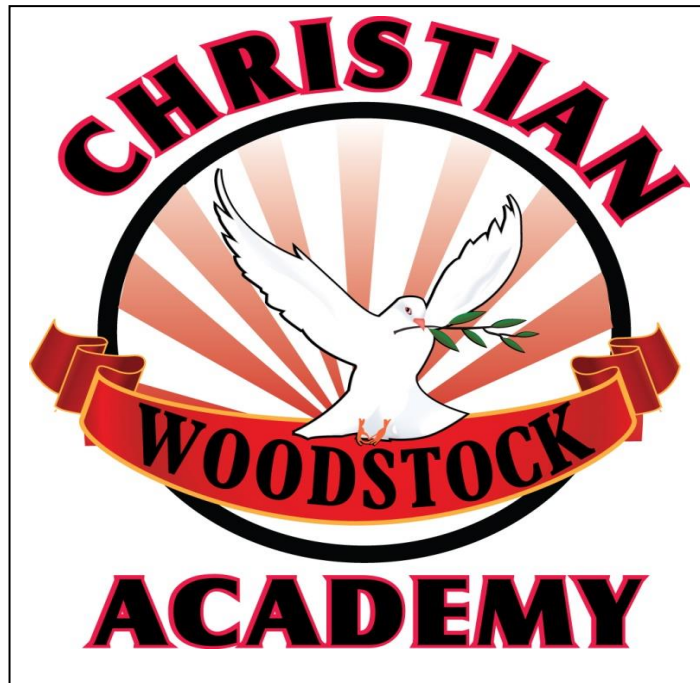


# *Woodstock Christian Academy Inc.*

## *Parent Relationship Handbook*



*WCA Inc.*

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CRA Registered Charity # 837511005RR0001

# Woodstock Christian Academy Inc.

*They will be called oaks of righteousness,  
a planting of the LORD for the display of his splendor.  
Isaiah 61:3b*

## **Parent Relationship Handbook**

Parents play a vital role in developing student behavior and conduct.

The Bible passage in Deuteronomy Chapter 6, verses 4-9 says:

*"Hear, oh Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates. "*

The Staff of WCA acknowledges its responsibility and accountability to God, in assisting parents in providing for their child's nurture, care and education in a non-denominational Christian environment. In conjunction with the family, WCA seeks to provide education and Childcare that integrates Biblical truth with practical learning. Our purpose is to challenge, equip and grow the child to the maximum of their potential, employing qualified and caring staff, committed to Christian values in education and early childhood learning. It is important to us at WCA that all staff must be born-again believers in Jesus Christ, who exhibit a consistent testimony, a Godly walk and a moral lifestyle. The staff members of WCA are strongly committed to Christian Education & Early childhood learning and must undergo a Criminal Code Reference Check and Leadership training through ACE Canada before working with the students of WCA.

### **Statement of Faith**

The following is a statement of the Basic Christian conviction of WCA. It accurately represents the personal philosophy and faith of all staff and board members and will be the philosophical basis of teaching.

- 1) We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 2) We believe that the Bible is the unique, inerrant, inspired, authoritative Word of God.
- 3) We believe in the Bible's account of the Creation of the Universe.
- 4) We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and His ascension to the right hand of the Father and in His personal return to the world in power and glory.
- 5) We believe in the regenerative power of the Holy Spirit and spiritual unity of all believers in the Lord Jesus Christ.
- 6) We believe that you must be "born again" in order to enter the Kingdom of Heaven.
- 7) We believe this salvation is freely offered as a result of the substitutionary Death and resurrection of Jesus Christ.
- 8) We believe in the reality of heaven and hell.

### **The Objectives of WCA:**

- 1.) WCA provides an environment, which supports the growth of the whole student in developmentally appropriate ways. WCA develops the whole student: physically through a well-rounded physical education program, intellectually and spiritually through a Biblically based curriculum and socially through community interaction.
- 2.) WCA provides a high academic standard throughout the whole educational process through the Biblically based Accelerated Christian Education individualized curriculum, geared to equip students to think well, act responsibly, and live wisely. The A.C.E. curriculum covers 6 core subjects: Math, English, Social Studies, Science, Word Building and Creative Writing & Literature.
- 3.) WCA encourages each student to their maximum achievement within their individual ability.
- 4.) WCA promotes the pursuit of success through a sound work ethic, self-motivation and self-discipline.
- 5.) WCA maintains firm discipline with clearly defined standards of behaviour as set out in the WCA Student Handbook; stressing respect for parents, teachers, fellow students and country.
- 6.) WCA prepares students for further educational endeavours whether it is college, University, apprenticeship, or the workplace.
- 7.) WCA encourages the student to be a contributing member of their society who realizes their dependence on others and their dependence on them through involvement in community services.
- 8.) WCA develops good and proper attitudes toward marriage and the *family*, understanding the skills needed to establish God-honouring homes, through daily Bible study, Biblically based curriculum and community outreach.
- 9.) WCA Preschool and childcare program follows the Accelerated Christian Education ABC's with Ace and Christi program to facilitate early literacy in its preschool programs. We also use the NB Curriculum framework for Early Learning and childcare. Parents may view the NB curriculum online using the following URL link: [http://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum\\_framework.html](http://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum_framework.html)

### **The Purpose of WCA:**

The purpose in having the ministry of a Christian school is to obey the Scriptural Commands of Deuteronomy 6:5-7, "*Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.*"

The objective of a Christian school is to fulfil the words of Proverbs 22:6. We are admonished to "train up a child in the way he should go." Teaching is *training*. Training for life must include training for eternity

A Christian school is an extension of the Christian home in training young people. The School staff members work closely with parents to train the whole child.

