VERDE CHRISTIAN ACADEMY

PARENT–STUDENT POLICY HANDBOOK

2026–2027 SCHOOL YEAR

MISSION STATEMENT

- Know Christ *Personally*
- Excel *Academically*
- Transform Communities *for God's Glory*

Mission Statement

We exist to educate students to:

Know Christ Personally
Excel Academically
Transform Communities for God's Glory

VERDE CHRISTIAN ACADEMY

"Igniting Hearts, Unleashing Minds"

"But those who hope in the Lord
Will renew their strength.
They will soar on wings like eagles;
They will run and not grow weary,
They will walk and not be faint."

Isaiah 40:31

WELCOME TO

VERDE CHRISTIAN ACADEMY

We are pleased to provide this Parent/Student Handbook for your use. As parents and students of Verde Christian Academy, it is hoped that you will thoroughly read the enclosed information. It is extremely important that each parent and student know how the school functions and what is expected.

If you have any questions regarding information in this handbook, please feel free to contact the school office. We will be happy to answer your questions.

*Please visit us on the Internet at *www.myvcacademy.com*

STATEMENT OF FINAL AUTHORITY

VCA reserves the right to accept, or deny enrollment. VCA has final authority to decide if a child's enrollment is in the best interest of the school, as well as the individual child. VCA may ultimately deny enrollment based on enrollment policies and/or Biblical principles embraced by the school.

NON-DISCRIMINATION STATEMENT

Verde Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin and administration of its educational policies, enrollment policies, scholarship programs, athletics, other school - administered programs.

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HISTORY OF
VERDE CHRISTIAN ACADEMY

Establishing a Christian School in the Verde Valley was born in the minds and hearts of several members of Verde Baptist Church in 1979. After much prayer and consideration, a Christian School Committee was appointed by the Church Board of Deacons, which became the Board of Directors of the School. The Board of Directors began with Dr. Richard Penaluna, Mr. Ken Railey, Mrs. May Girdner, and Mrs. Judy LeTarte. Dr. Robert Warren, Pastor of Verde Baptist Church, served as an ex-officio member. The purpose of the school, its philosophy, procedures, and the various details of getting a school started began in earnest, and policies were formulated. Registration of students and employment of teachers began in 1980, with the result of nine student applications being received by March. The first school session opened August 25, 1980, utilizing the facilities of Verde Baptist Church. The building of a second floor to the educational plant of the church began the latter part of March in order to house the educational facilities of Verde Valley Christian School. In 2016 the Deacon board of Verde Baptist Church felt that their name needed to fit with their vision for the community. The name was changed from Verde Baptist Church to Verde Community Church. In 2016 the leadership team of Verde Valley Christian School began discussions of a possible name change as well. In 2017 the Leadership Team of Verde Valley Christian School and the Deacon Board of Verde Community Church agreed upon the name Verde Christian Academy, feeling the word Academy better describe the level of education that students were receiving. Now, over thirty years since the founding of VCA, many children and grandchildren of previous families still trust Verde Christian Academy for the primary education of their children. Today, VCA is a thriving preschool through 8th grade school.

CODE OF CONDUCT

VCA is a private religious, non-profit Christian School representing Jesus Christ throughout the evangelical Christian community with all Biblical standards of moral conduct. All those who voluntarily associate with VCA are deemed to submit to the Code of Conduct and the scriptural authority on which it is based. Any matters regarding the Code of Conduct, including scriptural disputes, shall be resolved according to the Holy Scriptures and the Statement of Faith as interpreted and administered by the VCA Leadership, in its sole and absolute discretion.

VCA Community Members:

All students, parents, faculty, staff, leadership members, and volunteers.

VCA here by expects and requires all VCA Community Members to maintain a lifestyle based on Biblical standards of moral conduct. All are admonished to live a life led by the Spirit of God according to His Word bearing the fruits of the spirit which are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22).

Moral Misconduct: Moral misconduct is defined as violating Biblical standards of moral behavior. Such violations include, but are not limited to, promiscuity or homosexual behavior or any other violation of the unique roles of male and female in human sexual relations, adultery, impurity, idolatry, witchcraft, sorcery, enmities, strife, jealousy, outbursts of anger, envying, drunkenness, carousing, and things like these (Romans 1:21-27, 1 Cor 6:9-20, Gal 5:19-21). VCA believes that Biblical marriage is limited to a covenant relationship between a man and a woman, whose gender was determined at birth. It is the goal and desire of VCA that all VCA Community Members would have a lifestyle in which God "might have preeminence" (Col 1:18, KJV)

All VCA functions and services are private meetings held on private property according to the policies and procedures followed by VCA and should not be considered open to the public under all circumstances. The VCA leadership reserves the right to remove any participant for any reason in the leadership's sole discretion. A VCA Community Member may be dismissed/removed from any VCA function or asked not to return in he/she demonstrates by conduct or spirit that he/she is out of harmony with the Statement of Faith, the spirit, or the policies of VCA, whether on or off property as determined by the sole

discretion of the VCA leadership. Readmission considerations following dismissal/removal will be determined on case-by-case basis.

Parental Support

Parental support is an essential part of the educational process. If, in the sole discretion of the VCA leadership, a parent (whether they be a VCA Community Member or not) has failed to support the administration or staff or the standards articulated in the Statement of Faith, the VCA leadership reserves the right to deny the student continued enrollment in the school.

Failure to maintain a lifestyle based on Biblical standards of conduct as stated in the Code of Conduct, the Statement of Faith, and throughout the school's policies and procedures may serve as grounds for dismissal of any VCA Community Member and/or student(s).

CORE VALUES

Bible-Based Worldview - "But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect." *1 Peter 3:15 We seek to produce graduates who believe that the inerrancy and completeness of Scripture form the foundation of a Biblical worldview. Therefore, truth and virtue are based on this foundation.*

We are committed to:

- Governing ourselves according to Biblical principles
- The fact that all Truth is God's Truth
- Integrating faith and learning in all subjects and throughout all extracurricular activities
- Giving students myriad opportunities to learn about, memorize, and recite Scriptures and event from the Bible
- Teaching Bible as a core subject in the academic curriculum

CHRIST-CENTERED - "I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." ***Philippians 3:14***

We seek to produce graduates who are passionate about following the call of Jesus Christ in their lives.

We are committed to:

- Seeking and retaining qualified employees whose actions and attitudes reflect that of Christ
- Giving students multiple opportunities to place their faith in Christ
- Disciple students through chapels, monthly character trait focus, and classroom discussions
- Seeking His guidance through daily prayer and Bible teaching as a staff
- Seeking His guidance through daily prayer and Bible teaching in each classroom
- Encouraging families to lead their children in a growing relationship with Christ
- Partnering with families who are supportive of Christian education

EXCELLENCE - "Whatever you do, work at it with all your heart, as working for the Lord, not for men." ***Colossians 3:23***

We seek to produce graduates who are well-equipped with tools to meet current and future challenges. We believe in the importance of the Arts as demonstrated academically, in our extra-curriculars and through public performance.

We are committed to:

- Teaching students to give their best effort in academics, arts, sports, and personal life
- Teaching students to show excellence in academic scholarship, requiring them to learn to read well, write well, think well, and speak well through academically rigorous course work in all subjects
- Professional growth at all levels of the institution, seeking to be a humble, continuously improving community growing in excellence
- Providing a Christ-centered, high-quality fine arts program reflecting commitment to the Biblical aesthetic and exposing students to multiple opportunities to learn, create, and present their gifting's in various artistic modalities

COURAGEOUS LEADERSHIP - "Be strong and of good courage—do not be afraid." ***Joshua 1:9b***

We seek to partner with families to raise students who are transformed through their relationship with Christ; students who are building leadership qualities by following in His footsteps and growing in Him.

Students who:

- Are equipped with a strong Biblical foundation
- Have strong convictions of service to school, communities, and country
- Have the ability to speak/perform well in small and large group settings
- Have strong and developed character qualities which are nurtured and developed throughout their education
- Have high integrity to reflect and glorify God
- Have a strong prayer and devotion life
- Have opportunities to identify gifting and leadership skills by taking advantage of extracurricular programs, specials, and clubs in various mediums (music, sports, art, academics, technology)

COMMUNITY - "These commandments that I give you today…Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. … Write them on the doorframes of your houses and on your gates." ***Deuteronomy 6:6-9***

We seek to build a strong community within our school and body in order to support families. The Christian Family is God's training ground for preparing future generation to know and serve Him.

We will:

- Develop relationships with our school community through family events
- Foster a sense of unity in Christ within our school community
- Encourage families to become a part of a vibrant local body of believers
- Develop relationships with families and provide support and training resources for them

GRATEFUL STEWARDSHIP - "As each has received a gift, use it to serve one another, as good stewards of God's varied grace." ***1 Peter 4:10***

We seek to develop graduates who are appreciative of God's provisions and blessings their lives.

Students who:

- Use their talents to further the body of Christ
- Learn and practice Godly principles of handling money
- Take pride in caring for our school and all of the facilities and equipment therein
- Care for God's creation through recycling, reusing, and not wasting

HUMBLE SERVICE - "Whoever wants to become great among us must be your servant, and whoever wants to be first must be your slave-just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." ***Matthew 20:26-28***

We seek to develop graduates who are trained, directed, and inspired to acts of humble service.

We are committed to:

- Demonstrating service and mission work from a school and staff level as an example to students
- Creating opportunities for serving each other (classmates, staff, facility) within our school
- Serving our neighborhood (hospital, nursing homes, CES/CMS, Clemenceau Museum)
- Serving our broader community (the mission, needy, food pantry)
- Serving the world; (Queen Street Baptist Sister School, Belize City, Belize)

Cultural Values

Our Cultural Values- In areas of today's cultural issues, we believe the Bible teaches the following:

Gender Identity- In the beginning, God made humanity male and female, and, in his creative purposes, biological (bodily) sex determines gender. (Genesis 1:27-28) Human nature was damaged and distorted by the Fall but not destroyed. All people continue to be made in the image of God. The experience of incongruence between objective biological sex and subjective gender identity is one consequence of that damage and distortion but in no way diminishes a person's full humanity.

Marriage and Sexuality- We believe God created Adam and Eve as man and woman (Genesis 1:27-28), that the institution of marriage is a sacred covenant by God, and that the family is the foundational institution for human society. Marriage is exclusively the union of one man and one woman, and sexual activity occurs exclusively within this union. (Genesis; 2:15-24; Leviticus 18:22; Romans 1:26-27; 1 Corinthians 7:14).

Race- We believe that all humanity is only one race (Acts 17:26). We are called to love and serve everyone unconditionally and to treat others as more important than ourselves (Philippians 2:3-8). We believe Christian brothers and sisters are equal before God and united in Christ (Galatians 3:26-28). We trust Biblical teaching over earthly institutions and societal movements.

