

# Paramount Christian Academy Student/Parent Handbook 2017-2018 School Year

*Real Hope, Real Lives, Real Future*



“Direct your children onto the right path, and when they are older, they will not leave it.”

Proverbs 22.6 NLT



# PARAMOUNT Christian Church & Academy

Jeff Adams-Pastor; Amy Goodwin- Principal- ; Jennifer Tucker Vice Principal

## **Student/Parent Handbook 2017-2018 School Year**

### **School Contact Information:**

Amy Goodwin, Principal  
Jennifer Tucker, Vice Principal  
3816 College St SE  
Lacey, WA 98503  
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Cell: 360-878-3915  
Fax: 360-438-9274

[amy@paramountchristian.org](mailto:amy@paramountchristian.org)

[www.paramountchristianacademy.org](http://www.paramountchristianacademy.org)

### **Teachers**

Mr. Adams	Pastor; Dean of Students
Mrs. Goodwin	Principal
Mrs. Tucker	Assistant Principal
Mrs. Chavez	Preschool Pre-Kindergarten
Miss Keese	Preschool Pre-Kindergarten
Mrs. Adamson	Kindergarten
TBA	First Grade
Miss Perez	Second Grade
Ms. Balesteri	Third-Fifth Grade
Mrs. Chavez	After School Program Director
Ms. Fraley	Before and After School Program
Mrs. Spooner	After School Program
TBA	Before and After School Program

### **Directions:**

**From I-5 Heading North:** Take exit 109, turn left onto Martin Way, turn left on College Street, approximately 3 miles. Just south of Komachin Middle School on the left hand side.

**From I-5 Heading South:** Take exit 109, turn right onto Martin Way, turn left on College Street, approximately 3 miles. Just south of Komachin Middle School on the left hand side.

### **Hours of Operation:**

#### **Private School**

Preschool/Pre-Kindergarten  
Monday-Friday Morning Session 8:30-11:30 am; Afternoon Session 12:00-3:00pm  
Private Kindergarten-Fifth Grade-Monday-Friday 8:30am-3:00pm

#### **Public School and Extended Care:**

Before and After School Program  
Monday-Friday 5:30– 8:15 am and 2:40-6:30 pm

#### **School Mascot and Colors**

Our school mascot is a Lion! Our school colors are burgundy and white.





# Welcome to Paramount Christian Academy!

We are blessed to have your family join us for the 2017-2018 school year!

PCA represents the following:

## **Our Commitment to You**

PCA is committed to providing a unique Early Childhood Education experience for each and every child using a Christian-based curriculum. Our mission is to capture the “whole child” approach of teaching, by looking at each individual child’s: physical, intellectual, language, emotional and social experiences, then using this information to build a strong educational foundation.

## **Mission Statement**

We believe God has a plan for all of us and it is our job to create an educational program that offers Real Hope, Real Values, and a Real Future for the children in our community. Teaching Christian values in a stimulating, exciting, and nurturing atmosphere will help children understand how they can make a difference in our world.

## **Parent Involvement**

We will have several events throughout the year for parents, families and friends to get plugged in and stay connected! Some of our events include: Parent’s Night Out, Field Trips, Holiday Events, Thanksgiving Feast, Christmas Program, Providing Snacks, and Volunteering in the classroom (check with your child’s teacher for specific information regarding time spent volunteering in the classroom).

## **Statement of Faith**

- Paramount Christian Church and Academy is a nondenominational fellowship of believers who have no creed but Christ, no book but the Bible, and wear no name but Christian.
- We believe that Christ is the head of His Church and therefore every Christian is a part of that body.
- We do not believe that we are the only Christians, but earnestly strive to be Christians only.
- We seek to speak where the Bible speaks and remain silent where the Bible is silent.
- We take the Bible and the Bible alone as our only rule of faith and practice.



**Preschool/Pre-Kindergarten**

(Ages 3–5 years old)

**Morning and Afternoon Sessions- 8:30 – 11:30am; 12-3pm**

The curriculum offered in these sessions is called, “A BEKA Book- *Excellence in Education from a Christian perspective.*” We will be using the K4 Christian School curriculum: Readiness Skills, Bible Activity Book, ABC-123, Writing and Phonics, and This program will help each student prepare for Kindergarten!