Attendance at WCA is a privilege and not a right. WCA is not a corrective institution. Consequently, we ask that a student not be enrolled with the idea that we will reform them. We have a strict attendance policy. No student is allowed to miss any more than 10 school days in a calendar year without permission. After 2 days of absence due to sickness we require a doctor's note. If a child will be late for school or picked up during the day for an appointment we require a note from the professional that was seen.

WCA will provide a safe, secure and caring Christ-centered environment that meets the needs of the students as they learn, grow and develop as God's children - physically, socially, emotionally, academically, and spiritually.

WCA will provide a Biblically based regular course of study with a definite Christian point of view.

WCA will provide an education of high academic standards that will equip the student with the knowledge and skills to successfully accomplish the will of God in their lives.

### **The Philosophy of WCA:**

At Woodstock Christian Academy we feel that every child entering our school and childcare programs should feel loved and valued as an individual. We recognize that these students are being raised up for God's plan and purpose for their future.

WCA seeks to teach the Bible in such a way that it will become evident in the lives of our student's at home, at school and at play. We endeavour to make learning enjoyable for both the learner and the teacher.

WCA incorporates Christian principles and values from God's Word into the learning process. We want to teach students what it means to trust and love God, make responsible choices and to live their lives applying God's principles in practical ways.

*WCA believes strongly in building a solid foundation in all areas of development. Standards of personal conduct, school policies, and curriculum at WCA work together to build the students sense of responsibility and integrity.*

### **It is WCA'S expectation that parents:**

- Are aware and support the policies and regulations of WCA in general.
- Review the WCA'S expectations for Children`s Behavior & Conduct and sign and support the WCA Code of Conduct Commitment Form after reviewing with their child.
- Communicate early to the staff member involved when you as a parent have a concern about WCA. When concerns arise at WCA, no demand meetings will be given. Parents must make an appointment with the Woodstock Christian Academy office when wanting to speak about a concern.
- Model appropriate behavior and choices for children. (I.e. absolutely no smoking on school premises)

when dropping off or picking up children and absolutely no verbal attacks towards staff or the children.)

- Work with WCA to resolve misbehavior issues when they affect their child and cooperate with the teachers when they are carrying out discipline.
- Purpose to attend and support WCA functions requiring family participation.
- Fulfill the financial obligations at WCA in a timely and responsible manner and contact the WCA accounting office if special arrangements are required.

### **Standard of Conduct:**

*Students registered at WCA are expected:*

- To show proper Christian conduct at **all** times
- To attend school **punctually and regularly** (school hours 8:30 am - 2:45 pm)
- To be neat and clean in full compliance with the school's dress code
- To be diligent and respectful to their Principal and/or Supervisors
- To use Polite Manners

### **Breach of Student Conduct**

When a student's attitude and/or school work is not in accordance with the school policies or principles, the student will be placed on probation and parents will be called for a conference. If the administration feels the situation has not changed within (2 - 4) weeks, parents will be asked to withdraw their student.

### **WCA School Year & Daily Hours**

Woodstock Christian Academy is open from September to June. The school hours are from 8:30 a.m. to 2:45 p.m., Monday through Friday. WCA students should arrive at school no earlier than 8:20 a.m. Arrangements can be made if parents need after school tutoring. The school doors will be locked from 8:30 a.m. to 2:30 p.m. WCA observes certain holidays and professional development days. At the beginning of each school year a schedule of the year and a list of all school supplies needed are given out. Casual & Hot Lunch days will be announced.

### **WCA Childcare Hours**

WCA Childcare hours are from 7:30 a.m. to 5:30 p.m. Monday through Friday. Extended Hours are available upon request and with proper advanced notice. WCA asks that Children be picked up no later than 5:30 p.m. each day unless arrangements have been made ahead for extended hours. WCA observes statutory holidays and is closed for the week between Christmas and New Years Day. WCA offers full day childcare on school closure days, (i.e. snow days, PD days etc.)

Woodstock Christian Academy & WCA Childcare will be closed on the following days:

\*New Year's Day

\*Family Day

- \*Good Friday
- \*Victoria Day
- \*Canada Day
- \*New Brunswick Day
- \*Labour Day
- \*Thanksgiving Day
- \*Remembrance Day
- \*Christmas Day
- \*Boxing Day

Communication is important throughout the year. Please feel free at any time to call and make an appointment to discuss your student's progress with a staff member. **No on demand meetings by a parent will be given at any time**, an appointment needs to be made. Your child is important to us here at WCA. We want your child to feel very comfortable and safe in their daily environment. The doors are locked during school hours and parents need to ring the doorbell for entrance into the building. The childcare and after school program entrance is located at the front basement entrance to the building.

### **WCA Enrollment Procedures**

WCA admits children of any race, color and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at this school. Each child, as well as their parents, must be in agreement with the goals and vision of the school, and must be willing to abide by the rules and regulations set forth by the Administration. Students over the age of twelve typically do not transition well from the public school system to the ACE system, therefore it is the policy of WCA to accept these applications on an individual basis with the approval of the entire school board and/or if they have a sibling already attending WCA. After the Enrolment Application and Fee are received, parents and students are contacted for an interview, as space is available. Students enrolling will be tested to determine academic placement in each subject.