Politics- Although we encourage political engagement that will promote godly values, we do not actively promote a specific political party or structure. Instead, we emphasize Biblical teaching to submit to governing authorities (Mark 12:17, Romans 13:1-14).

Educational Viewpoint (Philosophy)

God and Education; We believe that the Word of God is the foundation for all Christian education, and that the Scriptures are the foundation source of all knowledge. The true aim is to give glory to God.
2 Timothy 3:16,17; 1 Corinthians 10:31.

Man and Creation: God made all creation good in six days and rested on the seventh (*Genesis 1*). He made man to have dominion over His creation and holds him responsible for it. He must love it, sustain it, and use it for the glory of God.

God and Man: God is the one in whose image and after whose likeness man is made. Man's life must begin and end with being true to the image of God. Man, being created in the image of God, must pursue God's will, and must love God.

A World of Sin: Because of Adam's son, man is fallen by nature and lives apart from God. For the image bearer of God to live apart from God is death; man is "dead in trespasses and sins" (***Ephesians 2:1***). Through the fall of man, creation is "groaning" under the curse of sin (***Romans 8:22***).

Believers in a Sinful World: Whoever is in Christ is a "new creature" (***2 Corinthians 5:15***) with a new nature. But the pollution of sin still clings to him as he travels the road of sanctification throughout life. In principle, the old things have passed away; in practice, they have not completely. This creates the necessity of Christian Discipleship and training.

The Home, The School, and Education: God's Word gives Christian parents the responsibility to educate their children in the knowledge of God as Creator, Lord, and Savior and that the proper response to Him is repentance, faith, worship, and love. Parents are to teach their children to be servants of the Lord, stewards of His creation, and to love God with all their heart, soul, mind and strength; and their neighbor as themselves. The Christian school is an extension of the Christian home to help accomplish those goals in the heart of a child. Full cooperation and support between the school and the home is required for successful Christian education of the child.

The Christian School: Is dedicated to educating each child in a positive Christian way. The school recognizes:

1. The Bible is the inspired Word of God, the light which must permeate all subject matters and methods of instruction.
2. That man's highest goal is to glorify God.
3. That man's responsibility to man is derived from his responsibility to God.
4. That children must be taught obedience to Divine authority and divinely constituted authority of the home, school, church, and state.
5. That living faith in Christ is necessary for salvation and true happiness.
6. That the universe is to be studied as God's divine design.
7. That history is to be studied as God's handiwork and interactions with His creation throughout time.

Statement of Faith

We believe...

1. that the Bible is the complete, inspired Word of God, that it is infallible, and without error in its original writings, and should be used to direct our daily lives. ***2 Timothy 3:16-17; 2 Peter 1:20-21***
2. in one God, eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. Identical in nature, equal in power, possessing the same attributes. However, each relates to mankind in a different way: God is the Father, the Son is the incarnate God and Savior, and the Holy Spirit dwells within believers and teaches believers. ***Matthew 28:19; John 1:1-14***
3. that humans were created in the image of God, that human sin brought upon mankind brought upon mankind physical and spiritual death. ***Ephesians 2:1-3***
4. that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, and is true God and true man. He is head of the Church and is the only Mediator between God and man. ***Matthew 1:18-25, 1 Timothy 2:5***
5. that the Lord Jesus Christ came to seek and to save we who were lost by dying in our place on the cross. ***Luke 19:10; 1 Peter 2:22,24***
6. that the Lord Jesus Christ rose on the third day after His crucifixion, ascended bodily into the heavens and is now at the right hand of God. ***1 Corinthians 15:3-4; Romans 8:34***
7. that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and experience the forgiveness of their sins through the cleansing power of the blood of Christ and thereby become children of God. ***John 1:12; John 14:16; 1 John 1:7-9***
8. the institution of marriage is a sacred covenant by God and is the foundational institution for human society. Marriage is exclusively the union of one man and one woman, and sexual activity occurs exclusively within this union. ***Genesis 1:27-28; 2:15-24; Leviticus 18:22; Romans 1:26-27; 1 Corinthians 7:14***
9. that all Christians are sealed by the Holy Spirit unto the day of redemption, thus assuring the believer that his eternal salvation can never be lost. ***Ephesians 1:13-14; Hebrews 7:25***

VCA Expected Student Outcomes

Students are Christ Followers who live out a Christian Worldview (Internal)

Matthew 22:37 "Love the Lord your God with all your heart and with all your soul and with all your mind."

Students Will:

1. Have a personal relationship with Christ
2. Have a life-long desire to live and grow in Christ
3. Apply scripture to their daily life
4. Use the Bible as the standard for their choices and act with integrity
5. Understand the Bible is God's truth and use scripture to defend their faith (apologetics)
6. Demonstrate a heart of service

Students exhibit Godly Character as they influence communities for Christ (External)

Matthew 22:38 "Love your neighbor as yourself."

Students Will:

1. Look for opportunities to share their faith
2. Cooperate and work well with others
3. Exhibit good manners and social skills
4. Respect and relate appropriately with integrity to the people with whom they work, play, and live. Display empathy, compassion, and humility.
5. Demonstrate good stewardship in community and self

Students demonstrate higher level thinking skills in all disciplines.

Students Will:

1. Engage in:
    - Inquiry
    - Debate
    - Real world problem solving
2. Experience learning in all levels of Blooms Taxonomy
    - Knowledge
    - Comprehension
    - Application
    - Synthesis
    - Evaluation
3. Apply prior knowledge in new and creative ways
4. Utilize resources to process information
    - Technology
    - Manipulatives
    - Graphic organizers
5. Students will communicate effectively in both oral and written forms

Students express their beliefs and values through the Arts

Students Will:

1. Engage in various methods of performance arts through;
   - Public Speaking
   - Worship
   - Performance Drama
   - Programs
   - Classroom Activities
2. Recognize and engage in authentic worship through chapels and performances
3. Have an awareness and appreciation of other cultures through arts
4. Have multiple opportunities to recognize and utilize God-given gifting's
5. Have an appreciation of the principals of art, other cultures, and performance through specials classes and after school clubs.

Students will demonstrate excellence in all Subjects, according to VCA Curriculum Guide Standards.

1. Language Arts
2. Mathematics
3. Social Studies/History
4. Science
5. Christian Worldview
6. Physical Education
7. Performance/Drama/Music
8. Computer/Technology
9. Art
10. Foreign Language
11. College and Career Readiness

Administration

The Verde Christian Academy is governed by a School Leadership Team (S.L.T.) approved by the Verde Community Church Board of Deacons. The V.C.A. School Leadership Team consists of five members who serve three year rotating terms. Four members are from Verde Community Church (two of which must be from the Verde Community Church Deacon Board). The fifth member may be from other Bible-believing churches in the community or also from Verde Community Church. Officers include a Chairman, Vice-Chairman and a Recording Secretary. The Chairman and Vice-Chairman must be members of Verde Community Church. The Senior Pastor of Verde Community Church and the Administrator of Verde Christian School are ex-officio members of the S.L.T. The S.L.T.'s main function is to develop and supervise the policies of the school. Any parent may request a list of the members of the Verde Christian Academy School Leadership Team.

The Senior Pastor of Verde Community Church is the Chief Executive Officer and is over all ministries of Verde Community Church. The School Administrator reports to the Senior Pastor and is responsible for the daily operation of the school and the supervision of all faculty and staff members. The Administrator recruits and evaluates student applicants and is responsible for the enrollment of the school.
The Administrator works cooperatively with the faculty and staff to carry out the mandates of the S.L.T. to ensure that Verde Christian Academy operates to provide a quality education that is distinctly and dynamically Christian.

Association of Christian Schools International

Verde Christian Academy is an active member of the Association of Christian Schools International. ACSI is a strong national and international organization of Christian schools, established in 1978, with over 23,000 Christian schools in membership representing more than 5.5 million students in 100countries.

Its purpose is to provide guidance and training to member schools. Its research enables these schools to maintain quality educational standards grounded in a Biblical World View. The Association of Christian School International provides numerous services to member schools, such as:

1. Curriculum Materials
2. Standardized Tests
3. Teacher Certification
4. School Accreditation
5. Consultation Services
6. Educational Publications
7. Christian Education Journals
8. Insurance for School Personnel and Students
9. Seminars for Administrators and Board Members
10. Regional & National Christian Education Conferences

Enrollment Procedures

1. Parents must agree to support the school's mission and core values.
2. Parents must allow the child to be educated by the school according to the educational philosophy outlined in our Mission Statement, Statement of Faith, and Core Values. (**Please see pages 5-10**) A child entering for the first time may be academically evaluated before enrolling. A child transferring from another school shall also provide school records from all previous schools. A child transferring from home school shall provide home school records.

Verde Christian Academy is not equipped to handle students with severe academic, social, or behavioral struggles. A major criterion for entrance into a Christian school is that the student be academically capable to deal with the curriculum and to work acceptably with others.

Students new to Verde Christian Academy are considered "probationary" during their first 60 calendar days of attendance. These students are NOT restricted from participation in school activities for which they are eligible. The faculty and administration will review the student's performance during the probationary period. Academic effort, attitudes, and conduct consistent with the standards of VCA are required for continued enrollment. VCA administration may grant an additional 30 days if a student is showing growth in an area of concern.

Preschool/Kindergarten/1st Grade Age Requirements - Pre-3, Pre-4 and Kindergarten students must be three, four, and five years old (respectively) by September 1, and first grade students must be six years old by September 1. Rare exceptions may be made after following a rigorous process. Preschool three's class must have students be three years old before coming to school, because licensing for the state does not allow anyone under three years old.

Entrance Tests - Screening tests may be given, or child may be evaluated, when it is necessary to determine academic achievement and placement.

Standardized Tests -
Standardized Testing (both State and National) will be administered to grades 1st– 8th and will be used by VCA as best practice in analyzing academic proficiency.

Transfer Students - The school will not accept transferred students in grades where their accomplishments, according to school records, are not up to acceptable standards. This will be determined by an examination of entrance test results, transferred grades, and previous work habits.

Enrollment Process

All families desiring to enroll at VCA must successfully complete all parts of the Enrollment Process.

Step 1 - Fill out the necessary applications and provide vital records: Birth Certificate, Immunization Record, Enrollment App., Scholarship App., Enrollment Agreement and Records request.

Step 2 - Family tour & interview with the School Administrator. During the family interview the Administrator will inquire to ensure the family is in agreement with the school's Mission Statement, Statement of Faith, and Core Values. Additionally, the Administrator will evaluate the student's attitude, demeanor, and educational ability and answer any questions the family may have. Following the family interview the Administrator will take the family on a school tour.

