

## Roxboro Christian Academy K3 & K4 Operation Policies

God has given parents and teachers the awesome responsibility of nurturing the children he has placed in our care. We believe that when we plant the seeds of God's Word, the child develops in the wisdom and knowledge of God and His ways. We are a Christian education program and it is our prayer that each child in our care will come to know Jesus Christ as his or her Lord and Savior at a young age.

Hours of Operation: 7:30am-5:30pm. We will follow the same schedule as the rest of the school on closings, delays, holidays, and half days.

Arrival and Departure: Sign your child in and out each day upon arrival and departure. Inform any authorized person dropping off or picking up your child of our arrival and departure policy.

Absences: **Roxboro Christian Academy requires a written excuse on file for each day a student is absent.** Please give us a call on the morning you know your child will be out due to illness. If the absence is known about in advance, such as a planned family vacation, please let us know so that we can make sure your child gets the full benefit of our academic program.

Daycare Option: Daycare begins at 3:15pm and ends at 5:30pm. The cost is \$5.00 per hour and you will be billed separately for those charges.

Photographs: Photographs will be taken of the children participating in our various activities throughout the year. These photographs may be published in our yearbook, the local newspaper, or posted on our school website.

Discipline: We do not administer corporal punishment. We do use positive child guidance techniques.

Lunch and Snacks: Lunch and snack menus will be printed two weeks in advance. Milk and juice may be purchased from the cafeteria. If you decline these options, please pack a well-balanced healthy lunch and snack for your child. Please label each item in your child's lunch box with their name. What is not eaten will either be returned or thrown away the same day.

Medical Report and Immunizations: According to state daycare laws, we must have a current medical report and immunization record for each child. As your child receives additional immunizations, we need to update our records with the date and type of immunizations given, the dosage, and the doctor's signature.

Medicines: We cannot give over-the-counter medication such as Tylenol, Motrin, Dimetapp, etc. We can give breathing treatments for asthma and emergency Epi-pens.

Clothing Policy: Clothing should be practical and comfortable. Children should not wear open-toed shoes, sandals, or flip-flops. Sneakers are the best footwear for children because they make running on the playground safer. Every child must have a Ziploc bag containing extra clothing including socks and underwear. All clothing should be labeled with your child's name. Please label lunch boxes, book bags, umbrellas, and other items as well.

Outdoor Play: The state encourages us to make sure the children get a healthy dose of fresh air each day; therefore, we will play outside every day that the weather permits. We are required to check the Air Quality Index daily for ozone levels and particle pollution to determine the length of our outside playtime.

Rest Time: Your child is allowed to have a blanket and small pillow at rest time. Small Pillow Pets are acceptable.

Toys from Home: Each Friday is show-and-tell. Your child may bring one toy from home to show. Please do not send expensive toys as they can become lost or misused by other children.

Birthdays: Birthdays are important occasions. You may send in cookies or cupcakes to share with the children. Please be mindful of any children who may have allergies in the classroom. State regulations do not allow balloons.

Toilet Training: Children three-years-old and up must be toilet trained when classes begin in August. They must be able to use the bathroom independently. In the event your child soils himself/herself, a parent will be called to attend to the child. There are no facilities for potty training, a changing table, or diapering supplies. Regular underclothing please, no Pull Ups.