### **All New Students Are Admitted On Probation For the First Two Months**

#### **Enrolment Procedures**

1. *Parents visit Woodstock Christian Academy.*
2. *Parents must read WCA Parent Relationship Handbook thoroughly.*
3. *Application to attend WCA is submitted, accompanied by the applicable registration fee.*
4. *WCA's office will schedule an interview time for both parent and child. During the interview process any unanswered questions or concerns may be addressed. Once clarification is made both parent and child need to be in agreement with regards to enrolment. The WCA Commitment Form must be signed by all parties.*
5. *Parents will be notified of acceptance to the program in writing.*
6. *Before admission to the program, immunization forms must be filled out by the family physician and a photocopy submitted to the school's office. All children must have the following immunizations: diphtheria, polio, measles, and rubella. (Should the requirements of the Immunization of School Pupils Act, conflict with your sincerely held convictions based on your religion or conscience, you must submit a Ministry of Health Statement of Conscience*

*or Religious Belief Affidavit, prior to admission) Also a copy of the student's birth certificate and Medicare card must accompany the immunization forms.*

7. WCA parents, new to the school must attend a Parent Orientation Class
8. 10 Post-dated checks dated Sept 1<sup>st</sup> to June 1<sup>st</sup> must be submitted prior to students being admitted.

### **WCA Yearly Registration Fee**

A per child yearly registration fee is required immediately upon submission of the yearly enrolment application. This registration fee is *non-refundable* and is not deductible from the regular fees. The registration fee is \$50.00 per child. This fee is necessary to hold your child's place for the upcoming school year as there may be a waiting list for spots available, preference for available spots is given to students who are re-enrolling from the previous year or who have a sibling already attending WCA.

### **WCA & WCA Childcare and Afterschool Program Fees and Payment**

Your child's tuition can be paid weekly, Bi weekly or monthly. Payment is due at the end of the week or first of the month. Our preferred method of payment is by using post-dated checks for the schedule you have decided to pay on. We do also accept cash, PayPal and email interact transfers. Please note that there is a 2% fee for using PayPal. Please remember that **tuition is due in full, regardless** of your child's attendance due to statutory holidays, illness, personal vacations or weather related closures. If for any reason the bank returns an NSF Check, there will be a \$25.00 fee charged and must be paid upon notification. WCA reserves the right to request payment by certified checks or cash should there be a check returned for non-sufficient funds. WCA reserves the right to increase or add program fees only with written notice to all families 30 calendar days in advance of the change.

### **WCA Tuition**

The Suggested donation for tuition payments are:

One Student: \$300.00 Monthly or \$3000.00 Annually  
Two Students: \$575.00 Monthly or \$5750.00 Annually  
Three Students: \$850.00 Monthly or \$8500.00 Annually

### **WCA Childcare Program fees for Children aged 2-12**

Full time rate for regular hour service - \$150 / Child

Part time rate \$35.00 / child for a full day

Half day rate \$17.00 (4 hours or less)

After school program rate \$75.00 / child for the full week.

\*For School Closure and Summer Full time rate: \$30.00 / child per day

### **Extended Hours**

WCA Childcare programs offer extended hour services to registered families only, which include before school care, evenings and weekend care. All required extended care must be preregistered and approved

by the administrator at least one week in advance to ensure adequate staffing.

Extended care options are:

Monday – Friday 6:30 am – 7:30 am and 5:30 pm – 9:00 pm

Saturday 6:30 am – 9:00 pm

***Extended hours will be charged by an hourly rate:***

Regular use of care: \$5.00/hr

Non Regular use of care: \$8.00/hr

WCA child care is closed on Sunday's and will not offer extended hour services on this day.

### **WCA Attendance**

Regular attendance is critical to a child's performance and progress at WCA, and every effort should be made to see that your child is in attendance unless ill. WCA has a strict attendance policy, if for any reason your child is not in attendance any part of the week, the full amount of tuition will still be charged. This also includes statutory holidays or illness's where full payment is required regardless of attendance. No student is allowed to miss more than 10 days in a school year unless permission has been granted by the school administration.

**If your student is unable to attend school, the parent or guardian must call the WCA school number (506-328-8619) stating the reason for your student's absence on the first morning of the absence before school begins at 8:30 AM. For security reasons we must account for your student.**

Students returning to school after an absence should supply a note from the parent/Doctor confirming their absence and reason. Prolonged illnesses or communicable diseases should be reported to the school within three days. Where dentist or doctor appointments are necessary, students require a note from their parents on that day, to inform their supervisor as to the time of departure and whether or not the student is expected to return to school for the balance of the day.

***Excessive, suspicious, or unjustified absences fall under the jurisdiction of "Truancy" and will be reported to the local authorities.***

### **WCA Withdrawal Procedure**

When a child is registered at WCA, a place has been reserved for that child for the entire year. If a parent wishes to withdraw their child from the program for any reason, one full month notice in writing is required. If proper notice is given, fees are charged up to and including the month of withdrawal and if applicable, an appropriate refund is given. Two months' payment in lieu of improper notice will be required.



### **Transfer Requirements**

Students who transfer out of WCA during the year are required to notify the WCA office no later than one month prior to their last day of attendance. School records will then be forwarded only at the request of the new school in writing upon verification of enrolment at the new school.

