# Parent Handbook

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## Admission

**Parent Handbook**

**ENROLLMENT AND TUITION**

Admission to Caiden’s Christian Academy (CCA) is based on availability and the age of your child. When a classroom no longer has open enrollment positions, a waiting list will be established. Priority will be given to siblings of currently enrolled children and active military families. Otherwise, individuals will be placed on the waiting list on a first-come, first-served basis. CCA does not discriminate against any race, religion, nationality, gender, or sexual orientation, however we are Christian based.

## Enrollment Application

A thoroughly completed and signed application form is required before start as required by state regulation. Please be sure to answer every question thoroughly. In addition, prior to your child’s start date the parent must provide an updated immunization record on an official state form and complete a health history form. The immunization record must be up to date and signed or stamped by the child’s physician.

## Registration and Supply Fees

Initial registration fee and the first week of tuition are required to hold enrollment space until the requested start date. These fees are non-refundable. In order to provide our excellent curriculum and activities, we require an annual $75 (covers most books and supplies) Supply Fee, which is due in the fall.

## Tuition Payments

Payment must be received prior to the first day your child attends. Thereafter, tuition is due at the beginning of each week (Monday). When withdrawing your child from CCA, a written two-week notice is required. If no notice is given, you will be required to pay tuition for the additional two weeks.

* Tuition is based on enrollment NOT attendance. Full payment is required even if the child is not in attendance, regardless of absences or closings.
* No credit will be given for illness, vacation, center closing due to an emergency situation, or inclement weather. CCA reserves the right to close the center for weather or safety-related reasons.
* All tuition is paid through automatic bank drafts. Your registration fee and first week’s tuition may be paid with a check or cash. If the draft is declined, a $35 late fee will be charged.
* Non-payment of tuition is grounds for immediate dismissal from the center.

## Annual Rate Change

Rates will be adjusted annually for new, incoming families. As a current CCA family you will lock your rate in at your initial rate for the remainder of your time with us. If at any time you leave CCA, you will be subject to the new adjusted rate when you return. If you have an additional child enroll with us after the rate change, that child will also be subject to the new rate.

## Disenrollment

We require a two-week written notice to be given if a family ends enrollment at the center. Payment of tuition for these two weeks is required even if a family leaves prior to the end of the two-week period. We reserve the right to dis-enroll any family for any reason deemed necessary, including non-payment of tuition or other fees, disruptive or dangerous behavior as deemed by center staff, or the inappropriate or disruptive behavior of a parent/guardian that interferes with the operation of the center.

## POLICIES AND PROCEDURES

**Drop Off and Pick Up Hours of Operation**

Caiden’s Christian Academy is open Monday-Friday 6:30am-7pm. Please refer to the list of closings later in this handbook.

## Absences and Late Arrivals

If your child will be absent, or will be arriving later than 10:00 a.m., we ask that you call so that we can prepare for adequate staffing.

## Release of Children Policy

Please inform your child’s teacher if someone other than you will be picking up your child. You will be asked to provide names of those individuals who are approved to pick up your child in the application procedure. CCA reserves the right to refuse to release a child to a person who appears physically, emotionally, or mentally unable to provide adequate care for the child as judged by the staff member responsible for the child. We will not be able to release a child to an adult who appears intoxicated. In the event that this situation should arise, staff will release the child to an authorized individual on the child’s emergency contact list who appears able to provide appropriate care for the child.

## Late Pick Up

Late pick up fees are put in place to cover the staff after the center closes. $10.00 for the first 5 minutes past 7:00 pm, then $1.00 per minute after that. Payment will go directly to the teacher who stays with the child. At 7:30 pm, if the child has not been picked up, the authorities will be called.

## Dress/Attire

Part of creative learning means FUN! When choosing your child’s clothing, bear in mind that sometimes our fun can be messy, too! For this reason, please follow our clothing policies to ensure your child gets the best experience.

* Please dress your child in seasonally appropriate and comfortable play clothes.
* Each child should have at least one, preferably two complete changes of seasonally appropriate play clothing; including socks in his or her classroom at all times. Please be sure to replace any articles of clothing that are used from the spare set.
* Please label ALL items (including clothing, coats, hats, bottles, baby food, bags, and sippy cups) that you bring to our center with your child’s first and last name.
* Children MUST wear shoes at all times.