Step 3 - When the family has been notified of enrollment, they will meet with the Administrative Assistant to finalize the enrollment process. The Administrative Assistant will also ensure that registration/supply fees are paid at the time of enrollment.

VCA Class Expansion Procedure

Waitlist Procedure

At VCA we often have more qualified students than we do space. In order to continue to provide the highest level of education academically and spiritually, we consider many factors when determining the enrollment of a prospective student. As we do not only consider application date, we do not communicate specific waitlist positions. It is important to note that we are a mission-based school and as such faith in Christ is not a pre-requisite for acceptance at VCA.

When enrolling new students we will consider many factors including:

- Sibling Enrollment Status
- Family Interviews
- Testimonial provided with Application
- Student/Family Interest in Attending VCA
- Academic History
- Application Date/Completeness
- VCA Faculty/Staff Status
- Placement Testing
- Classroom Space
- Student Conduct and Attendance History
- Church/Community Involvement

Pre-qualified students who remain on the waitlist after school starts in August may have an opportunity to enroll during the school year should an opening occur provided that their child is the most qualified candidate at the time. Waitlist students are carried over to the following school year if the parent confirms their desire to keep their child on the waitlist. After the re-enrollment of current students concludes in January/February, new student acceptance letters will be mailed in March/April. Throughout the summer individuals may receive acceptance letters as individual openings emerge.

Re-Enrollment Procedures

Re-enrollment packets will be sent home with specific due dates for students attending VCA, as well as sibling and open enrollment.

Re-enrollment and New enrollment schedule:

Re-enrollment	Last 2 weeks of January
Siblings Enrollment	1st 2 weeks of February
Open Enrollment	Last 2 weeks of February

Withdrawal Procedures

A student withdrawing from VCA needs to have a withdrawal form signed by a Parent/Legal Guardian before, or on, the last day student attended VCA. A copy is then given to the Parent/Legal Guardian, and one is put into the student's file.

Note: Tuition will still be charged until withdrawal is signed.

General Guidelines and Procedures

Absence/Tardy Policy

Purpose:

Student school attendance is one of the greatest indicators of academic success. As such it is extremely important that school attendance is a high priority.
Tardiness causes classroom disruption as lessons and learning come to a halt when a tardy student enters the room and begins to prepare for the day after others are quietly in seats.

According to the state of Arizona, "15-803. School attendance; exemptions; definitions Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1."
As such five days per quarter or twenty days in a year is considered excessive absence.

**Preschool attendance is not considered in this policy. Preschool grants have attendance stipulations, however VCA doesn't require below attendance standards in preschool.

VCA Plan:

Each quarter's absences will be reviewed by the Administration. The following steps will be taken to ensure faithful school attendance for the benefit of each child.

Absences:

7- (In Quarter 1 or 2) Written Contact From Classroom (Email, note, documentation)
10- Referral to Administration- Written Contact From School
15- Meeting With Administration (probationary status) Dr Note needed for any further absences
20- Meeting With Administration (possible withdrawal of student)

Tardies:

9- (in Quarter 1 or 2) Verbal Contact From Classroom
13- Referral to Administration- possible probationary status
20- Meeting With Administration (possible withdrawal of student)

*For the purposes of perfect attendance 5 tardies will equal one absence

Attendance Requirements

Punctual and regular attendance at school is a shared responsibility of the student and his/her parent or guardian. Regular attendance prepares the student for the world of work and adult responsibilities. Verde Christian Academy expects all students to be present and on time. Students are expected to bring appropriate materials with them. Number of days the school will meet is in keeping with the laws of the State of Arizona. Students are expected to attend and complete all requirements for every course offered. Attendance records are kept by the office and reported on the student's report card each quarter.

1. **Unplanned Absences:** If a student needs to be absent from school for 1 to 2 days, for any reason, parents should contact the school office by note or phone as soon as possible.
2. **Planned Absences:** If a student needs to be absent for 3 or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) to compile necessary schoolwork that would be otherwise missed. Parents should make arrangements to pick up any work from the teacher or the office.
3. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) all schoolwork needs to be completed. Prior to any planned extended absence, the student(s) should work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work.
4. **Maximum Absences:** In the event the total number of planned (that is, parent-approved) absences for one quarter are equal to or exceeds five days in one quarter or ten days for the semester, the student may not receive credit for that time period. In the event a student is absent from a class or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the Administrator (and teacher if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail), on his report card. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one semester, the student may not receive credit for that semester.
5. **Illness:** If a student becomes ill during the school day, the student will notify the teacher. The teacher will determine if a visit to the office is appropriate. Office staff will determine whether parent contact and/or parent pick-up is needed.

6. **Attendance Irregularities:** The parent must send a signed permission slip or call the school office if for any reason a child is to:
    - Leave the campus during the day
    - Be picked up by someone other than the authorized person(s). A 3, 4, or 5– year-old child left at school after 11:45 a.m. will be put in After Academy and the family will be billed.
7. **Arrival and Departure Times:** Students should arrive at school shortly before classes begin. No students should arrive before 7:30 a.m. as there are not enough staff on campus to supervise. Students will report to teacher on duty at the play area starting at 7:30 a.m. until 8:00 a.m. when they are dismissed to their classes.
    - Any child who is not picked up by 3:15 p.m. will be sent to the school office and contact with parents, guardians, and/or emergency contacts will be attempted.
    - Any student not picked up by 3:30 p.m. will be charged a $25 late pick up fee.

Closed Campus Policy

Verde Christian Academy has a closed campus policy which covers the entire student body. This means students are expected to remain on campus from the opening of a school day until their class activities are concluded for the day. If it is necessary for a student to leave school during the school day, parents are to **notify the office** via note or phone call including the time and reason. **Students must be signed out and picked up at the school office.** If the student is to return to school on the same day, he/she is to be returned to the school office signed back in by the parent.
On rainy days or cold days, students will go to the gymnasium. Students may not come onto campus before 7:30 a.m. as there is no supervision available at that time. Students should be picked up promptly at dismissal time.

Behavior

Students are expected to abide by the following rules, policies, and standards. A Christian lifestyle cannot simply be confined to the school day.
Standards of conduct are expected to be upheld on and off campus. Please read the following carefully.

Attendance at VCA is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, modesty, and honest. The following general rules must be adhered to at all times:

1. Prompt and respectful obedience to all school personnel, staff members and guests, addressing them as Mr., Mrs., Miss, or Pastor.
2. Students are not to be in unauthorized areas unless accompanied by a teacher or with special permission.
3. Students are expected to arrive on time in class and to be prepared with books, assignments, pencils, pens, and other material necessary for daily class work.
4. Students should listen attentively to teachers, and other students as appropriate.
5. Students are not to damage or deface any school, or other's, personal property. Parents will assume financial liability for any and all damages incurred at school or at school functions.
6. Every student is required to behave in an orderly and Christ-like manner, showing respect and courtesy to fellow students. Students are not allowed to violate another person either verbally or physically. Bullying is not allowed in the classroom or on the playground.
7. Restrooms should be used with respect and not as a place to linger.
8. We strongly encourage parents to send nutritious food and drinks for their student's lunches. Numerous studies have shown that poor diet may cause disruptive behavior and affect the learning environment.
9. Students should be appropriately dressed at all times. Please refer to the dress code in this handbook.
10. Possession of any weapons or dangerous objects on campus will result in disciplinary action (such as: firearms, ammunition, lighters, firecrackers, knives, etc.).
11. Use of cellular phones and all other electronic devices is not allowed while on campus during the hours of 7:30-3:00 without permission.
12. No toys, including playing cards and trading cards, are allowed to be brought to school without permission.
13. Each person should do his/her best to help keep the campus clean by placing trash in the proper receptacle, as well as recycling in the proper receptacle. This is required for maintaining the beauty and cleanliness of the campus.
14. Honor Code: Students are encouraged to show honor to God and to show integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow ***Matthew 18*** in all interpersonal problem areas, humbly submit to God, and one another in love, and voluntarily seek counsel from others in leadership if they have those problems.
15. Discipline is <u>first</u> the responsibility of the home. The school will communicate and work closely with the parents to administer consistent discipline. Love, compassion, long-suffering, justice, instruction, and

16. Further training is a necessary element of any discipline administered (***Ephesians 6:4***). "Train up a child in the way he should go and when he is old, he will not depart from it." (***Proverbs 22;6***)
17. Discipline will be handled by the classroom teacher. Severe or repetitive discipline will be referred to the Administrator. Discipline will reflect Biblical principles, the school's philosophy, age of the child, the circumstances of the problem, and the social emotional needs of the child. Discipline occurs after complete investigation by the teacher and Administrator.
18. Prolonged, repeated occurrences of inappropriate behaviors will necessitate a parent, child, teacher, and Administrator conference to establish proper interventions and consequences.
19. Discipline Penalties shall involve the following penalties. They may be imposed either alone, or in combination, at the discretion of the teacher and/or Administrator.
    a. Verbal warning
    b. Written warning to parents
    c. Detention during or after class
    d. Suspension from activities and written assignments
    e. In-school suspension
    f. Suspension
    g. Expulsion

Suspension

The Administrator is the only staff member who can suspend a student. Suspension will occur when the physical safety of the student, other students, or school is in question. Suspension will be a last resort or emergency effort to correct severe or repetitious, harmful behavior. Suspension is an opportunity to provide counseling to encourage correction and growth.

Expulsion

The Administrator can recommend to the S.L.T. permanent removal of a student. The S.L.T. will make the final decision on the Administrator's recommendation.

Athletics

Home School Student Sports participation

Verde Christian Academy follows the philosophy outlined in ARS 15-802.01, which states that homeschooled students can participate in extracurricular activities.

The following stipulations must be met for a student to participate:

- Homeschool students may participate when there are open spots on the team.
- The determination of spots will be on a year-to-year basis, determined by the participation of VCA students.
- Homeschool students must have a sports physical that is current for the academic school year on file with the front office
- Homeschool families will be required to pay $50 per athlete/per sport
- Both the student and parents will adhere to our VCA athletic code

To God Almighty: I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17). I will submit myself to the authority of His grace and His commands (2 Tim. 3:16-17). I will recognize that my appearance and behavior reflect on Him as much as on me (1 Cor. 10:31)

*****The final decision regarding the eligibility of each student will be made by VCA Administration*****

Specials

Art

Art instruction is provided for each student. Art is basic for the child's creativity and development, enriching and benefiting a child through adulthood.

Music

Music is a major part of Christian faith and practice. Special music instruction and programs are provided to develop the individual musical ability God has given each student. Attendance at certain special musical programs is required.