### **WCA Pick Up & Drop Off Procedures during the Regular WCA Day**

The building opens at 7:30 am for parents to drop off their children for regular daily childcare. Extended hour drop offs must be arranged in advance with the administration. The main learning center doors of the school will open at 8:20 am for parents dropping off students at school. Please use the drive thru right of way beside the building to drop students off at regular times. Should you require parking to drop off your student, please use the spaces marked for visitors at the front of the building. Parents planning to take their children out of the program before regular dismissal times must let WCA staff know in advance. Any parent wanting to get in the building during regular hours will have to ring the doorbell. If at any time WCA feels that the safety of the children or staff will be in jeopardy by letting someone into the school, WCA reserves the right to refuse entrance. Children will be released only to parents, guardians, or designated persons listed on the child's emergency card.

Please note that WCA Closes at 3 pm & WCA Childcare programs close promptly at 5:30 pm and all children must be picked up before that time. Please use the drive thru right of way to pick children up after school. They will be dismissed from the front entrance. There is an extra charge of \$10.00 per hour for late pick-ups. If an emergency does arise, please notify the office as soon as possible. WCA requests that you respect and honor the pick-up times as there are times when our staff have other obligations.

### **Permission Needed to Leave WCA Premises**

Woodstock Christian Academy maintains the policy of having no children leave the premises. Children are not allowed to leave the grounds at any time during the day without being accompanied by their parents, the program administrator or in his/her absence, the supervisor in charge.

### **WCA Special Events**

WCA schedules several field trips per year. These fieldtrips are educational in Nature and designed to reinforce concepts taught and promote new learning experiences. Most field trip costs are covered by your tuition with the exception of some which require additional costs. These costs must be paid for in advance and notice will be given in plenty of time for this. In all cases a parental signature is required for their Childs involvement in any field trip or outing. We make regular use of the local senior's complexes, farm markets, and grocery stores. We also visit farms, pumpkin patches, apple orchards, parks, other schools and the AYR motor center. We organize transportation to and from various outings by several methods. Carpooling from volunteer parents, walking and bus transportation are examples of methods we use to facilitate outings.

### **Personal Items for WCA & WCA Childcare**

Children are encouraged to leave toys at home (unless in JK/SK for Show and Share). WCA will not be held responsible for damaged, lost or stolen items brought from home. Children may not bring portable electronic games, ipod's, mp3 players, radios, Laptops or Tablets and cell phones. Students who bring

such items will have them confiscated until the end of the day. Children are not permitted to bring into the building or on school property or on any fieldtrips any guns, matches, lighters, knives, scooters or any non-approved toys. Under certain circumstances, students may be allowed to use devices for music if it is deemed helpful for them to concentrate. That being said, students who are caught using devices except for music will have them confiscated and will lose the privilege of having them during school hours.

For Children aged 7 and under, parents are required to send an extra change of clothing with them each day. Parents are required to make sure their child comes to the program dressed properly for the weather conditions that day. Children aged 8 to 12 must have an extra pair of socks and mittens in winter. Parents of children not yet potty trained are required to send a supply of diapers and wipes that will be kept in your child's cubby.

Parents should supply students with two snacks per day as well as a lunch. Please send nutritious snacks and lunches. WCA has use of 3 microwaves at their disposal **for warm-ups only** (3 minutes or less). **We at WCA consider a 'warm-up' to be approximately three minutes of microwave time. Parents cannot send meals for the staff to prepare (i.e. can of soup or box of Kraft dinner), this is a violation of Department of Health regulations. All food must be prepared and ready to eat. Public Health states that staff may not peel fruit such as apples, oranges or kiwi – so please make sure you do so.** For safety reasons WCA asks that you send soup in a thermos and avoid sending hot drinks. Freezer packs work well for keeping lunches cold. **No children's lunches may be kept in the refrigerator.** Parents need to give advance notice when they wish to celebrate their student's birthday at WCA. For convenience, please send cupcakes instead of birthday cakes of any kind. Other alternatives are ice cream sandwiches, cookies, and popsicles, therefore eliminating plates and cutlery, expediting cleanup. **Carbonated beverages are not permitted at WCA (i.e. pop).** Avoid sending chocolate and high sugar content snacks, unless it is a special day (i.e. student's birthday).

### **Lost & Found**

Your child's name should appear on every piece of clothing brought to WCA so that articles can be easily returned. Found articles will be turned into the office. Each morning "Lost & Found" articles will be displayed on the table near the office. Parents are encouraged to check this table each morning when they have items missing. Items are disposed of at the end of the year after they have been publicly displayed

### **WCA Medication Guidelines**

If prescriptions/medication are to be administered at WCA, parents **MUST** sign a Medication Form. All medicines **MUST** have the child's name **CLEARLY LABELED** on the outside of the bottle and **MUST** be in their original container. The consent form will record the time and dosage to be administered. If the Medication Form is not filled out in full, giving specific instructions and signed, the medicine will not be administered. The dispensing of non-prescription medicines or herbal remedies, by WCA, without parental direction, are prohibited. WCA keeps all medicines in a locked container, which will be refrigerated and administered at the office by an assigned supervisor or the administrator. The only exceptions are asthma inhalers, which may be kept with the student if the doctor writes on the medication form that the student may carry their inhaler with them or the inhalers can be kept in the office.

Please remember that aspirin, Tylenol, cough and cold medications, and medicated creams etc. are considered medications, so do not bring them to WCA without the completed medication forms filled out and signed by parents and the administrator. Please hand all medication forms into the office.