## Personal Belongings

Please refrain from allowing children to bring personal belongings to the center other than those we request (see below). For the safety and well-being of all the children in our center, we ask that you do not allow your child to bring toys from home except on special “sharing” days. We are not responsible for personal items

or toys from home that get lost or broken. Any items brought for a special reason or occasion requested by teachers need to be labeled appropriately with the child’s first and last name. Labeling all of your child’s items is the best way to ensure they do not get misplaced.

## Infants (6 weeks - 12 months)

Please bring the following supplies, labeled with your child’s first and last name:

* Prepared bottles- Breast milk should be brought in pre-made bottles ready to warm and serve. These will be refrigerated immediately until feeding time. Formula bottles should be brought in filled pre-measured formula for each bottle. We will mix formula with room temperature filtered water upon scheduled feeding. We provide whole milk for infants no longer on formula, but you may bring labeled milk from home if you wish.
* Two complete changes of seasonal clothing and bibs
* Wipes (CCA will provide diapers)
* Any cereal or unopened jar food. State law prohibits the center from accepting any opened baby food of any kind, with the exception of homemade baby food

**Sudden Infant Death Syndrome (SIDS) special note:**

We are proactive against SIDS. Cribs will only contain a sheet per state regulation. Mobiles, stuffed animals, extra blankets, and propping will not be allowed. Infants in cribs are checked every fifteen minutes during napping times.

## Toddlers and Twos (12 months - 2 years)

Please bring the following supplies, labeled with your child’s first and last name:

* Wipes (CCA will provide diapers)
* A complete change of seasonal clothing including socks and underwear (if applicable)
* Sippy cups are provided. We provide milk, meals, and snacks for toddlers
* Please provide a light blanket for use on our nap cots/mats

## Preschoolers (3 years - 5 years)

Please bring the following supplies, labeled with your child’s first and last name:

* A complete change of seasonal clothing including socks and underwear
* Please provide a light blanket for use on our nap cots/mats

## Communication and Parent Involvement

**Communication**

Communication is a top priority for us. We provide emails, verbal communication, and daily form updates with detailed information about your child’s day.

Conferences will be offered as well to discuss any information deemed necessary. Please provide your child’s teacher with any special instructions to help us serve your child better.

## Child Assessments

In continuing to provide the best educational experience for your child, we offer two developmental assessments per year, one in the fall and one in the spring. In addition to the assessments, we offer conferences to discuss your child’s development and to work with your child’s teacher on special projects and activities uniquely designed for your child. This is also an opportunity to address any questions or comments you have. Conferences may be held at any

time throughout the year, at either the request of the parent or the teacher.

Please remember, drop-off and pick-up times are considered transition times for a classroom and can be busy. These transition times are not the best time to address your child’s growth or development. Please let a management team member know your question or request to schedule an appropriate time to discuss your child’s needs.

## Confidentiality Policy

Staff will have conversations with parents concerning only their child. We will not discuss other student’s progress, behavior, or accidents with anyone other than the appropriate parties. Personal info is NOT sold or shared.

## Parent Participation

We welcome parent participation in your child’s class and for the improvement of our program. We have several regular opportunities for class participation, such as reading in your child’s class, sharing special family traditions or cultures, assisting with parties and open houses, and volunteering in the class. Additional ideas and

suggestions are always welcomed and appreciated! HOWEVER DUE TO COVID- 19, this will be tabled until further notice.

## Birthdays and Special Events Birthday Policy

We love to celebrate! If you want to celebrate your child’s birthday with the class, feel free to bring in food (cupcakes, cookies, etc.) or party favors. Any food items brought in MUST be store bought in order for management to check ingredients for allergens. Please remember we are a nut free company. You are welcome to stay for celebration. Please discuss plans for the party with your child’s teacher, including date and time, class allergies, developmentally appropriate food choices, and favors. If you are handing out favors or invitations to parties outside of the school, you MUST bring enough for each child in the classroom or the school cannot distribute them. DUE TO COVID-19, PARENTS MAY DROP ITEMS OF FOOD OFF ONLY!