Spanish

Knowledge of a foreign language is a critical skill in fulfilling the Great Commission as well as serving our growing multicultural society. In the Southwest, Spanish is an extremely important language to learn in order to communicate effectively with those God is calling.

Physical Education and Sports

Students are expected to participate in sports and physical exercise. Physical education is provided for all grade levels according to muscle development, coordination, and age. It is through physical education and fitness programs

that athletic skills are developed, and healthy, well-coordinated bodies are achieved and maintained. Physical education classes endeavor to foster good sportsmanship and self-discipline during practice and all actual contests. Proper P.E. clothing and non-marking shoes must be worn. Athletic (interschool) games and after-school practice sessions will be announced and will require written parental or guardian permission. For those enrolled in any sports program, attendance and Christian conduct will be expected.

College and Career Readiness (CCR)

College & Career Readiness (CCR) equips middle school students with the academic, organizational, and life skills needed for future success. Through engaging lessons and hands-on activities, students develop critical thinking, communication, goal-setting, and problem-solving skills while exploring college, career, and vocational pathways. This course encourages students to discover their God-given strengths, build confidence, and prepare for success in high school, higher education, the military, technical training, and the modern workforce.

Extracurricular Activities

Extracurricular activities are based upon Christian character, good sportsmanship, good behavior, responsibility, and academic eligibility. A student shall have no "F's" or "D's" and maintain a 2.5 G.P.A. or higher to participate. Any student failing to achieve or maintain the above academic standards shall be ineligible until the next official grading check. Students who fail to meet the above academic standards can practice at sporting events but cannot play in competitive events. They can attend meetings but cannot participate in voting or decisions. The Administrator, Coach, Advisor, or Leader reserves the right to select team or group members' positions, meeting times, and locations, plus eligibility to participate based upon Christian character and conduct.

**All extracurricular activities are open only to currently enrolled students and approved home-schooled students. Special academic standards may apply for students with special needs.

Grades and Report Cards

Report cards of grades will be issued four times a year at the end of each nine-week period. Report Card envelopes should be promptly signed by at least one of the parents (or guardians) and returned to school.

VCA Grading System (Grades 1-5)

90 -100	A - Superior	E - Excellent
80 - 89	B - Above Average	S - Satisfactory
70 - 79	C - Average	N - Needs Improvement
60 - 69	D - Below Average	Inc. - Incomplete
Below 60 is failing		

Kindergarten

S - Satisfactory	**N** - Needs to Improve
I - Improving	**U** - Unsatisfactory

Academic Honesty

Students are expected to work independently on tests, homework, and all other assignments unless otherwise specified by the teacher. Any cheating, sharing, or copying of information will result in a grade of zero for the assignment or test. Students will be taught how to use information from the internet without plagiarizing.

Parent Conferences and Progress Reports

Conferences with parents on progress of the students will be scheduled during the first grading period, as well as at other times as deemed necessary by the parent, teacher or Administrator. Verde Christian Academy considers itself an extension of the home.

Our objectives of producing spiritually minded and academically motivated students require that the school complement the home. This is best accomplished through good communication and consistency.

Home and school must communicate to understand the needs and concerns of each other. This will allow consistency in dealing with the student. It will also help the school and home complement one another spiritually, academically, and in the most important area of discipline. We encourage parents to visit with the teachers and Administrator as often as necessary.

Honor Roll

At the end of each school semester, Honor Awards will be given for scholarship, faithful attendance, Christian growth, and citizenship.

Health

Effective January 1, 1992, ***all Arizona schools require verifiable documentation of immunization*** before a student can attend classes. The documentation must show the date and type of each dose administered OR verified laboratory evidence of immunity. Exemption will still be permitted for personal/religious reasons with a parent or guardian's signature. Forms are available in the school office for this purpose.

Communicable Diseases

A student suffering from a communicable disease shall be excluded from school for his/her own welfare and to protect others. Early recognition of a communicable disease is of *prime importance*. ***The child should not return to school until he/she is no longer contagious as verified by a doctor.***
Parents are required by State law to provide a history of communicable diseases for each student. Records will be kept by the school. If a child has a communicable disease, the school office must be notified so records can be updated. Parents are to make certain all health records are current each year the student is re-enrolled.
Policies regarding the Human Immunodeficiency Virus (HIV), related diseases, and other diseases for which there is no cure, are based largely on the guidelines and recommendations published by the Center of Disease Control. The S.L.T. has adopted policy guidelines that will be followed in any such cases.

Illness

Please inform the school office (928) 634-8113 before 8:00 a.m. if your child will be absent. Temperatures of 99.5 or higher is an indication your child is running a fever and is contagious to other students. ***Once the fever is broken the child is to remain home 24 hours to ensure the fever is gone.*** If your child becomes ill during the school day, you will be notified so arrangements can be made to take the child home.

Contagious Illness

Parents will be notified by email and a posting outside the classroom, should a contagious illness occur. (Strep, Chicken pox, etc.)

Lice

Lice checks will take place in a designated room with little foot traffic. Students will be checked two at a time. If lice are found on a student that student will be discreetly sent to the office. Parents will be notified and asked to pick up and treat their child.

Child may return after 24 hours with proof of treatment, and absence of live adult lice bugs.
All VCA parents will be notified of a lice incident (keeping the names & grades of infected students confidential). Parents will be encouraged to check their children for lice and use preventative measures.

Medication

If a child needs medication during school hours, the medicine must be left by the parents at the school office in the original pharmacy bottle containing the instructions for administration. ***Medications are not to be left with the student or teacher to administer.*** After school all prescription medication must be picked up by the child's parents in the school office.
Over-the-counter medications, such as Tylenol, Aspirin, Motrin, etc. may only be given by the office personnel or Administrator when there is a consent form in the student's file signed by the parent or guardian. School office personnel will call parents/guardians before administering over the counter medications (even if there is a consent form on file.) No over the counter medications will be administered to preschool students by school personnel (including cough drops, and ointments.) If a preschool student is in need of medication, parents will be contacted to come to the school and administer medication.

Accidents at School

In case of injury, the parents will be contacted immediately if possible. If parents cannot be reached, or there is a life-threatening emergency, the school office will call 911 and then notify the parents or guardians.

Child Abuse

In accordance with State law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

Verde Christian Academy is committed to providing a safe, respectful, and developmentally appropriate environment for all students. The school recognizes the importance of protecting student dignity and privacy while also maintaining appropriate boundaries between students and staff.

Toileting Independence

Students enrolled in Kindergarten through fifth grade are expected to be independently toilet trained and able to manage their personal restroom needs without hands-on assistance from school employees.
Independent toileting includes the ability to:

- Recognize and communicate the need to use the restroom.

- Manage clothing before and after using the restroom.
- Use the toilet independently.
- Wipe and adequately clean themselves after using the restroom.
- Flush the toilet.
- Wash and dry their hands appropriately.
- Independently change clothing following a minor restroom accident when clean clothing is available.

Staff Assistance and Student Privacy

To protect the dignity, privacy, and safety of both students and employees, VCA staff members will not routinely wipe, clean, or provide hands-on assistance involving a student's private areas.

When appropriate, staff members may provide verbal instructions, encouragement, or reminders to help a student complete restroom tasks independently.

Staff should maintain appropriate privacy while also following VCA's student supervision and safety expectations.

Restroom Accidents

VCA understands that occasional restroom accidents may occur, particularly with younger elementary students. These situations will be handled discreetly, compassionately, and without embarrassment or punishment.

When an accident occurs:

1. The student will be provided an opportunity to clean themselves and change clothing independently.
2. Staff may provide verbal instructions or assistance with obtaining clean clothing or necessary supplies.
3. If the student is unable to adequately clean or change themselves independently, a parent, guardian, or authorized adult may be contacted and asked to come to the school to assist the student.
4. If clothing or the student's physical condition creates a sanitation or health concern that cannot be appropriately resolved at school, the parent or guardian may be required to pick up the student.

Repeated Need for Assistance

An occasional accident does not constitute a violation of this policy.

However, if a student repeatedly requires adult assistance with wiping, cleaning, changing, or other toileting needs, school administration will contact the student's parent or guardian to discuss the concern.

The school and family may develop a plan to help the student achieve appropriate toileting independence.

If the student's needs exceed the level of assistance that VCA can reasonably and safely provide within its regular elementary program, administration will meet with the family to determine appropriate next steps.

Medical Conditions, Disabilities, and Special Circumstances

VCA recognizes that a student's inability to independently manage toileting may result from a disability, medical condition, developmental need, or other documented circumstance.

These situations will be considered individually rather than handled solely under the general toileting-independence requirement.

Parents or guardians should notify school administration if their child has a condition that may require toileting or personal hygiene assistance during the school day.

When appropriate, VCA may work with the parent or guardian and relevant professionals to develop a written individualized toileting or personal-care plan. The plan may identify:

- The specific assistance the student requires.
- The individuals authorized to provide assistance.
- Appropriate privacy and student-safeguarding procedures.
- Required staff training, if applicable.
- Parent notification procedures.
- Health and sanitation requirements.
- Procedures for documenting assistance when appropriate.

Any accommodation or individualized plan will be determined based upon the student's needs, applicable law, the school's available personnel and resources, and VCA's ability to provide the assistance safely and appropriately.

Parent Responsibility

Parents and guardians are responsible for informing VCA of significant toileting, medical, developmental, or personal-care needs before enrollment or as soon as such needs become known.

Families are also responsible for providing requested changes of clothing, undergarments, hygiene supplies, or other necessary personal items.

VCA believes that restroom independence is an important developmental skill and will partner with families in a manner that demonstrates compassion for students while maintaining appropriate standards of privacy, dignity, safety, and personal responsibility.

Dress Code

Outward appearance is a reflection of inward intent and thought. Through our clothing and hair styles, we represent ourselves. Students are expected to dress and groom conservatively and appropriately for school and school activities.

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, Verde Christian Academy students follow the guidelines below. Dress at Verde Christian Academy should bring honor to

God, classmates, and VCA's mission, values, and standards. Each person's dress must comply with the Dress Code and be of such a nature that it is not disruptive to the educational atmosphere. Dress and appearance are reflective of attitude in students.
We desire to partner with families for the best outcomes for your children. We ask for your assistance in ensuring that students first pass your approval before coming to school, please notice what your child is wearing to school. If you aren't sure if it's appropriate err on the side of caution, don't wear it. We believe that rules alone cannot guarantee good dress choices and therefore expect the spirit, as well as the specific Dress Code, to govern each student's manner of dress.

VCA reserves the right to ask students to change their clothing if the clothing is considered inappropriate.