**The concepts for teaching our students include:**

- Letters
- Shapes
- Numbers
- Ordinal Numbers
- Colors
- Hands-on Learning
- Outdoor Activities
- Fun Food Facts
- Dramatic Play
- Circle Time
- Math
- Language
- Science
- Art
- Social Studies
- Reading and Writing
- Blocks
- Music and Movement
- Sensory Table
- Physical Development
- Mental Build: Concentration, Imagination and Creativity
- Emotionally Develop: Compassion and Caring
- Social Boost: Language Skills, Sharing and Self-esteem
- Spiritually Learn How to Love God and Others
- Introduction to Spanish
- Introduction to Sign Language
- Exploring Bible Stories Through the Senses: See It, Touch It, Do It, Sing It, Taste It, Hear It



**Mrs. Chavez and Miss Keese  
Preschool/Pre-K AM Daily Schedule:**

- 08:15-08:30 Arrival (Table Activities/Centers)
- 08:30-09:00 Circle Time, Bible Story, Calendar, Weather
- 09:00-09:15 Music and Movement
- 09:15-09:30 Snack
- 09:30-10:00 Centers– Art, Blocks, Books, Dramatic Play, Computer Lab
- 10:00-10:30 Language, Reading and Writing
- 10:30-10:50 Playground
- 10:50-11:20 Science, Math, Spanish and Sign Language
- 11:20-11:30 Reading Stories



**Miss Keese Preschool/Pre-K AM Daily Schedule:**

- 12:00-12:15 Arrival (Table Activities/Centers)
- 12:15-12:35 Circle Time, Bible Story, Calendar, Weather
- 12:35-12:50 Music and Movement
- 12:50-01:05 Snack
- 01:05-01:35 Centers– Art, Blocks, Books, Dramatic Play, Computer Lab
- 01:35-02:05 Language, Reading and Writing
- 02:05-02:25 Playground
- 02:25-02:50 Science, Math, Spanish and Sign Language
- 02:50-0:300 Reading Stories
- 03:00 Dismissal






**Private Kindergarten-Fifth Grade**

**Monday- Friday from 8:30am –3:00pm.**

PCA offers a complete elementary school; Kindergarten-Fifth Grade. Our maximum class size is 1 teacher to 14 students; almost half the size of a public school classroom setting. With such small class sizes teachers are able to assess and fully meet each student at their individual learning level.

Our school goals are to help create an educated self-confident student who feels both love and respect for God, themselves, and others.