### **Accidents or Injury**

Accidents occur from time to time even though precautions are taken to provide careful supervision for all children. When a child has a cut or a bruise resulting from a minor injury, they will be treated immediately. For injuries of a more serious nature the supervisor on duty will complete an Accident Report and discuss the incident with the parent. When in doubt about the seriousness of the injury, the child will be made comfortable in the office while the parent or contact person is called. If extensive medical attention seems necessary the parent will be contacted and arrangements will be made to transport the child to the family physician or hospital.

### **Allergies**

If your child has allergies, please discuss them in detail with the teacher and director. For food allergies, a written description signed by parent and doctor must be on file and updated every year. The staff of the school will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately. (NUT-FREE ZONE): We currently have no one with allergies to nuts but should we have a student enroll who does, we will become a nut-free zone. Due to an increase in children with nut allergies, please keep this in mind when packing a snack for your child, or providing snacks for the classroom during special occasions. This includes peanuts as well as tree nuts such as almonds, cashews, walnuts, pine nuts (pinoli), etc.

### **Daily Health Inspections**

For the safety and protection of the children, each classroom will follow the recommendation of the New Brunswick Depart of Health child day care exclusion guide by providing each child with a health check prior to his/her entering the group. Each child will be checked for the following:

Severe coughing

Breathing difficulties

Yellowish skin or eyes

Pinkeye (tears, redness of eyelid lining, irritation, swelling, discharge, etc.)

Infected skin patches or a rash accompanied by a fever

Feverish appearance

Unusual behavior - crying more than usual, lethargy, generally feeling unwell

***Parents are expected to have an alternative child care arrangement in place when children are ill. Parents are also expected to promptly (within one hour) pick up their children from the center when any of the conditions above exist. This applies to both WCA and WCA Childcare.***

When a child becomes ill during the day, we make every effort to reach parents. If after 30 minutes we have not been able to make contact with a parent, we will call the emergency contact listed in the child's file.

### **Illness**

Our goal is to provide a healthy environment for children. Having ill children in the building presents the very real possibility that others can be infected. While we understand that parents need to be at work or in class, we need to enforce this policy to protect all children and staff from unnecessary exposure to communicable disease. We follow the guidelines developed by the New Brunswick Department of Health Child Day Care Facility Exclusion Reference Guide. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the program.

### **Infection Control and Personal Hygiene**

Children are encouraged to develop desirable habits of personal hygiene, including washing hands after toileting, diapering, and before and after meals. Eating a variety of nutritious foods is also encouraged. In addition to instructing children in these habits, teachers and staff must model the behaviors.

### **Infectious Diseases**

When a communicable disease has been introduced into the school or daycare, parents will be notified. The school also will report these occurrences to the province and local health departments when required. Parents are urged to notify the school when their child is known to have been exposed to a communicable disease outside the center.

The administration may determine that a child who does not appear to be fully recovered from an illness cannot be readmitted to the school without a statement from a physician stating that the child is able to return and participate in the activities of the school, or is no longer infectious.

***We reserve the right to refuse care due to illness.***

In the case of impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush, etc. your child **must be NON-CONTAGIOUS** before returning to the center. See the NB department of health child care exclusion guide for more information on infectious diseases.

### **Medical Emergencies**

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. In the event that parents or emergency contacts cannot be reached, the director and/or lead teacher will decide the next step and a call to 911 will be placed. An authorized representative from the school will accompany the child and remain with him/her until parents arrive. Our emergency information form, filled out at the time of enrollment, serves as consent for your child to be transported by

ambulance to a local medical facility to receive emergency care. Woodstock Christian Academy assumes no responsibility for the costs associated with emergency care.

All WCA staff receives training in CPR, first aid, fire, and emergency procedures. The children practice lockdown drills in September, November, February and May. Fire drills take place monthly throughout the year. We periodically consult with the local Police Department to determine further measures needed to provide a safe environment for the children.

### **Staff policies on dealing with cuts or injuries involving Blood**

1. Immediately separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Apply first aid measures and send someone to locate the parents.
2. If other children come in contact with any of the blood immediately clean the area affected, and inform their parents.
3. For staff cleaning the wound, they are required to put on vinyl gloves (available in the first-aid kit) and bandage the injury, avoiding contact with any open wounds they have as well as their mouth, ears and eyes.
4. Carefully wipe up all blood and bloody bandages and throw away in a separate bag and dispose that bag immediately into the large waste bin.
5. Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.
6. Once clean-up is complete, the staff member must remove gloves, dispose of them safely, and wash hands thoroughly.

### **When a Child Needs to Stay at Home**

A child's temperature should be normal without medication for 24-hours before the child is brought to the school. If your child has a fever in the evening, he/she should not be brought to the school in the morning, even if his/her temperature is normal. Fever is defined as 100.6° F or higher.

If your child vomits during the night, he/she should not be brought into the school the next day, unless it is certain that the vomiting was not due to an infectious condition. Otherwise they must be excluded for at least 24 hours after the vomiting stops.

Diarrhea, as defined by the Department of Health, consists of more than one abnormally loose stool. A child should not return to the school until his/her bowel movements have returned to a normal consistency or at least 24 hours after the last episode.

Conjunctivitis (Pinkeye): a child with pinkeye must be on medication for 24 hours before returning to the building.

Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.

Sore throat coupled with a fever or swollen neck glands.

Children with scabies can be admitted after treatment.

If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from any of our programs.