Uniform Guidelines (Kinder - 8th Grade)

Purchasing Uniforms:
Uniforms may be purchased pre-embroidered through **School Uniforms by Tommy Hilfiger**; link can be found on school website under "Resources". Orders ship on average within 3 business days. Adult & Youth Sizes.
Uniforms may also be purchased at **"Children's Place**" school uniforms and must be embroidered at Ragtime for a fee. Permissible Children's Place polo shirt colors **– White, Black, Navy, Blue, Gray, and "Sparkle Pink" (Pink for Girls only).** Youth Sizes Only
Old Navy Uniform Shop: Old Navy Uniform Shop is also an approved option for this school year. Approved polo colors include **Faux-Heather Gray, Ink Blue, Blackjack, Bright White, and Blue Tango.** Uniforms purchased at Old Navy school uniforms must be embroidered at Ragtime for a fee. Adult & Youth Sizes.
Uniform Bottoms can be purchased at any clothing store and should follow Dress Code guidelines for color and style.

Specifics:

- All clothing must be neat, clean, in good repair, appropriately sized, and modestly cut.
- Clothing, accessories, and appearance must be modest. Clothing should not be distracting or cause undue attention to be drawn to the individual.
- No see-through fabrics of any kind should be worn.
- No undergarments visible at any time.
- No form fitting or "skintight" garments may be worn
- No bottoms/tops with images or logos other than the official VCA logo are permitted

Shirts:

- Should be collared polo style or button up with short or long-sleeves and embroidered with school logo as described above.
- Shirts must be long enough that no skin will show when arms are raised, even if untucked.
- Purchased from Educational Outfitter or Children's place in approved colors (White, Black, Navy, Blue, Gray, and Pink - for Girls Only).

Cold Weather/Outerwear:

- Crew neck sweatshirts may be worn over school polos/button ups with collar showing. Crew neck sweatshirts must be plain and a school approved color (White, Black, Navy, Blue, Gray).
- Plain colored (White, Black, Navy, Blue, Gray, and Pink -for girls only) open front/zipper front cardigans and sweaters may be worn open with school polo showing.
- Plain colored (White, Black, Navy, Blue, Gray) long sleeve shirts may be worn underneath school polo shirts.
- Sweaters/sweatshirts should not be oversized.
- No pull over hoodies allowed. Winter Jackets may be worn outside at recess.

Pants/Shorts:

- Acceptable pants include Pants, Capris, Shorts, and blue or black denim jeans.
- Acceptable Colors: Black, denim blue (dark or light), khaki brown, Navy, and Gray. No embellishments, camouflage, or patterned bottoms.
- Pants/Short must be modestly cut, with clean lines, and sit over the hip bone.
- Shorts must be no more than 3" above the knee.
- Bottoms not permitted include, but are not limited to bottoms that are faded, distressed, ripped, embellished, frayed, or have holes in them.
- No sweatpants, pajamas, spandex/leggings (exceptions listed below), stretchy pants, and athletic or workout clothing may not be worn.

Skirt/Skort/Jumper/Dress:

- No shorter than 3" above the knee (Knee length, Midi, or Maxi length are acceptable) Any slit in a skirt must not extend more than 3" above the knee.
- Acceptable colors & patterns for Skirt/Skort/Jumpers/Dress are School approved plaid, navy blue, black, khaki brown, or gray.
- Jumpers/dresses must have official VCA logo on them or VCA logo shirt worn underneath with collar showing.
- Dress code compliant solid color (White, Black, Navy, Blue, Gray) tights or

leggings may be worn underneath skirt/skort/jumpers/dresses. Garment must be dress code compliant length with or without leggings or tights worn underneath. Fishnet style stockings are not allowed.

Socks/Stockings/Accessories/Hats/Caps/Beanies:

- Artwork, designs, stickers, photos, pins, keychains, patches, or any other items attached to clothing, accessories, or school materials should honor the principles and philosophies of VCA.
- Students may wear hats or beanies provided that any artwork or designs are appropriate. Hats, hoods, and sunglasses must be removed in class, and chapel. Hats may not be worn sideways or backwards.
- Scarves may be worn for warmth during the winter.
- Girls may wear earrings of reasonable length and size. No gauges, bars, or ear chains. Boys may not wear earrings of any kind.
- Piercing of other body parts is not permitted. Boys are not permitted to have piercings of any body part.
- Other jewelry worn (necklaces, bracelets, rings, etc.) should be modest and not distract from instruction.
- Students may not have any permanent or temporary tattoos.
- Socks may be of any design, color, or style provided there are no inappropriate messages.

Hair/Makeup/Nails:

- Hair should be neat and clean. Hair should reflect Christian principles while giving students freedom to make responsible choices. Extreme styles with ridges, lines, shaving, tails, or mohawks are not allowed. No unnatural hair color, whether solid or streaked, is allowed.
- Girls Pre-3 to 4th grade may not wear make-up. Girls' 5th to 8th grade may wear make-up in moderation. Students will be asked to remove excessive amounts.
- Nail Polish**:** Female students in all grades may wear nail polish. Male students may not wear nail polish.
- False Nails (Preschool–5th Grade): False nails are not permitted.
- False Nails (6th–8th Grade): Students may wear false nails provided they are an appropriate length and do not interfere with writing, typing, or effective classroom participation.

Shoes:

- No Backless shoes or flip flops allowed. Sandals with back straps are acceptable.
- Shoes must be appropriately sized

Hair/Piercings/Tattoos/Other:

1. Hair should reflect Christian principles while giving students freedom to make responsible choices. It should not draw undue attention to a student and should not contain unnatural colors. Extreme hairstyles are not acceptable (Mohawks, shaved words/designs, man buns, unnatural colors).
2. Girls may have no more than two piercings of each earlobe. Piercing of other body parts is not permitted. Boys are not permitted to have piercings of any body part.
3. Girls Pre-3 to 4th grade may not wear make-up. Girls 5th to 8th grade may wear make-up in moderation.

Special Dress Days:

- **Field Trips:** Attire will be determined by individual teachers and will be communicated to parents. Modesty guidelines apply.
- **VCA Spirit Days:** Student's may wear VCA Spirit T-shirts on specified days or school spirit assemblies.
- **Dress up days:** If a student chooses not to participate in a dress up day/costume day he/she should wear their normal school uniform.
- **Dress down days:** Students do not need to wear their school uniforms on dress down days, however, modesty guidelines still apply. No crop tops, sleeveless tops, leggings, shorts, skirts, or dresses shorter than 3 inches above the knee. Pajamas are not allowed on dress down days. (Except when specially declared a school "Pajama Day.") No offensive or crude graphic clothing.
- **Other special dress days:** Will be announced periodically, and the dress code for those days communicated.

Noncompliance: If a student's clothing is not appropriate, parents will be contacted to bring appropriate clothing to correct the Dress Code violation. Continued violations could lead to behavioral consequences.

Staff/Parent Conflict Resolution Process

We encourage all conflicts to be resolved using Matthew 18:15-16 as our guideline. Here are three steps that need to be followed in a prayerful and loving manner.

1. The parent needs to address the problem with the school employee(s) involved.
2. If the problem is not resolved in a timely manner, then the parent needs to make an appointment with the Administrator to work out the problem. This step also involves the Administrator meeting with both parties together to possibly reach consensus on a solution to the problem.
3. If the parent feels that the problem is not properly resolved, then the parent may write a letter explaining the problem and give it to administration to be shared with VCA School Leadership Team (S.L.T.) Chairperson.

Finances

Registration and Fees

A registration fee is to accompany each new application for enrollment. This fee covers the interview, entrance testing, when necessary, and processing costs.
The fee is payable once at registration and is non-refundable. Books and classroom supplies are included in the tuition for Kindergarten - Sixth Grade. Book / Supply fees are charged for Pre-3, Pre-4 and After Academy.
Tuition may be paid in ten monthly payments starting August 1 and continuing on the first of each month through May 1. ***Receipts for all monies received will be given.***

Delinquent Payments

Payments not made by the tenth of the month are delinquent. Parents are contacted if an account becomes more than a month past due. ***If an account is more than two months past due, the child may be asked to leave school until the balance is paid.***

***Note:** "for students leaving VCA; all records will be withheld until all balances are paid in full".*

Refund Policy

Refunds are not made for a partial month. Refunds for months not yet attended may be given with Administrator approval.

Arizona Tax Credit Programs

Any resident of Arizona may make a donation to the ***Northern Arizona Christian School Scholarship Fund*** (brochures in office) and receive a dollar-for-dollar tax credit on their Arizona tax return. Out-of-state donations can be used as part of their Federal Itemized Deductions. Each family is encouraged to enlist relatives, friends, co-workers etc. to make a tax credit donation to the above organization with a recommendation that the money be given to Verde Christian Academy as a scholarship. We have many families who are able to pay all the tuition for their children in grades

Kindergarten to 5th grade by utilizing this program. Individuals or couples cannot recommend that the tax credit donation be applied as a scholarship to their own child. Grandparents, aunts, uncles, and other relatives can make that recommendation. While families can recommend a student/family, (not their own dependent), it cannot be guaranteed that that student/family will receive the funds. NACSSF does their best to honor donor recommendations. Donations made are awarded at the beginning of each school year. (i.e.: donations made in 2020 will be disbursed August 2021)

Tax Credit Workshops

Tax credit workshops are available each month, on the 1st Tuesday of the month, for families to come and learn about the tax credit program. Families that have not received at least $1500 in recommended tax monies will be notified and are required to attend one of these workshops.
Applications for Northern Arizona Christian School Scholarship (NACSSF) can be obtained in the VCA office and on the VCA website: www.myvcacademy.com. All other STO apps. can also be completed on their respective website. A list of those STO's can be picked up in the school office. For corporate donors there is a tax credit workshop offered each year. Please contact the front office to find out when the next one is.

Field Trips

Field trips are a very important part of the educational experience at VCA. Through field trips our students experience curriculum in a real and engaging way. In order to provide a safe and fun field trip, teachers focus on safe transport and safe experiences during the visit. The following guidelines will ensure that VCA students can experience field trips safely while having fun.

Behavior

Field trips are an opportunity for VCA students to shine and bring glory to God. As such, behavior on field trips is an extremely important facet. Students who have behavior struggles may not be allowed to participate in field trips without special accommodations. Students may lose field trip privileges based on behavior in class or on field trips. In addition, students must be in good academic standing to participate in field trips.

Chaperones

1. Safety must always be an overriding concern in determining supervision during a field trip, and what field trip control measures are needed.