<p><b><u>A Beka Curriculum:</u></b></p> <p>*Math                    *Reading/Phonics                    *Science          *Art                      *Social Studies                       *Music          *Cursive                *Writing                                 *Bible</p> <p><b><u>Handwriting Without Tears (K only):</u></b>          *Uppercase Letters                 *Lowercase Letters                 *Numbers          *Sentence Structure               *Roll A Dough                       *Mat Man</p> <p><b><u>Physical Education:</u></b>          *Healthy- Bodies                    *Emotions                               *Self Awareness          *Body Image                         *Minds</p> <p><b><u>Smartboard:</u></b>          *A fully interactive white board   *Engaging          *Easy to Use                         *Access to Different Types of Media</p> <p><b><u>Calico Spanish:</u></b>          *Alphabet                    *Numbers                               *Action Verbs          *Commands                   *Adjectives                           *Manners          *Animals                       *Food                                    *Clothes and Colors</p> <p><b><u>IXL Computer Program:</u></b>          *Phonics                    *Basic Reading          *Math Skills                   *Interactive Games</p> <p><b><u>Signing Time:</u></b>          *Letters                       *Numbers                               *Animals          *Characters                   *Basic Phrases                       *Expressions</p>	<div style="text-align: center;">  </div> <p><b>Miss Perez' 2<sup>nd</sup> Grade Schedule</b></p> <p><b>08:30-09:00</b> Morning Work, Pledge of Allegiance, Bible, Sight Words  <b>09:00-10:00</b> Phonics and Reading Groups  <b>10:00-11:00</b> Calendar and Math  <b>11:00-11:30</b> Recess  <b>11:30-12:00</b> Lunch  <b>12:00-12:20</b> Read Aloud  <b>12:20-12:50</b> Writing  <b>12:50-01:30</b> Art (M), PE (T), Music (W), Computer (TH), Opportunity Time (F)  <b>01:30-02:00</b> Science/Social Studies  <b>02:00-02:30</b> Snack/Recess  <b>02:30-02:50</b> Sign Language/Spanish  <b>02:50-03:00</b> Pack Up and Dismissal</p>
<div style="text-align: center;">  </div> <p><b>Mrs. Adamson's Kindergarten Daily Schedule</b></p> <p><b>08:30-09:00</b> Pledge of Allegiance, Morning Work, Calendar, Bible Time  <b>09:00-10:00</b> Sight Words / Phonics / Reading  <b>10:00-10:15</b> Brain Breaks  <b>10:15-11:00</b> Math  <b>11:00-11:30</b> Recess  <b>11:30-12:00</b> Lunch  <b>12:00-12:15</b> Read Aloud  <b>12:15-12:45</b> Writing  <b>12:45-01:15</b> Art (M/W), Computer lab (T), Music (Th.), Opportunity Time (F)  <b>01:15-01:30</b> P.E.  <b>01:30-02:00</b> Science / Social Studies  <b>02:00-02:30</b> Snack / Recess  <b>02:30-02:50</b> Sign Language / Spanish  <b>02:50-03:00</b> Clean Up, Pack Up, Dismissal</p>	<div style="text-align: center;">  </div> <p><b>Ms. Balesteri 3rd-5th Grade Schedule</b></p> <p><b>08:30-09:00</b> Greetings! Prayer, Pledge of Allegiance, Calendar, Sight Words, Number of Days, Bible Verse  <b>09:00-10:00</b> Phonics/Reading  <b>10:00-11:30</b> Math  <b>11:30-12:00</b> Lunch  <b>12:00-12:30</b> Recess  <b>12:30-12:45</b> Spanish  <b>12:45-01:00</b> Sign Language  <b>01:00-01:30</b> Social Studies/Science: God's World  <b>01:30-02:00</b> P.E. (MWF) Music (T TH)  <b>02:00-02:30</b> Writing  <b>02:30-03:00</b> Computer Lab (MWF) Art (T Th)  <b>3:00</b> Dismissal</p>



## **Before and After School Age Program**

**Monday- Friday from 5:30am-8:15am & 2:40pm –6:30 pm.**

PCA offers a variety of services for our before and after school programs:

- Before/after school only
- Before and after school
- NTPSD Early Release (11:10, 11:25, 11:40)
- NTPSD ACT Release (1:25, 1:40, 1:55)
- No school day (i.e. no school due to snow)
- Drop-in care (upon availability)

**We provide transportation to and from the following Elementary Schools:**

\*Chambers Prairie

\*Horizons

\*Mt. View

\* Woodland

\*Lakes

## **Morning School Program Daily Schedule:**

**5:30-8:15am** Independent study time, tutoring assistance with homework, student initiated activities, breakfast available until 8am.

## **Afternoon School Program Daily Schedule:**

**Students are placed into groups with a Teacher. They will rotate with this teacher and their group throughout the afternoon. Listed below is the activities that will be offered:**

Snack, Homework/20 min School Required Reading, PE/Organized Outside Activities, Creative Art/Cooking/ Science Projects, Board Games/Drama/Theater, and Students Initiated Activities

## **Cultural Awareness Activities**

PCCA offers monthly cultural awareness classes and activities. These classes include guest speakers on worldwide missions, a variety of information on different ethnic groups, cooking and tasting classes, studying cultural values, and customs, etc.

## **Religious Activities**

PCCA is a Christian based organization; while we respect other religions, we will study about the Lord Jesus Christ. We will not discriminate against families with other religious beliefs, however, this will not be taught to our students. Parents/Guardians are given the right to refuse having the student participate in an event or activity. PCCA recognizes and observes all federal holidays and does not participate in secular holidays (i.e. Easter, Halloween, etc).

## **Fundraising**

Parent's Night Out is our school fundraising program; as well as, a community outreach event. We don't ask families to sell items, candy, etc. Instead we offer parents and students an opportunity to take advantage of having a night of fun; every other month on a Friday night. Anyone you know who would benefit from this can come; they don't have to be enrolled in a PCCA program (infants-6th grade)! We ask and invite your family and friends to play an active roll in helping our school raise money by participating in these events!