***Please note: Classroom workers will use their best judgment, as well as these guidelines, to determine when to send children home.***

### **Lice**

Check your student's hair frequently. If you discover your student has lice, keep them home and treat them with a prescribed shampoo. Notify the school immediately. Students are not permitted back until they have been treated and are free from the eggs for at least 3 days and will be checked upon returning to school by the school staff. The students will undergo random lice checks regularly during school hours. If a child is found to have lice during one of these checks, parents will be contacted to pick up their child immediately.

### **Emergency Plans**

#### **Fire Drill Procedures**

Practice Fire drills will be held each month during the school year. It is important that each child at WCA take seriously the behavior expected during these drills. At the sound of the fire alarm the students are to stand and line up and walk out of the building in an orderly manner to a designated place. All students must walk in line. They are expected to refrain from talking, pushing, or running. Students may return to their appropriate learning centers in the same orderly manner after the proper authorization has been given. Supervisors will remain with their classes.

#### **Lockdown Procedures**

As WCA is a functioning school, we are required by our insurance company to have a lockdown procedure. The children enrolled in our programs will practice lockdown drills in September, November, February and May. We periodically consult with the local Police Department to determine further measures needed to provide a safe environment for the children.

#### **Evacuation plan**

In the event of an emergency evacuation due to fire, natural disaster or lockdown, Students will be evacuated to the predetermined safe zone in our emergency plan. The WCA administrator will inform parents of the situation as soon as it is safe to do so to ensure immediate arrangements are made to have children picked up. Parents may request to have copies of our Fire Drill, Lockdown procedures and Evacuation procedures if they wish.

### **Children's Environmental Health Policies**

All students and children enrolled in the childcare program will be going out of doors at times to play so parents are expected to provide sunblock and insect repellent for their children. Sunblock must be of a type that has at least 30 spf and a hypoallergenic type. Insect repellent must be safe for all children and will be administered to the child by a supervisor in charge as needed.

### **Staff Smoking Policy**

Woodstock Christian Academy is an entirely smoke free environment. There is no smoking allowed on the school grounds or in vehicles while transporting students on field trips.

### **WCA Pet Policy**

WCA is committed to providing a safe place for children to grow and learn about our world. We have a policy on certain animals that we allow children attending our facility to come in contact with. The main learning center has a large aquarium for the children to enjoy. Occasionally we allow students or staff to bring in a puppy or small dog to interact with the children. These are the only pets allowed on the WCA premises.

### **Visitors**

It is preferable that appointments be made in advance if possible when visitors want to visit the school. Please check in at the office when visiting the school.

### **WCA School Closures**

During inclement weather the principal/administrator reserves the right to decide school closure. When it is found that travel is not safe for students and staff, WCA will be closed. If WCA is to be closed, Notice of Cancellation will be made on the following radio station: CJ104 Woodstock (FM). It will also be posted to the school Facebook page and group.

### **Change of Information**

WCA must be notified immediately of any change in address or contact information. Each September, parents are requested to revise their child's file to ensure all information is up to date. At this time a new contact form may be completed if necessary.

### **School Communication Envelopes & Newsletters**

Woodstock Christian Academy sends important letters and notices in a communication envelope, which must be signed and sent back to the school the next day. All notices and reminders may also be sent via email directly to parents. Form needed for field trips etc. will be uploaded to the school website and Facebook page for parents to download and return.

### **Child Abuse and Neglect Protocol**

All members of the WCA Childcare and School staff are required by law to report any suspected type of the following:

- Sexual Abuse
- Physical Abuse
- Physical Neglect
- Emotional Maltreatment

The WCA administration will report all signs or suspicions of abuse to the Provincial Child Protective Services.

### **Court Orders**

If there are any court orders regarding your child, for example Divorce and Custody agreements, Family court, No child contact orders, WCA requires that you notify and inform the administration of any orders that pertain to your child. We also require a copy of said order for your child's records. All court orders will be followed to the letter without exception. If a court order has been changed, WCA must be notified in writing by the court.

### **Child Guidance and Behaviour Management policies**

At WCA it is extremely important to us to teach children about their actions and behaviours. It takes time and multiple experiences for children to master a new skill or behaviour. Negative Behaviour is no different. It sometimes takes time to change the way a child reacts and requires patience and love to correct an inappropriate behaviour. At WCA it is our belief that the biggest factor in early learning is social development. Learning how to communicate and be with their peers is a huge part of a child's development. At WCA we do not use or condone time outs, harsh words or physical punishments. We use lots of love, patience, listening and empathy to help guide children's behaviours. If a child is being harmful to themselves or others, is showing signs of temper tantrum type of behaviour and/or will not follow directions or listen to words, they will be removed from the areas until the situation has been cooled down. As a last resort when a child's behaviour is continually upsetting or dangerous to others, the WCA administration will set up a time to discuss possible options with parents.

### **Zero Tolerance Policy - All Programs**

It is our intent at WCA to maintain a safe learning environment for all children. Children enrolled in any of WCA's programs are expected to refrain from glorifying or engaging in swearing, stealing, smoking, gambling, suggestive language, ungodly conversation, sex, drinking alcoholic beverages, bullying and using narcotics. The carrying, possessing or furnishing of any firearms, knives, or any other dangerous objects is strictly prohibited.

- Defacing school property or any kind of vandalism, fighting or threatening physical injury to another person or verbally threatening another person.
- Vulgar or obscene language and/or gestures of habitual profanity.
- Willfully defying the valid authority of teacher/supervisor, or administrator.