## Holidays, Fundraisers and Special Events

We will also celebrate most holidays and special events. Halloween & Mardi Gras will NOT be celebrated. You will be given an opportunity to sign up to bring food, goodies, paper goods and to participate for these celebrations. Balloon Policy Mylar helium balloons are the only type of balloons allowed in the school. Rubber or latex balloons are NOT allowed because of a potential choking hazard.

## Holidays and Special Events

We will also celebrate holidays and special events. You will be given an opportunity to sign up to bring food, goodies, paper goods and to participate for these celebrations.

## Balloon Policy

Mylar helium balloons are the only type of balloons allowed in the school. Rubber or latex balloons are NOT allowed because of a potential choking hazard.

## Nut Free Commitment

Caiden’s Christian Academy is completely nut free. Please refrain from bringing lunches, snacks or food for parties or other celebrations that contain any kind of nut. This would include peanuts

(including peanut butter), hazelnuts (including Nutella™ and similar products), almonds (including almond milk, cashew milk), cashews, pecans, pistachios, walnuts, etc. During special celebrations, any items brought into the center MUST be store bought and sealed. Once brought to the center, you will drop off the items at the front desk. Please refrain from removing the ingredient labels, as this is how we will double check before delivering to the classrooms. Due to continual

changes in manufacturer’s packaging and processing, please read the

ingredients label of your food chosen to ensure that it does not contain any of the following: peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour,

peanut/nut meal, or “may contain traces of peanuts/nuts,” or “may have been manufactured in a facility where a nut product is produced or is manufactured.” If any of these are listed on the food items or we do not have an ingredient list to check, the food items will not be consumed and will be left in the kitchen. We thank you in sharing our commitment to ensuring a safe environment for all of our students and staff!

## Diapering and Toilet Training

Diaper Changes/ Cloth Diapers

Part of our high level of customer service is ensuring that all children are properly cared for. For children still in diapers, cleanliness is an essential factor of maintaining an appropriate level of care. Therefore, diapers/pull-ups will be changed when soiled or at minimum every hour and a half to two hours. Diaper

changes will be noted on the child’s daily activity sheet. If you choose to use cloth diapers for your child, we ask that you have a plastic cover with insert over them and bring a sealable bag to enclose them in. We cannot discard human waste from cloth diapers as per state regulation.

## Toilet training

When you are ready to start toilet training your child, we ask that you let us know what routines you are using at home so the teacher can do the same in the class.

Consistency is key when toilet training. Please bring any supplies such as a few pairs of extra clothes, including socks and shoes, to put in the child’s cubby for any accidents. DIAPERS WILL BE PROVIDE BY CCA.

## Transitioning into School/Other Classroom

As your child grows and develops through our school, he or she will transition from one class to another. We strive to make this as stress-free as possible, not only for the child but for you as well. There are many decisions involved in promoting children to the next class. Children are assessed by age as well as terms of their development. Interest level in the classroom activities is also taken into consideration. The classroom teacher and parents will be consulted. When the final decision is made, you will get a transition letter that includes information about the next room. There will be a transition period to ensure that the child feels comfortable with the change. We help and encourage parents to be involved in the process.

## Biting Policy

Biting is an age appropriate stage of development for infants, toddlers, and on occasion preschoolers. In a group setting, most children will attempt biting at least once. When biting occurs, our focus will be on the children to determine why the biting occurred and what we can do to help. Communication between teachers and parents will be a key aspect in reducing this behavior. In some cases, management may dismiss a child if biting does not stop.

## Safety and Child Abuse Prevention Video Monitoring

For the safety of your children, closed-circuit is provided for on-site video monitoring. For the protection of our students, external access is restricted. Child Abuse Policy Learning Zone will comply with all Mississippi State laws in reporting any suspicion or evidence of child abuse. The Child Abuse Hotline. They will be contacted, and a report filed. A report will be made to the police. if necessary, to ensure the safety and well-being of the child. The Department of Human Services will then be notified, and an incident report will be filed within 24 hours.