## **Open Communication Plan with Parents/Guardians**

PCCA's goal is to always have an open line of communication with our families. In order to adhere to this each Teacher may be contacted by:

- A phone call (360-878-8915)
- Face to face interactions
- Email

In addition, the Principal may be reached by phone (360-878-8915) or (360-878-3915 text messages), in person, or email at [amy@paramountchristian.org](mailto:amy@paramountchristian.org).

Parent/Teacher Conferences will be conducted twice a year in November and April for Preschool-Fifth grade students. The Before and After School Program students will receive a progress report.

If a student has any specific accommodations, please address this with their Teacher.

## **Non-discrimination Policy**

PCCA does not discriminate in the enrollment of students based on race, color, religion, gender, national origin, political beliefs, or ADA; as rendered by the state and federal laws. Enrollment of students will be on a first come, first served basis.

## **Confidentiality Policy**

All student records are stored in a locked secure location. PCCA adheres to the following WAC 170-297-2025 guidelines, which states, "A copy of health records and emergency contact information will be secured in a confidential manner and accessible to staff in case of an emergency." Upon written request, a copy of the child's written records may be available to parents or guardian." PCCA requires a 72 hours notice for these documents.

## **Tuition and Fees**

- An annual non-refundable application fee of \$125 (Preschool/Pre-Kindergarten), \$200 (Private Kindergarten-Fifth Grade), and \$100.00 (Before and After School) is due upon enrolling my child in a PCCA program.
- **Tuition is due on the 25th of the month prior** to my child attending PCCA. A grace period will be granted to the FIRST day of the current month. If I pay after the first a \$25.00 late fee will be assessed to my account and my child will be dis-enrolled from their program until my balance has been paid in full.
- I realize my contract with PCCA is for the 2017-2018 school calendar year. I am responsible for turning in all required paperwork upon enrolling my child in a PCCA program. I understand I am responsible for paying the entire yearly/monthly tuition; in the event my child becomes ill, is on vacation or any other circumstances that may arise and my child is not in attendance.
- I understand I will not receive a credit, reimbursement or refund from the school should my child be absent on a scheduled attendance day, should I leave a PCCA program without notice, the school closing due to inclement weather, power outages or any other unforeseen circumstances.
- If a check is returned to PCCA for Non Sufficient Funds a \$25.00 return check fee will be accessed to my account.
- A late fee of \$1.00 per minute, per child, will be charged to my account if I pick up my child late from their scheduled class time, 11:30 am, 3:00 pm, and 6:30 pm.
- I give permission for my child to attend field trips off the premises of PCCA (including transportation) and will pay an additional fee if necessary.
- A two week written notice is required for terminating services with PCCA and I will still be responsible for the remainder of my child's school year tuition (exception- PCS orders).





### **Parents/Guardians are required to provide the following:**

\*Application Form \*Enrollment Form \*Current Immunizations \*Tuition \*Current contact information must be provided at all times (i.e, address, phone number, emergency contact, etc. changes).

### **Drop off and Pick up Procedures**

**Preschool/Pre-Kindergarten Morning Session** drop off time is between 8:15am-8:30am, If a student arrives to school after 9:00am you **MUST** sign and check them in through the office before going to class. If a student needs to be picked up from school during school hours 8:30am-11:30am, the parent must check in with the office prior to pick up. All students **MUST** be picked up at 11:30am, when class is dismissed. A late fee of \$1.00 per minute, per student, will be added to your account should a student be picked up after 11:30am.

**Preschool/Pre-Kindergarten Afternoon Session** drop off time is 12:00pm, if a student arrives to school after 12:15pm they must sign and check in with the office before going to class. If a student needs to be picked up from school during school hours 12:00pm-3:00pm, the parent must check in with the office prior to pick up. Students **MUST** be picked up at 3:00pm, when class is dismissed. A late fee of \$1.00 per minute, per student, will be added to your account should a student be picked up after 3:00pm.

**Private Kindergarten-Fifth grade** drop off time is between 8:15am-8:30am, if a student arrives to school after 9:00 am they must sign and check in with the office before going to class. If a student needs to be picked up from school during school hours 8:30am-3:00pm, the parent must check in with the office prior to pick up. Students **MUST** be picked up at 3:00pm, when class is dismissed. A student may be enrolled in the PCCA Before (5:30am-8:15am) and/or After (3:00pm-6:30pm) School Program for an additional fee. A late fee of \$1.00 per minute, per student, will be added to your account should your child be picked up after 3:00pm or 6:30pm, which ever program the student is enrolled in.