- Disrupting program activities within the learning center or on the playground

*While on the premises, or when done while under the authority of a supervising school staff member, the activities listed above are causes for immediate suspension or referral to the Board for expulsion from WCA programs as recommended by the administration.*

### **Physical Education Classes**

No student is excused from Physical Education without a Doctor's/Parent's written excuse. Students should have a change of clothes for PE class.

School shoes/boots must be taken off at the door each morning and placed on the designated shoe rack. The students are to wear a pair of indoor non-marking sneakers with gym clothes. Outdoor shoes must be worn for recesses. One pair of black dress shoes/outdoor shoes should be left at the school to wear each day

*\*\*\* All clothing and personal belongings should be clearly labeled. In the Junior/Senior Kindergarten classes especially, please send an extra complete change of clothing in your child's knapsack every school day. \*\*\**

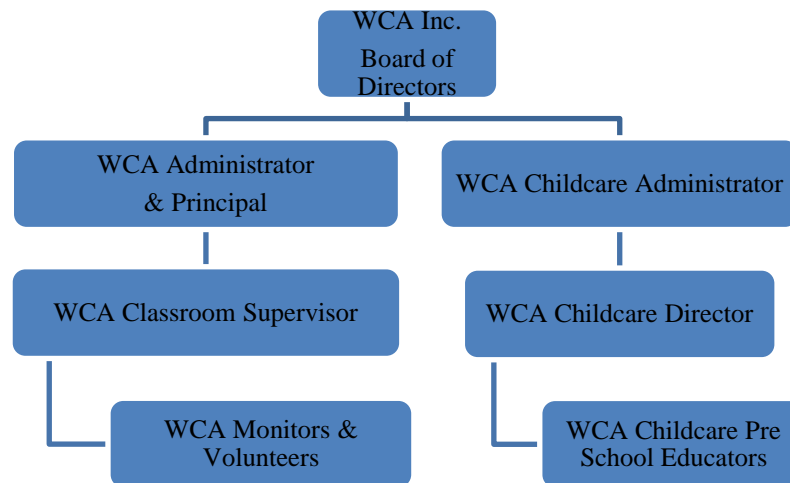
### **School Dress Code**

Please make note of the following restrictions to apparel. The following articles of clothing are not allowed at any time in the school, on field trips. Or on casual days.

- Head coverings of, bandannas, kerchiefs, or head bands
- Hats or Visors are NOT to be worn indoors
- No jewelry such as neck chokers, earrings other than small metal stud type (girls only and not more than one in each ear), No bracelets, anklets or fashion necklaces
- Apparel that has metal spikes, studded collars, studded wristbands, studded belts or hardware chains
- Halter tops, spaghetti-strap tops, mini-dresses, half skirts, tube tops, muscle shirts, sheer blouses or tops, mesh tops, low cut blouses, blouses or tops that expose the midriff are not appropriate school dress
- Shirts, hats or other objects of clothing worn by students that have evil or profane sayings, words or pictures printed on them will not be permitted

## WCA's Administrative Structure

WCA is a fully functioning school that operates from Kindergarten to Grade 12. Woodstock Christian Academy childcare is a subsidiary ministry of WCA Inc. The administrative structure is as follows:



## Complaint and Grievance Procedures

Woodstock Christian Academy and Woodstock Christian Academy Childcare is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that all children should be taught to accept the responsibility to "walk honourably before all men." Children enrolled at all WCA programs must at all times conduct themselves in such a way that honours God. If your student does come home complaining about a policy or discipline, please consider following this procedure.

1. Give WCA staff the benefit of the doubt.
2. Realize that your student's reporting could be emotionally biased and may not be an accurate description of actual events.

Communication is very important to us here at WCA. We feel as though we should have a team approach in helping your child to become the best person they can be. Please feel free at any time to contact the office to make an appointment to speak with us regarding any issues you may feel arising. As WCA is a Christian Ministry Organization, we expect that all issues arising from the everyday operation of our programs be handled following the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles – always presenting a united front. Any issues that arise that cannot be handled at the administrator level will be referred to the WCA board of directors. The WCA board of directors will then handle the issue using binding arbitration to resolve all potential claims, disputes, or causes of action brought to them.

## Mandatory Parent Involvement Committees

The strength of WCA lays to a great extent in the parents' involvement in general school activities. We must all work together to provide the best possible education for our students. From that cooperation, comes a real WCA team spirit. It is mandatory that each family either participates in or leads one of the

following committees. This will help to ensure we continue to offer your student the high quality of Biblical, character building education you have come to expect from WCA. Yearly, each family will need to sign up for one of the committees listed below.

- \*WCA Weekly Prayer group
- \*Hot Lunch Team
- \*Field Trip Committee
- \*Fundraising Committee
- \*Christmas Program Committee
- \*Activities & Events Committee
- \*Repairs & Cleaning Committee
- \*Volunteer Monitors & Tutors

If you have any specialized skills that you feel would be an asset to the education of the students at WCA, please let us know. We would be quite willing to fit a class time in for extra-curricular activities. Examples: woodworking, mechanics, sewing, cooking, painting etc.

### **Volunteers**

Any person 18 years or older (or high school students involved in working towards their 40 hours of community service) may be a volunteer. Parents and community members alike can offer their time and talents to supplement the effectiveness of the professional staff. The only requirement is being a Christian with a genuine concern for the WCA students and their schooling.

Volunteers render a much-appreciated service to the school and must submit a Criminal Police Check to the school office and go through a screening process before volunteering in the school.