## School Closings

Holiday Policy

We will observe and be closed for the following Holidays/Events:

* New Year’s Day\*
* Good Friday
* Spring In-Service Training (Friday before Memorial Day)
* Memorial Day
* Independence Day\*
* Fall In-Service Training (Friday before Labor Day)
* Labor Day
* Thanksgiving Day and the Friday following
* Christmas Eve\*
* Christmas Day\*
* New Year’s Eve - closing at 4:00pm if it falls on a weekday

\*Note: Holidays listed above that fall on a Saturday will be observed on the Friday before, and those that fall on a Sunday will be observed on the Monday that follows.

## Vacation/ Break Policy

Caiden’s Christian Academy understands that families will be off periodically for vacations and breaks. We offer a vacation/break rate when families give advanced notice for trips or extended breaks when the child will not be in attendance for a week or more. This rate will be half of your normal rate and will “hold” the space open for your child while they are not attending. You can choose to disenroll during extended breaks instead of paying the fee, but we cannot guarantee space will remain available upon your return and will be subject to new tuition rate. As a reminder, tuition payment is for enrollment in our program and not for attendance.

## Inclement Weather Policy

Normal hours of operation are subject to change at any time to ensure the safety and well-being

of your children and our staff. Emergency conditions cannot always be predicted with accuracy,

so please be prepared for short notices in snow, flood, storm or ice days. Due to the unavoidable occurrence of emergency weather conditions, please remember any closure is to protect the well-being of the children in our care.

* In order to get the news out quickly there are several ways we will contact parents about closings:
* Mass text alert and mass email: Please make sure management has the correct contact information for your family or Social Media: We will post closings on our Facebook page.

## Illness Policy

Caiden’s Christian Academy will communicate with you about any health issues that are noted while your child is at our center. As a courtesy to all children and staff, please keep the staff informed about any health issues your child may have. In order to protect the health and well-being of all children and staff within our center, the following health procedures and policies will be followed:

* We cannot admit a child who has any contagious illnesses or symptoms, including but not limited to:
* A fever over 100 degrees
* Vomiting
* Diarrhea occurring more than twice
* Open sores & mouth sores
* Unexplained or communicable rashes
* Severe mucus drainage
* Conjunctivitis (a.k.a. pink eye)

If your child becomes ill with any of the above while at the center, we will notify you and the child must be picked up within one hour of contact. Caiden’s Christian Academy reserves the right to require a child to be picked up immediately for suspected contagion. You will be notified should your child be exposed to a contagious illness. Your child must be symptom and medication free for 24 hours before returning to the center. We reserve the right to request a physician’s

statement prior to readmitting a child to the center. Caiden’s Christian Academy does not administer medication to any child. (see Medication Policy)

## Medication Policy

We do not dispense any over the counter or prescription medication unless REQUIRED by a physician to be medically necessary. Medical equipment and emergency medication must be supported by written and signed release from a physician that will be kept in your child’s file. Teething tablets and Orajel must be accompanied by a completed medication authorization form to be administered while child is in our care. All authorized medication is to be administered by Director and Assistant Director only.

## Lice Policy

Children must have proof of treatment and be nit free before returning to Learning Zone. Director or Assistant Director will check to make sure child is free of lice upon return to school.

## Shot Records

An Immunization Record is required upon enrolling and must be attained before your start date. Immunizations must be kept up-to-date according to Mississippi State Law. Your child will not be allowed to remain in the center without up-to- date immunization records.

## Accidents and Emergency Procedures Accidents/ Incidents

Safety is an important part of our jobs. We believe it to be our top priority to keep your children safe each day. Although we have many procedures in place to prevent accidents, sometimes accidents are unavoidable. In the event your child has a minor injury such as a bump, scrape, bite, etc. we reserve the right to treat your child with the proper First Aid Care and will contact you to inform you. We will also fill out an accident/incident report that will need to be signed by

you or the person picking up your child that day.

## Emergency Medical Procedures

In the event that your child requires emergency medical treatment, center staff will call 911immediately. If your child requires emergency ambulance transportation, the ambulance drivers will transport your child to the closest local hospital at their discretion and depending on the speed with which your child must be treated.

Decisions as to the necessity of emergency medical treatment will be made by the Director or Assistant Director, or another staff member standing in their position. Parents or legal guardians of the child will be notified as soon as possible and will be responsible for any and all medical expenses related to the child’s injury including any medical transportation. It is the parent or legal guardian’s responsibility to provide insurance information to medical personnel. Our employees are not responsible in any form for medical or transportation expenses.