**Before School Program** drop off time is between 5:30am and 8:15am. Students will then be transported to their school via vans (if they don't attend PCCA's private school). A designated PCCA employee will sign the student out of PCCA care once they go to school.

**After School Program** pick up time is between 2:40pm-3:10pm arriving back to PCCA at 3:20pm. A designated PCCA employee will sign each student into PCCA care once they arrive. Students **MUST** be picked up no later than 6:30pm. A late fee of \$1.00 per minute, per student, will be added to your account should a student be picked up after 6:30pm.

**Any person picking up a student from a PCCA program must have WRITTEN permission from the parent/guardian of the student. They must be over the age of 18 and have photo ID.**

### **Media Usage**

Children will be exposed to the media (i.e. usage of television, computers or internet) in the sole purpose of engaging in educational benefits, curriculum or activities.



## **Student Attendance**

Call and notify the school by 8:15am, if the student will absent for the day.

### **Private Kindergarten-Fifth Grade ONLY:**

PCCA follows the guidelines set forth by OSPI (RCW 28A.225) regarding student attendance. Total absences including excessive excused or unexcused absences/tardiness will be addressed with a parent/guardian using the following steps.

#### **Step 1. Five days** (year to date)

Students attendance will be reviewed and monitored.

#### **Step 2. Nine days** (year to date)

A letter will be sent home to parent/guardian reminding them the student needs to be in school and how the excessive absences are impacting the students learning.

#### **Step 3. Twelve days** (year to date)

A second letter will be sent home to parent/guardian requesting a conference. A copy of the **RCW 28A.225** will be attached to this letter, explaining the truancy law.

#### **Step 3. Twenty days** (year to date)

A third letter will be sent home to parent/guardian, requesting a conference. A copy of the RCW 28A.225 will be attached to this letter, explaining the truancy law. In addition, the parent/guardian will need to provide A Health Care Provider verification form with detailed information as to why the student (medically) has been absent from school. A truancy petition form may be initiated, per Washington State Law.

## **Vacation Policy**

PCCA requires a written two week notice when a student will be on vacation. There is no tuition credit or reimbursement for vacations.

## **Weather Conditions and School Closures**

PCCA will do everything possible to be open regular school hours. In the event weather conditions (i.e. snow or ice), natural disasters, earthquakes, power outages, etc. PCCA will determine whether or not students safety will be at risk attending school. If PCCA is unable to open on time or close school for the day, notification to parents may be made through text messaging, email, or PCCA's answering machine.

## **Code of Conduct**

When students are at school they are expected to follow these code of conduct guidelines. It is PCCA's goal to help students display a Christ-like attitude and be respectful towards Teachers and other students, be responsible for their words and actions, make safe and wise choices, be honest (no lying, cheating, stealing), follow directions and abide by classroom rules as set forth by the PCCA Teacher.



### **Guidance and Discipline Policy**

All PCCA Teachers are trained on the following guidance and disciplinary standards. Each Teacher is committed to: providing a safe Christian environment, helping each student succeed in all aspects of the school, and be available to any student who needs their assistance.

PCCA Teacher's may use one or more of the following corrective action methods when disciplining a student (these guidelines will be addressed with all students to ensure they are knowledgeable on the expectations of their behavior): Redirecting a student to a different activity, thinking strategically by planning ahead to prevent a problem from occurring, encouraging appropriate behavior through role modeling expectations, explaining consistent clear rules, assisting students in problem solving (by showing them different techniques), and educating a student (allow them to choose from suggested consequences for their actions).

Restraining a child:

A parent will be notified once a Teacher has implemented a variety of corrective action methods and deem the student is unsafe to be around other students or Teachers.

Teachers are prohibited from the following discipline actions (WAC 170-297-6025): "Using profanity, obscene language, "put downs," cultural, or racial slurs, have angry or hostile interactions, use name calling or make derogatory, shaming, or humiliating remarks, or use or threaten to use any form or physical harm or inappropriate discipline, such as, but not limited to: spanking children, biting, jerking, kicking, hitting, shaking, pulling hair, pushing, shoving, throwing a child, inflicting pain or causing humiliation as a punishment."

Corporal Punishment is prohibited at all times.

