollment contract. Tuition payments are due the first of every month, by the close of business.

## **Late payments**

Late payments will incur an automatic non-refundable fee of \$30. There are no extensions nor partial payment options. If payment is not given by Tuesday, your child may not return for the remaining days of the unpaid week.

## **Refunds/Free Week**

No reimbursement of tuition will be given for days missed from school due to vacations, holidays, illness, inclement weather or personal absences. PCA families are allotted two free weeks of tuition per family each school year. Submit your free week request into our Office one week prior to use.

## **Withdrawal**

A withdrawal form must be completed by the parent/guardian and turned into the office. A thirty day written notice is required upon withdrawal of your child from the academy and/or our extended care programs. Failure to provide this notice will result in your account being charged a weeks' tuition. Re-enrollment can occur only if space is available and the account is current.

## **Safety**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. Flip-flops, slippery soles, heels are not appropriate for center play and make it difficult for your child to participate in some activities. All shoes must be appropriate for safe play. Sandals or Crocs- type shoes must have a strap around the ankle for support. Tennis shoes, sneakers, rubber soled shoes, are acceptable for school.

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 35°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is code red or 151- 200 and above.

### **Injuries**

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Our program is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, we will call 911, while we will try to contact you or an emergency contact.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior, or to remove your children from our care, or Director's decision to terminate care.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with one another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you NOT use your cell phone beyond the Procure QR code check in/ out station .

## **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment are always non-smoking areas. The use of tobacco or cannabis in any form is prohibited on the center's premises.

## **Sign-In/Sign-Out Procedures**

Parents are required to sign their child/ren in and out daily using our printed Procure QR code, curbside attendance, and or parent kiosk which is located on the front desk in the main lobby. The purpose of this is for the school to keep track of daily record of children in care, emergency situations, and other safety reasons. Notes for your child's teacher may also be communicated using the messaging option on the Procure App. Children are only released to their parents and/or adults (18 years or older) who are approved in advance in writing by their parents or a phone call. All adults, other than the parents, picking up children must present a picture ID. In order to ensure the safety of all children, there are no exceptions to this rule.

## **Grounds Safety**

The speed limit on the entire Plaza campus is 5mph. Drivers need to be alert for children getting in and out of cars.

Babies and children must always be with an adult.

Handicapped parking spaces are to be utilized by only handicapped persons (with a proper decal, sticker, or license plate).

## **Inclement Weather**

In the event of inclement weather, you will be notified by our Procure alert system (via your home phone, cellphone, and email) of what the changes (if any) are to our school's schedule. If it is announced that the Virginia Beach public schools are closing due to snow, ice, etc., then more than likely Plaza Christian Academy will be closing, too. We will announce delays and closings on the local weather stations

Please be patient and have backup childcare in the event we are closed. If a "2 hour delayed opening" is announced for Plaza Christian Academy, our facility will open at 8:00 AM instead of 6:30 AM.

## **Child Custody /Separation/ Divorce Policy**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. The parent/guardian is responsible for providing accurate and up-to-date information concerning access to or legal guardianship of the child. Without a custody or court-order on file, we cannot deny access to the non-enrolling parent.

## **Discipline**

We believe that when the curriculum is exciting, the environment stimulating, and the structure organized; there is usually little need for disciplinary action. However, every now and then some intervention is needed. We practice three methods of discipline:

- Re-direction: diverting the child's attention to a more appropriate activity.
- Provide teachable moments for the student to give them skills and tools to interact and socialize among peers and in their classroom environment.
- Time-out: the child may sit in a chair for several minutes (one minute for each year of their age) to have time away from the activity. After sitting for a short time-out, the teacher kneels to talk to the child about why he/she is in time-out and what he/she would like to do now.
- If a child is not responding to classroom time-out, the child may be brought to the Director's Office.

Each child is an individual and worthy of respect. Our goal is to discipline your child with love and tenderness. We will never use physical discipline, derogatory remarks or threats. No cruel or unnecessary punishment will be inflicted on children attending our facility.

Plaza Christian Academy strongly supports building a child's self-esteem and respect for self and others. All behavior management actions are toward that end. Should it become necessary, Plaza Christian Academy reserves the right to terminate your child's enrollment if their behavior continues to be detrimental to others and the program

## **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## Infant Schedule

Open 6:30

Ratio 4:1

Log everything in procare app

Arrive: write down last feeding and check diaper

Check diapers every two hours and log. Feed according to parents schedule and log.

Every week will be a theme- Story time, Music time, Exercise once a day./Art once a week

Tummy time- every two hours when child is awake

Nap every 3 to 4 hours

Outside stroll or outside time weather permitting.

Keep board updated

## ToddlersSchedule

16 weeks- 2.5

6:30-8:00-Morning Daycare

8:00- In the classroom , put all children items in the correct areas: coats, bookbags, lunches etc.

First diaper change and log

8:30-Blessing and Morning Snack

9:00-Class begins -Circle Time Including Story

9:30-Art

10:00-Recess

10:45-Wash hands and prepare for lunch and diaper change and log

11:15-Lunch

11:45-Nap

1:45-2:15-Wake up, diaper change log and put away cots

2:15-Evening Snack

2:30-3:30-Recess

3:30 4:30- Circle Time-Including Story and Songs

4:30- Check Diapers

5:00- Evening Daycare Room

Circle Time

Weather

Color, Letter and Shape of the week

ABC Song and Songs of the Week

Sign of the week

Read Book

Art Projects and Books should go with theme, color shape etc. of the week

-

## K2 ½ Schedule

6:30-8:00-Morning Daycare

8:00 In Classroom, put all items in correct: bookbags, lunch, folders etc 8:00

8:00- Restroom and diaper change (log)

8:30-Prayer and Morning Snack

9:00-Circle Time: Pledges, Prayer and Weather, color, shape, sign etc

9:30-Paper /Art

10:00-Restroom, diaper change (log)

10:30-Recess

11:15-Get ready for lunch and restroom

11:30-Lunch

12:00-Nap

2:00-Restroom and change (log)

2:30-Evening Snack

3:00-4:00-Recess

4:00-5:00-Circle time/ Centers

5:00-Evening daycare Room



### K-3 and K-4 Schedule

6:30-8:00-Morning Daycare  
8:00-8:30-Classroom- Restroom, put away items  
8:30- Prayer and Morning Snack  
9:00-Pledges Prayer and Circle Time  
9:30-Paper or Art  
10:00-Centers  
11:00-Recess  
11:45- Wash hands and get ready for lunch  
12:00-Lunch  
12:30-Nap  
2:30-Restroom and Evening snack  
3:00 Review/Songs  
3:30-4:30 Recess  
4:30-Restroom and Get ready to go to Daycare room  
5:00-Evening Daycare