## Man Made Disaster Plan

In the event of a man mad disaster, such as a chemical spill, gas leak, etc., the following procedure will be followed: The children will be evacuated by employees and be transported in employee’s automobiles to an alternative facility. All parents will be contacted and informed of the evacuation. Parents will be given instructions on how they can pick up their children. An incident report will be filed with Department of Human Resources within 24 hours of the incident.

## Natural Disaster Plan

In the event of a natural disaster (e.g. tornado, threatening winds, etc.), the children will be moved to an inside room or area of the center in accordance with the

center’s approved emergency action plan. A weather radio will be maintained at all

times for updates on threatening conditions, as well as flashlights, first aid kits, and other necessary items. In the event the situation requires evacuation, the same procedure used for a man-made disaster will be followed. An evacuation plan is posted in all classrooms. Parents will be notified as soon as possible. The Department of Human Resources will be informed in the event of an actual disaster, and an incident report will be filed within 24 hours. Caiden’s Christian Academy will also follow a schedule of safety drills, such as fire and tornado drills, throughout the year to maintain preparedness for any emergency.

## Miscellaneous

**Social Media Policy**

Follow us on Facebook, Instagram, and Twitter! We do not allow teachers to put pictures of your children on their personal Facebook. We ask that you do not post pictures of children other than your own in social media without consent from that child’s parent. Upon enrollment, you will need to complete and sign a photography waiver.

## Sunscreen/Bug spray Policy

During the summer months, the children are frequently outside exploring and learning. If over 85 degrees in the afternoon, we offer to apply sunscreen and bug spray. The sprays will be supplied by Caiden’s Christian Academy (or your own choice of spray) and there is a consent form that must be signed. You can find information about the brand used at the specific school.

## Parent recruitment of Learning Zone Staff

Our policy states that recruitment of any staff member is not allowed. CCA has incurred costs that factor into employing qualified staff members and we do not permit solicitation of said staff. If a staff member is solicited, you agree to pay Caiden’s Christian Academy a minimum of $1,500 plus any legal fees or court costs caused by this breech of terms. By acknowledging the receipt of this handbook, you agree to Caiden’s Christian Academy’s non recruitment policy listed above. This policy excludes evening and weekend times outside of our normal operating hours.

## Policy Changes

Policies are subject to change at any time. Every effort will be made to notify parents in a timely fashion of any changes to the policies or procedures.

## DAILY ROUTINE

**Meals and Snacks**

We provide nutritious meals and snacks throughout the day. Menus are posted for your reference. Any changes in items served will be communicated. Meal and snack times are scheduled according to a group’s age and developmental level.

Please alert the staff concerning any special dietary needs or food allergies.

## Rest Time

Rest times are scheduled in the middle of the day after lunch as required rest time per state regulation. Rest times will vary according to the group’s age and developmental level. Children will be offered two hours of naptime (minimum of one hour from Pre-K students). Children are not required to sleep but must rest quietly as to not disturb other children who are sleeping.

## Outside Play

We have separate, age appropriate playgrounds. During a normal daily routine and weather permitting, children will play on the playground two times per day, in the morning and again in the afternoon. If weather conditions do not permit outdoor play, other gross motor activities will be substituted.

## Sample Schedule

The following sample schedule is presented here to give you an idea of what your children will be doing throughout the day. Schedules are designed to be appropriate for the age and developmental level of the group. Please check with your child’s teacher to see their regular schedule.

## Example Schedule

6:30-8:30 Arrival/Acclimation

8:30-9:15 Breakfast

9:15-9:45 Devotion/Classes

9:45-10:30 Classes

10:30-11:00 Outdoor Expedition (weather permitting) 11:05-11:45 Lunch

11:45-12:00 Prepare for Rest and Reflection

12:00-2:00 Rest and Reflection/Upper Level Students (1 hour, then classes) 2:00-2:30 Wake up/ Prepare for snack

2:30-3:00 Snack

3:00-7:00 Afterschool/Homework Assistance/Extracurricular Activities (Music, Taekwondo, Dance Lessons, Art, etc).