### **Reporting Suspected Child Abuse and Neglect**

PCCA Teachers are required by Washington State Law to report any suspected child abuse or neglect. Reporting an incident includes, but not limited to, contacting Department of Social and Health Services, Child Protective Services or Law Enforcement (WAC 170-297-2300; RCW 26.44.030). Confidentiality of the Teacher will be protected.

### **Complaint Procedure**

Should you have a concern about your child's progress, behavior, academic milestones, etc. please speak with their **Teacher first**. If you are not satisfied with this outcome, the next step is to contact the Assistant Principal or Principal via verbal, phone, or email communication. If you have addressed your complaint with the Assistant Principal and Principal and are not satisfied with the outcome, please contact the PCCA Pastor; Dean of Students at 360-491-7372 or [jeff@paramountchristian.org](mailto:jeff@paramountchristian.org).

### **Nonsmoking, Drug and Alcohol Policies**

PCCA prohibits Teachers, students, or any other persons to be under the influence or use of tobacco, marijuana, illegal drugs and/or drugs that cause impairment, and/or alcohol on any property or event hosted by PCCA.

### **Threats, Violence and Weapons Policies**

PCCA has a No Tolerance Policy for threats, violence, or weapons. Any violation of this policy may include suspension, expulsion, and termination of a student's enrollment. This determination will be at the discretion of the Principal. Depending on how serious the allegation, authorities may be contacted.



### **Off-site Field Trip Requirements**

PCCA requires written parent approval for all field trips when a student is leaving the property of PCCA. The contact phone number when on a field trip is 360-878-3915. A designated PCCA employee will be placed in charge during the field trip and parents will be notified in advance of this employee. All Washington State Laws for Teacher to student ratio will be adhered to on a field trip.

### **Transportation Requirements**

PCCA follows all state and federal laws applying to student passenger restraint requirements (RCW 46.61.687). A copy of each student's enrollment form will be accessible to a PCCA employee when transporting students. Routine vehicle maintenance and operating condition inspections are maintained on a regular basis and the vehicle maintenance record is available upon request. A valid appropriate driver's license to drive any given transportation vehicle (i.e. van, bus, etc.) is required. PCCA maintains a current insurance policy that covers the driver, the vehicle, and all occupants. PCCA is required to take attendance of each student's arrival and departure in a PCCA vehicle. Each student will be accounted for by a PCCA employee and never left unattended on a vehicle. PCCA will follow all state and federal laws regarding Teacher to student ratio and capacity guidelines in a vehicle.

### **Staffing Plan**

Washington State has a minimum Teacher to student ratio as listed below:

#### **Preschool/Pre-Kindergarten**

State: 1 Teacher to 10 Students, PCCA ratio: 1 Teacher to 7 Students

#### **Kindergarten-Fifth**

State: 1 Teacher to 30 Students, PCCA ratio: 1 Teacher to 14 Students

#### **Before and After School Program**

State: 1 Teacher to 15 Students, PCCA ratio: 1 Teacher to 15 Students

### **Access to Teacher Training and Professional Development Records**

Upon written request, a copy of a Teacher's training and professional development records may be available to parents/guardians. PCCA requires a 72 hours notice of these documents.



## **Food Service Practices**

PCCA follows the USDA CACFP food service guidelines.

### **Breakfast 5:30am-8:00am:**

Milk (1 cup), a vegetable, fruit or juice (1/2 cup), a grain or bread (1 slice bread, 3/4 cup cereal, hot cereal 1/2 cup, pasta or noodles 1/2 cup)

### **Lunch (K-Fifth grade) 11:30am– 12:00pm:**

Milk (1 cup), meat or meat alternative (measurements based upon what is served portion sizes include 1 oz, 1/2 cup, 4 Tbps, 2 oz, 8 oz), a vegetable, fruit or juice (3/4 cup), a grain or bread (1 slice bread, 3/4 cup cereal, hot cereal 1/2 cup, pasta or noodles 1/2 cup)

Monthly lunch menus are provided in advance. If a student brings a lunch from home it **MUST** meet the USDA guidelines listed above under the lunch section. If the guidelines are not met, PCCA by law, will supplement any food requirements.