2. Non-teacher chaperones are expected to assist in maintaining appropriate student conduct, and to accept responsibility under the

3. direct supervision of the teacher.
4. Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperones' full attention should be given to the students participating in the field trip.
5. Specific students may be assigned to a specific chaperone, to ensure the students' safety and a positive off-site learning experience.
6. Chaperones other than professional staff and student teachers must be at least 18 years old. This requirement applies to brothers, sisters, and other relatives of student participants who are serving as chaperones.
7. At the beginning of each school year, parents who are interested in serving as field trip chaperones should notify the classroom teacher of their willingness to volunteer. For each field trip, the classroom teacher will determine the number of chaperones needed based on the educational goals of the trip, student supervision requirements, transportation needs, and any unique circumstances. Parents selected to serve as chaperones will be contacted by the teacher in advance of the trip. To ensure proper supervision and organization, we respectfully ask that parents who have not been selected and contacted by the teacher do not attend or arrive at the field trip destination.

Permission Slips

Signed permission slips from the parents, with emergency information, will be necessary in advance of each trip. ****If a student does not have a signed permission slip and a parent cannot be contacted, to obtain a signed permission slip, the student will remain at school.**

Transportation

Verde Community Church vans will be used to transport students on field trips. Teachers will be responsible for obtaining drivers and chaperones as needed. Only students, faculty, approved drivers, and chaperones will be allowed on trips due to insurance requirements.

Additional Topics

Special Activities and Announcements

A monthly calendar and special memos will be sent home with the students, announcing future school events. These activities may include Open House, parties, picnics, field trips, sports events, parent meetings, and special programs. Parents are also encouraged to frequently check the official school website www.myvcacademy.com.

Bicycles

Bicycles are to be parked immediately in a designated place provided and remain there until the close of the school day. Bicycles are not to be ridden during recess. The school cannot assume responsibility for damage or theft and recommend that bicycles be locked.

Chapel

There will be a weekly chapel period for all grades. This time is set aside to meet together, to sing, to worship the Lord, and to grow in faith, love, and obedience to Christ. Every effort is made to provide Chapel services and speakers that will be beneficial and interesting to all students. Parents and other visitors are always welcome to attend.

Cheating, Lying, and Stealing

These are not accepted practices in a Christian school and will be dealt with individually according to Christian principles.

Classroom Visitation

Parents are encouraged to be involved in the child's classroom and are welcome to observe with a 24-hour notice to the teacher and the front office. Arrangements for involvement and visits should be made with the Administrative Assistant, Administrator, and the classroom teacher in advance. Too many visitors at the same time may be disruptive to learning. *****Parents are welcome on campus anytime. When you come to visit with your child during recess, lunch, or a special activity in the classroom, you will need to come by the school office to sign in and obtain a Visitor's Pass. When your visit is over please return to the school office and sign out.***

Computer and Internet Use

1. No personal software may be bought or installed on school computers.
2. Food and drinks are not permitted in computer lab.
3. Students are not permitted to visit web sites that violate Christian ethics or moral values.
4. Students may not access chat rooms, game rooms or blogs.
5. E-mail accounts may be accessed in conjunction with school assignments.
6. Internet access will only be permitted where there is direct supervision by a classroom teacher or designated staff person and only with the explicit permission from said person.
7. The school is responsible for providing appropriate software to block access to inappropriate web sites.

Damaged Property

Church and school property should be respected. It is a privilege to use these facilities. Any loss, damage, or breakage by a student must be replaced, and/or paid for by the student or his/her parents. Any loss, damage, or breakage must be confessed and made right according to ***Matthew 18:15-17***, ***James 5:16***, and ***1 John 1:9***, as a condition for remaining in school.

Fire and Emergency Drill Notification

VCA will practice fire, hard lock down, and soft lock down drills once per month.

Fire and Emergency Drills

Fire and emergency drills will be scheduled once a month. Each classroom will be under the supervision of a teacher or staff member. A fire drill evacuation sheet is posted in each classroom. Everyone in the building at the time of the drill is expected to participate and to leave the building as quickly, quietly, and as orderly as possible, to proceed single file to the designated areas, and to remain until the signal is given to return.

All students must be accounted for by each teacher who must report fire and emergency drill attendance to the Administrator. The drill will not be concluded until all children are accounted for.

Food

Nutritious lunches are available daily for purchase. The lunch menu is included in the monthly calendar and on the school's website. Food and drinks are to be consumed in designated areas only.

Teachers collect and turn in a lunch list each morning. Students inform the teacher if they are having a home lunch or school lunch. If a child fails to bring his/her lunch, the school will provide a lunch and bill the student's lunch account. The parent is responsible for payment of any lunch balances accrued. Lunches are paid for through the FACTS family portal.

Students are not allowed in the kitchen and may not enter unless they are a part of a teacher-supervised project using that facility.

Lunch Balance Policy

1. At any negative amount parents will receive an email update of their student's account.
2. At negative $10+ parents will get a phone call and will need to pay or send a home lunch.
3. At negative $20+ VCA will no longer be able to provide lunch, and parents will need to send a home lunch.

Gifts

Student personal gifts for teacher birthdays, special events, etc. should be limited to a maximum value of $50. The PTF leader may coordinate collecting money or items from students or families for special events.

Gum

Elementary students will not be allowed to chew gum at any time while at school (either in the classroom or on the grounds).

Hazardous Weather

When visibility is poor or roads are hazardous, school may be closed or have a delayed start. Announcements will be made through FACTS via email, and text, as well as over local radio stations, following announcements by the public schools. On some occasions, the school will begin an hour later to allow roads to be cleared. This will also be announced on the radio. Dismissal times will remain the same unless notified otherwise.

Holiday Observance

The Biblical meaning of Christian holidays shall be taught, promoted, and practiced. For example: ***Christmas*** shall be celebrated as the birthday of the Savior, Jesus Christ; and the ***Easter*** season celebrated as commemorating His death, burial, and resurrection. School personnel are asked to devote time and effort to teaching the truths of Christian holidays, rather than dispelling other traditions related to these holidays which may be practiced in the home.

Halloween is not observed, and no decorations and symbols of this holiday will be used in the classroom. ***St. Valentine's Day*** is observed without the use of symbols of cupid because of the non-Christian practices related to this character of Roman mythology.

Other holidays are regularly observed and the true reasons for such observances taught (i.e. Labor Day, Thanksgiving, President's Day, Memorial Day, etc.).

Homework

Homework is an integral part of learning. Each teacher will assign homework to help the student learn and be prepared for the next day's instruction. Parents have the responsibility to provide a time and place where the student can best concentrate upon the assignment. Parents may assist but should not do the work for the student. Studying should become a rewarding, pleasurable experience.

Late Work

All work is to be completed on time unless excused due to illness or family emergency. A general rule will be for every excused absence, one day of make-up will be allowed. We encourage students/parents to use a proactive approach for planned absences. If work is not completed in the allotted time, the grade will be lowered accordingly.

Library

The library hours will be established by the library staff in cooperation with the teachers and administration. Students have the privilege of borrowing books from the library to enrich their reading opportunities and to assist in research. A fine will be charged for overdue or misplaced books.
The library at Verde Christian Academy can be accessed on the internet. A student or parent can search for books by Title, Author, Subject, and Accelerated Reading level. At the beginning of school, the librarian will send home information about internet access.

Messages and Deliveries

Non-emergency messages and deliveries disrupt the school day. Please check in at the office before going to a student's classroom. The office will contact the teacher to inform them of any items, and the student will come down at teacher discretion to pick items up.

Name Labels

Please put name labels on all lunch boxes, athletic clothing, coats, sweaters, or anything easily misplaced. All lost and found items, if not picked up, will be donated to the VCC mission to Mexico or the Mission Thrift Store.

Pick up/Drop off and Parking

Extreme caution is to be taken when bringing children to school in the morning and picking them up in the afternoon. Parents are to enter and exit the appropriate driveways during pick up and drop off. Students are to be dropped off no earlier than 7:30 a.m. and picked up no later than dismissal time. Picking up students in designated areas will assist with the flow of traffic into and out of the school. Students are to remain on sidewalks and sign out with their teacher before going to parent vehicles.

Playground Regulations

1. Playground equipment is to be used by students only during activities supervised by a teacher or aide. Equipment must be used properly, for its particular designed purpose and returned to the proper storage area.
2. Students must follow teacher's (or other adult supervisor's) directions.
3. Children may use sidewalk chalk to play hopscotch on the concrete areas, but away from the basketball hoop.
4. Children may use balls during recess time but must return them to the proper storage area when recess ends.
5. Children are to practice kindness, thoughtfulness, and respect for others, property, and authority.

Probation

Students having academic or disciplinary difficulty may be placed on probation. This will not occur until careful analysis and a meeting with the parents. Probation is usually set for one grading period to allow for improvement and/or change. The teacher and Administrator will assess to determine if that student will profit from further enrollment. Students having behavioral difficulty will be placed on probation for 30 days or more.

Retention

At times, it is necessary to consider retaining a student in his/her present grade for an additional year. Parents are included in this decision long before the close of a school year. Retention is not used as a disciplinary tool but can be considered when it appears necessary for proper physical and/or academic development of the student. Light's Retention Form will be used as a baseline scale.

Telephone

The school's telephone lines are for business purposes. Students may use the school phone for emergencies and with permission. Calls regarding student illnesses will be handled in the office. Cell phones are not permitted to be used during school hours without specific permission from the student's classroom teacher or the school Administrator.

Textbooks

Non-consumable textbooks are issued to students and are the property of Verde Christian Academy. Proper care should be used in handling. These books are not to be written in and should be kept clean and neat. A replacement charge will be made for lost or damaged books. Textbooks are to be returned to the teacher at the close of the school year, or when they are no longer in use.

Transportation

Parents are responsible for transportation of their child(ren) to and from school. School will be responsible for transportation for school activities. In the event that someone other than the parent is to pick up a student, a phone call or note signed by the parent must be provided to the teacher, an approved supervisor, or the school office. Parent permission forms are required for all trips away from school (field trips, sports activities, etc.)

Scholarships

Scholarships are offered to all families. Scholarship factors include; family income, multiple student enrollments, ministry employment, and employees of Verde Christian Academy or Verde Community Church. Any family needing tuition assistance in K-6 may request scholarship assistance by completing the Scholarship Application and completing online STO applications. (List can be obtained at the school office)

Fund Raisers

Special projects greatly help to support the continued operations of VCA. Tuition payments cover only a part of the costs of education. Both parents and students are encouraged to become actively involved in these fund-raising events. By working together tuition charges can be kept as low as possible.

Parent Teacher Fellowship (PTF)

All parents are encouraged to participate in the PTF. This group coordinates our fundraisers during the school year, recognizes staff birthdays, provides staff lunches on special occasions, etc. Fundraisers may include the Spaghetti Dinner/Pie Auction, Harvest Festival, Chili Cook Off, etc. The PTF meets at 8:00 a.m. the first Thursday morning of each month during the school year. Questions can be directed to the PTF committee by calling the school at 928-634-8113 or by email ptf@verdevalleycs.com.