**Our Program**

The Curriculum used at Caiden’s Christian Academy (CCA) covers the Mississippi Department of Education Common Core Guidelines and Standards as well as the

A Beka curriculum (specifically when it pertains to the Bible, Phonemic Awareness, Reading Fundamentals, Language and Math). A Beka is a comprehensive, quality curriculum written from a Christian perspective. Preschool children need a strong foundation in both academics and character and the A Beka Book program provides proven advanced reading and comprehension results.

These lessons and standards will help children meet their developmental needs in the areas of:

* Biblical Knowledge and Understanding
* Communication and Early Language Skills
* Physical Motor Skill Development
* Conceptual and Cognitive Development
* Socialization Skills
* Fostering Emotional Skills

Each student will be taught through group, individual instruction and with a thematic approach to achieve these goals.

## Nurturing Growing Minds

We want to assure each parent that their child will be placed in a room that is best suited for them individually, one that encompasses their emotional, physical, and social needs. At each stage, we try to maintain classrooms that provide the specific nurturing and encouragement that children thrive in.

For more information on how to become a part of the CCA family, call today to schedule a tour at our main daycare campus!

## Infants

We designed the infant childcare rooms at CCA to make the transition for both parent and child as smoothly as possible! We’ve created a safe, “feels like home” environment that enables us to love and nurture your infant as we seek to meet their individual needs.

**WE AT CCA OFFER FREE DIAPERS TO EVERY INFANT (diaper age),**

**that’s right! Parents worry no more, we will provide!!!**

**Pre Wee Babies**

**6 WEEKS — 12 MONTHS**

Our Infant room is best suited for babies who are in the age range of 6 weeks – 12 months. To provide the appropriate care for your child, napping and feeding schedules are initially on demand (as needed). Every room has social space where babies can see their friends and are engaged by the teachers through songs and play. 6-12 months is a fun and busy stage for babies as they begin to demonstrate their mobility. Our room is designed to accommodate not only their increased movement but also their increased interest in everything around them. We also introduce basic sign language to enable the babies to communicate with their teachers and parents!

## Wee Babies

**13 MONTHS — 24 MONTHS**

Our WEE babies’ room is best suited for babies between 13 months – 24 months. Developmental milestones are met differently with each child and we want to make sure that those babies who are expressing an interest in walking get

the opportunity to practice! Wee Babies are also designed to introduce your child to a more structured napping and play schedule. Sign language is continued to be used and taught and we even begin exposing the children to the wonderful world of the alphabet and numbers! The areas of learning include Cognitive Skills, Fine Motor, Gross Motor, Emotional Skills and Social Development.

## Toddler Wobblers 3 — 4 Year Olds

Our Toddler Wobbler childcare room is best suited for children who are in the age range of 3-4 years old. Emphasis is biblical in all classes; however, emphasis is also desired socially and emotionally through the development with the recognition of colors, shapes, sizes and beginning letter and number recognition. These activities are adjusted to each child’s abilities and interests. Music and rhythm activities, group games and creative artwork help achieve these goals. Language development is taught through reading, finger play, rhyming and word games. We begin using the A Beka curriculum with our Wobblers and we provide daily instruction in letters, numbers, and language development. While we still use sign language in this class, we really encourage the children to begin communicating through the use of words and that comes naturally through the constant teacher interaction. At CCA, our goal is always to make learning fun!

## 5 Year Olds

This classroom provides daily Bible and catechism instruction which is taught by a qualified Instructor and/or the Director. The instructional times during class remain centered on the A Beka curriculum and we teach and encourage a mastery of

reading one and two vowel words. Our small reading groups take the children through little readers which get sent home upon completion. The children in this room are also introduced to basic math concepts, as well as writing numbers and counting to 100. Fundamental skills include name writing, number skills and consistent exposure to letters and sounds. Language development is expanded from previous classes.

CAIDEN’S CHRISTIAN ACADEMY DISCIPLINE POLICY

Caiden’s Christian Academy (CCA) Discipline Policy guarantees that no child shall be spanked or subjected to any other form of physical punishment. In addition, Caiden’s Christian Academy will not subject a child to any discipline, which is severe, humiliating, frightening, or any kind of discipline associated with depriving a child of necessary nutrition, rest, and toileting. CCA home daycare uses discipline strategies to accomplished desirable behavior:

**POSITIVE REINFORCEMENT:** Focusing on things children are doing right, rather than on negative behaviors: “good job using a soft touch!”