### **Snack 3:30pm– 4:30pm:**

2 of the 4 following components shown– milk (1 cup), meat or meat alternative (measurements based upon what is served portion sizes include 1 oz, 1/4 cup, 1/2 cup, 2 Tbps, 4 oz), vegetable, fruit or juice (3/4 cup) grains or breads (1 slice bread, 3/4 cup cereal, hot cereal 1/2 cup, pasta or noodles 1/2 cup)

Breakfast and snacks: students are able to choose from a variety of food from each category listed. It is mandatory for a student to choose food from each category; as required by the USDA food guidelines.

Some foods may trigger an allergic reaction. According to the USDA food guidelines the eight leading causes of food allergies are milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybeans. Please be cautious of these food items. **Due to life threatening allergies, PCCA is a PEANUT AND TREE NUT FREE facility.**



## Health Care and Emergency Preparedness Policies

### **Fire Evacuation Plan Procedure:**

In the event that smoke and/or fire is discovered inside the PCCA building or the fire alarm sounds, a PCCA employee will follow the steps listed below:

1. Sound the fire alarm located in the hallway.
2. A designated PCCA employee will exit the students out the nearest outside exit. The employee will lead the students (assisting non-ambulatory students) to the parking lot area and gather by the fence near the pond. Another designated PCCA employee will check all classrooms, bathrooms and any other areas a student may be in.
3. The designated employee who has exited the students to the safe outside location will take attendance and verify each student is accounted for. The designated employee who checked the building for students will call 911 once they have verified all students are accounted for. They will give detailed information including our address, cross street, and the location of the fire. They will stay on the line with dispatch until the report is complete.
4. A PCCA employee will fight a fire with a fire extinguisher should it be needed and their safety is not at risk.
5. Once the Fire Department has arrived on the scene the employee who contacted 911 will escort the Fire Department to the fire. This employee is responsible for giving the Fire Department information about the status of the students.
6. All students and employees will remain in the safe outside location until further instructions are given by the Fire Department or Principal. They will access the building to make sure it is safe for the students.
7. Parents will be notified by phone if a student needs to be picked up.
8. The fire evacuation plan is evaluated annually and proper updates/changes shall be determined as needed.

### **Injury or Medical Emergency Response and Reporting:**

As required by Washington State Law, PCCA will report any injury or medical emergency response to 911 or emergency services, Washington State Poison Control, Department of Health Services, Child Protective Services, Notifiable Conditions (communicable diseases) and an Injury/Incident Report will be given to a parent, where a signature is required on the form.

### **Medication Management and Policy:**

PCCA stores all medication in a locked cabinet, in the kitchen, inaccessible to students. If medication requires refrigeration, it will be stored in a locked container inaccessible to students. All medication to be administered by a PCCA employee, whether over the counter or physician prescribed, MUST be in its original container with the dosage and directions clearly defined. All PCCA employees are trained on administering medication and documented on the **PCCA Medication Log**. Before medication can be administered a **Medication Authorization, Policies and Procedures Form** must be completed, including Physician's written permission and instructions are required for any life-threatening situations and when medication is given using a device (i.e. epipen, inhaler, etc). Should any medication expire while located on PCCA premises, it will be disposed of appropriately or given back to the parent. Medication forms are available in the classrooms, as well as, the office.





## **Disaster Plan Procedure:**

Disasters that require evacuation:

1. A designated PCCA employee will exit the students out the nearest outside exit. The employee will lead the students (assisting non-ambulatory students) to the parking lot area and gather by the fence near the pond. Another designated PCCA employee will check all classrooms, bathrooms and any other areas a student may be in.
2. A designated PCCA employee will take the following items with them when evacuating students: first aid kit, student medication records, grab and go bags at the end of each hallway, and if applicable, individual student's medication.
3. The designated employee who has exited the students to the safe outside location will take attendance and verify each student is accounted for. The designated employee who checked the building for students will call 911 once they have verified all students are accounted for. They will give detailed information including our address, cross street, and the location of the disaster. They will stay on the line with dispatch until the report is complete.
4. Parents will be notified by phone if a student needs to be picked up.