PRESCHOOL

Verde Christian Academy

102 S. Willard St.
Cottonwood, AZ 86326
928-634-8113

Hours of operation

Monday– Thursday

VCA Preschool - Three Yr. Olds	8:00am - 11:30am
VCA Preschool - Four Yr. Olds	8:00am - 11:30am
VCA After Academy - Three & Four yr. Olds	11:30am - 3:15pm

Students can be dropped off at 7:30am but not before

Entrance into Preschool

Students have to be three years old before coming to school, because licensing for the state does not allow students under three years old at VCA. Students must be potty trained before entering VCA Preschool also.

Tuition & Fees

Tuition and Fees are subject to change - a current copy of the Tuition/Fee schedule can be obtained in the VCA office or on the website at www.myvcacademy.com

Dress Code

Uniforms are not required for Preschool. We ask that students dress appropriately for weather. No spaghetti straps on tops or dresses, an under

shirt with sleeves is okay. Shorts should always be worn under skirts and dresses. No flip flops or crocs and close-toed shoes are recommended for outside play.

Annual Activities and Programs

All daily activities are listed in the schedule. Our annual activities include Christmas and Spring Programs, Food Drive Field Trip to Rising Hope Food Pantry, Pre4 Promotion, and Pre3 Mother's Day Tea.

Ratios for Preschool

Pre-3	1 teacher to 8 students
Pre-4	1 teacher to 11 students

Daily Activities and Procedures

Preschool Schedule

7:30 **Morning Greeting** invitation to **Open Centers** (Free Play)
Examples: fine motor, blocks, math, cozy book area, sensory table, and nature/science

8:05 **Morning Meeting**
Pledges and prayer, Calendar, Letter, #, Color, Shape, Bible Verse, and Song/Poem for week

8:20 **Table Activities**
Enrichment for Math, ELA and Writing

8:45 **Outside Play** (Free Play) or
Open Centers (Free Play) (weather dependent)
Examples: fine motor, blocks, dramatic play, math, cozy book area, games, music, sensory table, nature/science, art, and writing centers

9:25 **Handwashing /Snack Time**

10:25 **Open Centers** (Free Play) or **Outside Play** (Free Play) (weather dependent)
Examples: fine motor, blocks, dramatic play, math, cozy book area, games, music, sensory table, nature/science, art, and writing centers

11:00 **Preschool Chapel** once a week in "A" frame-parents welcome

11:10 **Share/Story** - Child's Special Day Share & Story Time

11:30 **Parent/Caregiver Pick up**

After Academy Schedule

11:30 **Lunch** (*See After Academy Procedures)

12:00 **Open Centers** (Free Play)
Examples: fine motor, blocks, math, cozy book area, sensory table, and nature/science

12:20 **Story time**
12:30 **Naptime**
1:30 **Wake up time** **Open Centers** (Free Play) or **Craft Activity**
Examples: fine motor, blocks, dramatic play, math, cozy book area, games, music, sensory table, nature/science, art, and writing centers
2:00 **Snack**
2:15 **Outside Play** (Free Play)
3:00 **Music and Movement**
3:15 **Parent/Caregiver Pick up**

After Academy Procedures

Parents are to inform office staff and child's teacher when there is a change in their child's scheduled days. This is requested that it be done a week in advance. Lunches can be purchased through the school lunch program. Home lunches can also be brought, but they need to be ready to eat, no heating required. A snack item will be provided daily.

Preschool Arrival and release

Pre-3 11:30am pick up is in their classroom.

Pre-4 11:30am pick up is at the glass double doors, down the breezeway from the office door.

After Academy 3:15pm pick up will be from the preschool classroom.

Parents or guardians are required to sign the child in or out in designated book for each classroom. This must be done by an adult. This adult must be a parent or the person on the child's approved pick-up list. If the adult is not on the approved list the parent needs to either in person or with a signed note give permission for that adult to pick up their child, this permission is for only that current day unless specified by the parent. At 11:30am release we prefer everyone be picked up promptly. If a child has not been picked up by 11:50am on three separate occasions your FACTS account will be charged a $10 fee, that will occur every subsequent late pick up past 11:50am.

Bathroom/Potty Procedures

Students must be potty trained before entering VCA Preschool.

Each student is asked to have a set of clean clothes available in their backpack for potty accidents. We ask that there be underwear, pants, shirts and socks included.

Active Supervision

All preschool staff at VCA will be responsible for supervising the students while they are in our care from 7:30-3:15 respectfully. Active supervision for our preschool will include focused attention and intentional observation of students at all times. Staff position themselves in our designated zones so that they can observe all of the children: watching, counting, and listening at all times. During transitions, staff account for all students with name-to-face recognition by visually identifying each child. They also use their knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect them when necessary. This constant vigilance helps students learn safely at VCA.

Discipline Guidelines/Methods

VCA preschool teachers treat students with grace and respect. Our staff work with students to train appropriate behaviors in all situations. Students who struggle following rules and procedures will have opportunities to; be encouraged to follow procedures, practice following procedures, and brainstorm positive behaviors. Students who continue to struggle will have the opportunity to counsel with the lead preschool Administrator. Parents will be consulted as needed and a team-based approach sought. VCA will use a Behavior Management plan to track discipline and progressively use the plan with the student accordingly. Students who continue to struggle after all options have been sought may be asked to leave VCA until such a time as emotions, behavior, and/or maturity develop to support positive behavior habits. Students are expected to abide by following rules, policies, and procedures to help all students stay healthy and safe, both mentally and physically. For the suspension and exploitation policies see page 24.

Technology Use Policy

VCA Preschool uses technology in the forms of projectors & CD players. These are used by teachers at certain times of the day to supplement different curriculums. These technologies are used in the areas of Music and Movement, Science, Social Studies, Bible, Phonics, Language, Chapel, and Music class. Each of these occurrences ranges from 2-20 minutes in length and are directly correlated with the curriculum. Each session of use with the projector (except Music class) has a short discussion period after to help our students gain the most from the learning experience. A detailed plan is posted in each classroom and in our weekly lesson plans when it is used.

Curriculum/Assessment/Transition Procedures

Home to Program/Open House

It is our policy at Verde Christian Academy (VCA) for the parents to fill out an Enrollment Application and tour our school. **(***For more information on Enrollment and Disenrollment see back in the handbook under the same heading**) Please be aware that to be in preschool three's class students must be three years old before coming to school, because licensing for the state does not allow anyone under three years old at VCA.** During the summer the teacher sends out a welcoming letter to the child and their family. An Open House will be hosted before school starts. During this time the child will be introduced to the classroom, teacher and the curriculum. The child, with their families, gets to spend time exploring the classroom.

Educational Philosophy

At Verde Christian Academy Preschool, we believe that children learn best in an environment that is safe and loving, where they can initiate meaningful activities at their own pace supported by their teachers, all in an atmosphere of play. This process of development and learning influences the whole child.

Spiritual Development

Increasing a child's understanding of God and His love for them. In simple, age-appropriate ways through Bible stories, prayer, the Christian example of the teachers and by teaching character traits (kindness, obedience, forgiveness) this is a daily part of our curriculum.

Social/Emotional Development

Guide and encourage children through activities and situations that help develop confidence, self-help skills and better understanding of self, family and culture.

Cognitive Development

Working with each individual child's strengths and needs, provide activities that promote a lifelong love of learning, further encouraging creativity, curiosity, and their emerging skills in literacy, language, investigation and math.

Physical Development

Provide activities that help develop both large (legs, arms, back) and small (fingers, eyes) muscle control. These physical activities build neurological pathways in the brain that are necessary before the child can successfully proceed to the higher levels of formal education.

Preschool Expected Student Outcomes

Pre-3

Spiritual Development-

Ideas about God

- Understands God is our loving Heavenly Father
- Is developing a respectful attitude towards God
- Knows that God loves them unconditionally
- Knows what sin is
- Knows that Jesus is God's one and only Son
- Understands that Jesus loves them and wants to be a part of their lives
- Understands what forgiveness is and how to ask for it and extend it
- Understands that the Bible is God's Word to us
- Knows that everything in the Bible is true
- Understands that God is always with us

Prayer

- Knows that we can pray any time
- Is becoming comfortable with praying out loud
- Knows that prayer is a special time of conversation with God
- Desires to bring thanks, praise, concerns, thoughts, and questions to God in prayer

God's Role in Creation

- Knows that everything was created by God
- Understands that they were created by God and made to be special

Respect

- Knows that they can enjoy and help care for the world God made
- Obeys their teachers promptly and willingly because it pleases Jesus and is the right thing

Social & Emotional Development-

Family

- Knows how much they are loved by their family
- Knows that it is important to obey parents
- Understands that parents want them to have a wonderful time at school
- Separates from parents without reluctance

Friendship

- Able to play with others and include them
- Can say "I'm sorry"
- Can say "I forgive you"
- Shares willingly most of the time
- Beginning to understand the idea of waiting one's turn with patience
- Understands the idea that in order to have a friend you must be a friend
- Understands that unkind words can hurt feelings
- Has started to show empathy

Self-Control

- Is learning how to respond appropriately to correction
- Listens when others are speaking
- Is able to sit next to others without touching them most of the time

Language Use

- Can express themselves in words and sentences
- Can articulate basic needs
- Begins to use their words to handle conflict
- Displays an increased vocabulary
- Begins to differentiate between fact and fantasy

Self-Confidence

- Has received encouragement from their teachers on their work and efforts
- Has gained confidence through age-appropriate activities

Cognitive Development-

Language Arts Readiness and Literacy

- Recognize their name by sight
- Knows the letters in their name
- Imitates age-appropriate consonant sounds
- Takes part in group discussions
- Retells part of a short story
- Begins to express their ideas well
- Understands that printed words have meaning
- Desires to look at books with both pictures and written text
- Recognizes the difference between letters and numbers and what each are used for

Number Awareness

- Recognizes the numbers 1-10
- Writes the numbers 1-5
- Rote counts to 12
- Has age-appropriate awareness of counting, comparing, sorting, and sequencing
- Is able to articulate the number with the number of objects

Creative Expression

- Is creative with free art time
- Pretends by themselves and with friends
- Uses imagination in dramatic play
- Uses their own special intelligences and expresses creativity in them
- Knows how to use creative means to solve age-appropriate problems

Physical Development-

Gross Motor

- Enjoys rhythm and movement
- Walks on the sidewalk and up/down stairs unassisted, one foot per step
- Is able to put their own jacket on with minimal assistance
- Can blow their nose
- Washes their hands

Fine Motor

- Has worked on the correct pencil grasp
- Draws or copies vertical and horizontal lines
- Has mastered cutting a wide straight line
- Builds with blocks and other building toys
- Strings one-inch beads
- Has completed an age-appropriate puzzle
- Is able to complete an art activity with age-appropriate directions