**REDIRECTION:** distracting the child’s attention from the undesired behavior to something else: “let’s go play something else!”

**STALLING** (Proactive): Anticipating children’s actions before they happen. We can then intervene and stop a behavior form occurring (looking for warning signs that an action might be about to happen). We can strategically place ourselves to intervene before an undesirable behavior occurs.

**MODELING** appropriate behavior. Showing children how to act by example.

**POSITIVE PHRASING:** Putting comments in a positive rather than a negative phrase: saying “please be nice or stop please do not do that” (rather than “no”, or “soft touch” “hands are for hugging” rather than “don’t hit”. We can teach the children to resolve their own disputes by taking advantage of opportunities that arise in which we can guide them to peaceful cooperation. Older children are encouraged to help the younger children.

**ACTION PLAN**

PHYSICAL ACTS OF VIOLENCE, DISOBEDIENCE AND NEGATIVE COMMENTS:

These behaviors are demonstrated by hitting, pushing, biting, name calling, disrespectful rebellious behavior, bully behavior, etc. We will immediately intervene. We will assess the needs of the child being victimized to determine whether he or she requires any special attention (medical or otherwise). The child aggressor will immediately be cautioned and directed to make amends (to apologize or share, for example). If the inappropriate behavior continues, the disobedient child may be subject to:

1. - A time out; or
2. - Being physically removed from the immediate vicinity of the incident; or
3. - Being limited in partaking in the immediate activity or related future activities. If a dispute over a toy is the source of the incident, the toy may be temporarily removed. The parents of an aggressive or disobedient child and/or victim will be notified of an incident so that the parents may address the incident accordingly, as well. The safety and well-being of every child is the ultimate goal of any and all forms of discipline contemplated by Caiden’s Christian Academy.

Est. 07/01/2020

**Arrival and Departure**

At no time should a child be brought to the school before the school opens nor picked up after the school closes. If a child is left beyond the specific time frame mentioned above without prior arrangements made, a fee will be assessed when the child is picked up. For the children’s safety, all children must always be left in the care of an adult, with the children being brought directly to the classroom. Never should children be left in a classroom without a teacher being present; if this occurs, please consult the Director or someone in charge.

Due to Covid-19, when arriving at the school… Parents should park their vehicles, turn off engines, bring the children to the front door where their temperature will be taken daily and leave the children with the assigned teacher. Sign the child (ren) in using their full names before leaving. Parents should hold their children’s hands when entering the building. Only persons listed on the authorization form may drop off the children (State Dept. of Health requirement). When returning to the

school… Parents should park their vehicles, turn off engines, and come to the door, but CALL the school prior to entering so that the child (ren) will be brought to the door. Before leaving the building/classrooms, the parents should sign the children out using their full names. The only other person/persons that will be allowed to pick up the children are the ones listed on the applications of the children. Picture identification should be shown by any person/persons other than the parents, when picking up children from the school. Parents should always hold their children’s hands when exiting the building.

Our motto at drop off is “the shorter the goodbye the shorter the cry.” We know from experience that after your child has been here a few times, the “fuss” will be less, if at all. Children have a unique capacity to make new friends quickly. If you wish to stay and observe through a window, please do so.

SPECIAL INSTRUCTIONS FOR THE TEACHERS SHOULD BE IN WRITING.

*Special Notation: The only individuals who will be allowed to drop off/pick up your child are the ones you have listed on the registration form. We cannot accept telephone calls to give other individuals permission to pick up your child. This is a State Department of Health Rule. Please keep us updated on all changes with your address, phone number, email address and other pertinent, demographical information.*

ALL EXTRACURRICULAR ACTIVITIES THAT INCLUDE PIANO LESSONS (OTHER MUSICAL INSTRUMENTS), TAEQWONDO, DANCE LESSONS & ART WILL BE AT AN ADDITIONAL LOW COST AND WILL OCCUR DURING AFTERSCHOOL ONCE HOMEWORK IS COMPLETED.