### **WCA School Supplies**

Most day to day school supplies are covered by a student's tuition however, parents are responsible to provide the following school supplies:

#### **All WCA students need:**

- Knapsack & lunch bag – Must be brought each day to school
- Plastic water bottle 500 ml or less – Must be brought to school each day
- 1 pair of indoor shoes that will be left in the building for the student to wear during the school year, preferably sneakers or shoes that are non-marking on tile floors.

#### **Grades Four to High School (as above plus)**

- Personal Bible (Must be the King James Version)

#### **Grades Seven to High School (as above plus)**

- Personal Calculator (scientific)
- Geometry Set
- For Students taking Geometry and Trigonometry a graphing calculator is needed

## *The T.R.I.P. Program & How Costs Are Covered at WCA*

Tuition and fees cover only about 65% of what it actually costs to educate a student here—leaving an unfunded gap of about 35% for every student. Tuition does not cover program enhancements or facility improvements—it just helps keep our school running. This means that every student at WCA actually receives a substantial form of tuition assistance.

We depend upon all parents' involvement in fundraising activities to fund the remaining 35%. This difference between tuition and actual cost is made up through our fundraising events and letter appeals to our current families, alumni families, friends, businesses and churches. Your direct participation in responding to these appeals and actively supporting the fundraisers are crucial to this school's ability to succeed. This is a parent-sponsored school that cannot continue its educational ministry to students without the meaningful, sacrificial support of our parents and donors. We are not eligible for direct government funding of any kind, nor do we desire it for a number of reasons. Our tuition rates are one of the lowest in Canada for Private Christian Education. We work very hard to keep it that way. We know that the education of your children does not cost, it pays because you are investing in your children's future. As a registered charity with the Canada Revenue Agency we are able to give you tax receipts for a portion of your suggested tuition donation amount. Our T.R.I.P. program or simply our Tuition Reduction Incentive Program is a way to help families afford to cover the cost of their tuition. With the exception of our childcare and preschool employees our staff is entirely made up of volunteers. We use tuition to pay for the actual school expenses such as mortgage, heat, lights, internet, insurance etc. These costs do not change and that is the reason we do fundraisers during the year to help fund this program. We understand that tuition can sometimes seem expensive and we have always tried to do our best to help each family out based on an individual's ability to pay. That is why we have created the T.R.I.P. program, as a way for you to reduce your tuition (excluding curriculum, registration fees and diagnostic testing) however there are some rules to this program:

For example if you have two children attending WCA, you can earn up to \$287 off your monthly tuition. If you have one child attending WCA you can earn up to \$150 off your monthly tuition. If your family is using the TRIP Program here is the list of requirements that **must** be met to qualify for the TRIP Program:

### Per Child in the TRIP Program

1. Must pay a minimum amount pre authorized by the school board based on a families gross yearly income at the first of every month
2. Must volunteer 10 hours/month at the school. This can be during school or after hours as scheduled with the administration.
3. Must assist in fundraising a min. of \$1,500 per year after product cost (selling Chocolate bars, Vessey's seeds, etc.). We will assist you in finding ways to raise the funds.
4. Must volunteer at a minimum of 5 fundraiser functions that the school puts on during the year.

If at any time these qualifications are not met then the Child will be removed from the TRIP Program and will be required to pay full tuition of \$300/month.

For every hour you are willing to volunteer in our school we will give you an \$11.00 per hour credit towards your child's tuition. Some of the areas we need volunteer help in are Janitorial, Hot Lunch, Tutoring and Mentoring, arts and crafts, Phys Ed etc. All volunteer hours must be spent during school hours or in the case of janitorial work, directly after school hours or according to a pre-set time period with the school administration. All volunteer hours must be scheduled with the school administrator in advance and a schedule will be drawn up. All volunteers must have completed the volunteer training and have provided an RCMP criminal background check. We hope that this program will help you in some way.

***Thank you for supporting Woodstock Christian Academy!***

Proverbs 22:6 **“Train up a child in the way he should go: and when he is old, he will not depart from it.”**

## WCA Parent Commitment Form

I, \_\_\_\_\_ (*print name*) declare that I have read and understood the WCA Childcare Parent Handbook and purpose to fulfill the rules and obligations set forth in it. I understand that Respect for God and others is a vital aspect in the community of WCA. I understand and agree that any attitude of disrespect shown towards the programs, it's policies or procedures, those in authority, and/or property of others is considered a Breach of Conduct and will be dealt with in an appropriate manner, which may ultimately result in the loss of privilege for my child to attend this program.

We at Woodstock Christian Academy Inc. reserve the right to make changes and amendments in our policies at any time by the action of our governing body, without prior notice. We will be responsible for one written notice following the necessary change.

It is our desire at WCA to keep the tuition fee increases as low as possible but because future economic conditions cannot be projected an increase may be required.

In the area of discipline, we at WCA reserve the right to suspend or expel a child whose behavior ON or OFF campus is disruptive, illegal, harmful to others, or jeopardizes the reputation of the school.

We at WCA reserve the right to search book bags, gym bags, brief cases, or desks without prior notice, for fire safety, health concerns, or whenever a violation of a rule is suspected.

We at WCA reserve the right to reject any new applicant that does not meet our entrance criteria.

Signing this WCA Commitment Form implies your understanding, agreement, and intention to comply with the policies, rules and regulations set forth.

\_\_\_\_\_

Signature of WCA Parent/Guardian

\_\_\_\_\_

Signature of WCA Inc. Administrator

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

May GOD Richly Bless You This Year as you attend Woodstock Christian Academy's programs.