Health

- Knows that God made their bodies and they are given the job of taking care of them
- Has had a good introduction to healthy food choices and nutrition

Pre4

Spiritual Development-

Ideas about God

- Knows that God always was and will always be
- Understands Jesus forgives our sins when we ask with a truly sincere heart
- Knows that Jesus wants us to forgive others
- Knows that the Word of God can offer comfort
- Understands that Scripture needs to be hidden in our hearts
- Understands that they can have a real relationship with Jesus Christ

Prayer

- Understands that they can pray for others
- Knows that they can pray anywhere
- Realizes that there is power in prayer

God's Role in Creation

- Understands what happened on the days of Creation
- Understands why God created man
- Knows that they are special

Applies God's Word at School

- Tries to always to do their best work
- Obeys their teachers because that is what is right, not because anyone is watching

Social & Emotional Development-

Family

- Knows God designed the family
- Understands that they are part of God's Family
- Understands their place in their own family

Friendship

- Engages in cooperative play with small groups of children frequently
- Understands that our number one rule is kindness in everything we do and say
- Shows increasing levels of positive interactions and friendliness in small group settings
- Understands that our attitude and words can affect others

- Exhibits concern for fairness in what happens to others by sharing and /or taking turns
- Initiates friendships with peers
- Extends and accepts forgiveness
- Asks for help when needed
- Gains tools to better control their emotions
- Keeps their hands to themselves most of the time
- Joins in mealtime conversations
- Is able to sit longer and participate
- Listens when their teachers are talking
- Obeys instruction with few reminders

Self-Control

- Is learning how to respond appropriately to correction
- Listens when others are speaking
- Is able to sit next to others without touching them

Language Use

- Is able to express their feelings to others
- Repeats longer memory verses and retains them
- Begins sounding out printed words
- Will have had exposure to language-rich environments and show interest in reading words

Self-Confidence

- Has gained confidence through increased positive interactions with peers

Cognitive Development-

Language Arts Readiness and Literacy

- Knows most letters by sight
- Recognizes and names all the major colors
- Recognizes and names all the major shapes
- Writes their name with the first letter capital and the rest lowercase
- Extends sentences logically
- Stays focused on a storybook and is able to answer questions
- Is moving toward reading readiness
- Begins looking at the words in the books as opposed to the pictures only
- Comprehends concepts of positional words

Number Awareness

- Aware of the names of the different coins and denominations of paper money
- Recognizes the numbers 1-20
- Writes the numbers 1-10
- Completes matching activities with numbers and objects
- Counts to 20 in order

Creative Expression

- Is able to use materials left in the art center to create a project and then talk about it
- Starting to accept others' work and uses kind words to encourage their creativity
- Can pretend with or without props

Physical Development-

Gross Motor

- Can begin to swing themselves on the swing set
- Can pedal a tricycle, including around corners
- Can jump over a stationary and moving rope
- Can throw a ball with accuracy
- Can catch a ball in their hands
- Can cross the balance beam without falling
- Can balance on one foot for up to 8 seconds

Fine Motor

- Has a good pencil grasp
- Has mastered cutting curved lines
- Has the ability to complete art activities with two and three step directions
- Can zip their own jacket with minimal assistance
- Can lace shoes or lacing board

Health

- Understands that they are unique from everyone else and that makes them special
- Is comfortable with healthy food choices

Reviewed annually by Preschool Staff Last revised 7/1/2022

Sharing Curriculum with Family

Curriculum is frequently shared with families through many methods including:

- Curriculum maps posted in classrooms
- Parent– Student Handbook
- Open House/Meet the Teacher
- Weekly newsletters sent home
- Principal newsletters/emails
- Pre4 Class Pet is sent home with the child and the parents with the child's participation, then having the opportunity to provide input
- Thematic Show and Share activities
- Weekly Lesson Plans posted outside classrooms
- Curriculum handouts and hands on activities sent home
- Occasional family projects related to theme
- Walking Field Trips related to the curriculum

Curriculum and Child Assessment Procedures

Verde Christian Academy Preschool uses the three year and four year old Curriculum Objective Checklist, Preschool-Plan-It Developmental Checklist, and Learning and Teaching with Preschoolers Student Assessment Data Sheet, and other informal instruments to assess ongoing development in our preschool students. We also provide ongoing progress monitoring, which is a continuous assessment process of gathering evidence of developmental process and learning of students. The curriculum goals and the objectives guide teachers' ongoing assessment of children's progress, along with the Early Childhood AZ standards. Developmental screenings and referrals for diagnostic assessment are used when needed to identify children who may need instruction that is more specialized. In assessing students, teachers are sensitive to each family's values, culture and home language. Progress reports will be given **three times** a year, in September, February and May.

Parent Teacher Conference

It is the policy of VCA that parent-teacher conferences are offered twice a year, in October and February, respectively.

Screening and Referral Policy

It is the policy of VCA that when a child demonstrates learning or behavioral difficulties, it is up to the classroom teacher to closely observe and document the child's behavior. In order to support the child who is having difficulties, the teacher will discuss with Smart Support Consultant to adapt the activities and environment to meet the child's distinct learning or behavioral needs. The teacher will also enlist the help of the child's parents as they are the primary source of information concerning the child. If the child is demonstrating learning or behavioral difficulties, the teacher will discuss their recommendations with the administration and or designated specialist. If the behavior persists after curriculum adjustments have been made the teacher may refer parents to Child Find for services that will provide screening for the child to determine if the child will need special services.

Transitioning Program

The majority of children here at VCA remain at VCA and attend Kindergarten. It is our policy at VCA that near the end of the school year the children attend the classroom that they will be moving into the following year, with that teacher present. Toward the end of the school year the pre-4 teacher schedules with the Kindergarten teacher and students several activities, to help the children transition to the next grade. After Academy will attend elementary chapel to help preschoolers transition to elementary chapel. This will take place in the last quarter of the school year.

Field Trip Procedures

All Preschool field trips are walking field trips. No transportation is needed because no vehicles are driven for any preschool field trips.
A written permission form and plan will include the following:

- Written permission from a parent before the enrolled child participates in a field trip
- The permission/plan form will consist of date, time, emergency info for parent contact, and description of the field trip
- The name, street address, and telephone number, if any, of the field trip destination
- The staff member and teacher-caregivers will verify the presence of each enrolled child from the student roster
- Sufficient water to meet the needs of each enrolled child participating in the field trip

(*See further Field Trip procedures under the heading of Field Trips)

Health/ Safety Procedures and Guidelines

Illness

Please inform the school office (928) 634-8113 before 8:00am if your child will be absent. Temperatures of 99.5 or higher is an indication your child is running a fever and is contagious to other students. ***Once the fever is broken the child is to remain home 24 hours to ensure the fever is gone.*** If your child becomes ill during the school day, you will be notified so arrangements can be made to take the child home.

Medication Administration Procedure

VCA does not administer medication to preschool students. If medications are required parents will need to come administer the medication.

Allergies

If a student has a severe allergy (nuts, gluten, dairy etc.) please notify the classroom teacher. An alert, with the particular allergy, will be posted on the room bulletin board. Allergy Posters are also posted outside of classrooms. Please make sure allergy section in enrollment application and Family Input Form is filled out as well.

Cleaning of classrooms, restrooms, and toys

Classrooms are deep cleaned and sanitized every quarter.

Daily - All tables, door handles, door frames, light switches, sinks, and bathrooms are cleaned and sanitized. All trash cans are emptied.

Daily-Toys, that have been contaminated that day, are cleaned and sanitized.

Communicable Diseases (see under the heading of Health)

Handwashing

It is important for students to wash their hands before entering the classroom from home, eating, handling food, and playing in water. Students will wash their hands after using the toilet, playing outdoors, playing in sand or water, handling animals, sneezing/coughing into their hands or blowing their nose and eating.

The four steps to proper handwashing are as follows:

1. Wet your hands under running water
2. Scrub your hands well with soap. Remember to scrub between your fingers, to wash both the front and back of your hands, and to clean under your fingernails. Washing your hands should take about 15 to 20 seconds.
3. Rinse your hands under running water.
4. Dry your hands with a clean towel

Healthy Snacks

We strongly encourage healthy food choices. This extends to daily snack, where we ask for 3 food groups for each snack time. Parents are asked to provide this on a schedule, and this occurs about once a month. A monthly snack calendar is given out to parents for each classroom. A guide for the snacks is also provided at the beginning of the school year.

Gardening

We are committed to teaching about healthy food. Teaching about healthy food can help children form healthy eating habits. Through our Farm to ECE program, we will offer fruits and vegetables 3 times per week or more. We provide children with education about food and where it comes from. Including tasing and cooking activities.

Water

Help keep your child hydrated by drinking water as much as possible. We ask that you provide a water bottle for their classroom. We ask that it be brought to school every Monday and taken home on Thursday each week to be cleaned.

Sun Protection

In our state it is recommended that children have sunscreen applied daily. It needs to be applied before school as we don't offer that at school.

Breastfeeding

We have a rocking chair provided in a nursing room on campus for Moms to breastfeed.

Smoking

We are a smoke free school and encourage our families to be smoke free as well. We annually educate our families on the dangers of second and third hand smoke.

Accident & Emergency

In case of injury, the parents will be contacted immediately if possible. If parents cannot be reached, or there is a life-threatening emergency, the school office will call 911 and then notify parents.

Liability Insurance Carried by:

Licensee Church Mutual Insurance Co.

Pesticide application procedures

Pesticide company sends out a notice with the date of spray. Date is on a weekend or day school is not in session. The notice is posted on the outside bulletin board for parents to see.

1. Pesticide application procedures:
    a. The notice of pesticide application is posted at least 4 hours prior to the date of application
    b. Information on chemicals used is provided by the licensed pesticide company and is available for review in the school's office
    c. The notice is also posted in each DHS licensed classroom
2. Inspection reports: Please add:
    a. This facility is regulated by The AZ Department of Health services. Address: 150 N 18th Ave Suite 400, Phoenix, AZ 85007 602-364-2539
    b. All inspection reports are available for review in the school's office.
3. Parent responsibilities/information:
    a. Parents have access to their enrolled child at any time during the licensed program's hours of operation.

Inspections reports

Preschool inspections are made once a year by a qualified person from the AZ Health Department. These can be viewed upon request. A current license is posted on the wall in lobby of the school.

Parent responsibilities

It is our belief that a student's learning experience is made much more powerful with family support and involvement. As such we ask families to commit to 15 hours of service to the school throughout the school year. This service can be through our PTF, in the classroom, or school event (class field trips are not considered as part of the 15-hour yearly commitment).