Earthquake procedure PCCA employees will:

1. Remain calm and assist students in taking cover under the nearest table, or heavy furniture; or if outside stay away from the building, trees and power lines.
2. Speak clearly and calmly, reassuring students they are safe.
3. Remind students to remain in their location and not move until given permission by an employee.
4. Be alert for possible aftershocks.
5. Take attendance and verify each student is accounted for.
6. Check students for any injuries and administer First Aid/CPR as needed.
7. Flashlights are assessable and will be used if needed.
8. In the event we need to evacuate the premises our designated spots are Temple Baptist Church or Komachin Middle School (within walking distance).
9. A designated employee will call 911.
10. If an evacuation occurs and we are required to leave the premises you may call one of the following phone numbers: 360-878-3915 or 360-701-3027 or 360-280-8171 or 360-870-6986. We will contact these designated people and let them know where we have relocated.

Lockdown of the facility or shelter-in-place:

1. PCCA doors and windows remains securely locked at all times. During a lockdown (As used in this section, "lockdown" means to remain inside the PCCA facility when police or an official emergency response agency notifies the Principal or PCCA employee that it is unsafe to leave the facility or be outdoors during an emergency situation, WAC 170-297-2850), the students will remain in their classrooms, away from the window. In addition, depending on the situation, students may be directed to a safe place in the hallway. A lock down means no person may enter or leave the building. Students will not be released to a parent/guardian until the lockdown has been lifted.
2. During "shelter-in-place" (As used in this section, "shelter-in-place" means an identified neighborhood location that the licensee or program staff must take the children to during an emergency situation, WAC 170-297-2850), we will evacuate the premises and our designated spots are Temple Baptist Church or Komachin Middle School (within walking distance). Parents will be notified by phone once the Emergency situation is over and the safety of the students is no longer at risk.

As required by Washington State Law, PCCA will keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.

The disasters plan procedures are reviewed annually by PCCA employees; updates/changes are made if needed.

The Principal or designated employee is the appointed spokesperson for managing media relations.





## **Exclusion/Removal Policy of Ill Persons:**

A student, parent or PCCA employee will be excluded/removed from PCCA property should they be diagnosed with a communicable disease, as defined in WAC 246-110-010.

If a student becomes ill at PCCA a parent/guardian will be notified immediately and have **ONE HOUR** to make arrangements for the student to be picked up. The student will be removed from their classroom and placed in the Principal's office with a PCCA employee.

A student must be kept home if they have any of the following symptoms: Fever above 100.5 degrees (oral) 100 degrees (axially), earache, headache, sore throat, fatigue that permits the student from participating in regular activities, pink eye (Conjunctivitis), skin rash, diarrhea, vomiting, lice (nit free), runny noses (with green or yellow discharge), or flu like symptoms. **A student may return to school after they have been symptom free for over 24 hours**. In addition, there may be specific situations where a doctor's note may be required.

## **Reporting of Notifiable Conditions to Public Health:**

As required by Washington State Law, PCCA will report to the Thurston County Health Department of any notifiable conditions/communicable diseases as listed in WAC 246-110-010. Parents will be notified if a student has been diagnosed with a notifiable conditions/communicable disease within 24 hours.

## **Immunization Tracking:**

As required by Washington State Law, PCCA will keep track of each student's immunization status in accordance with WAC 246-105-060. It is the parent's responsibility to fill out and sign a CIS form and update records at the beginning of each new school year and throughout the school year, if new immunizations are given. A student claiming an exemption status for the following: medical, religious, philosophical or personal reason must have a signed copy of a COE form, and doctor's signature is required.

## **Infection Control Methods:**

Handwashing Procedure:

All students and employees will be trained on proper handwashing procedures; WAC 170-297-3625. A list of when handwashing is "required" can be found under WAC 170-297-3635.

Hand Sanitizers:

Hand sanitizers will not replace handwashing procedures. Hand sanitizers may be used when handwashing facilities are not available, i.e. on field trips or during an emergency or disaster.

Cleaning and sanitizing procedures including the sanitation method and products used:

PCCA will sanitize all toys on a weekly basis and more often if a toy has been in contact with another student's mouth or bodily fluids. WAC 170-297-3925 lists how often items must be sanitized i.e. kitchen, tables, carpets, etc. and the amount of disinfecting solution.



# PARAMOUNT Christian Church & Academy

Jeff Adams~ Pastor; Dean of Students; Amy Goodwin~ Principal; Jennifer Tucker~ Vice Principal

## Student/Parent Orientation Plan 2017-2018

### Tour of PCCA

PCCA is located in the Youth Center of Paramount Christian Church. This building is located behind the main church building (the second building from the parking lot). The PCCA entrance is through the double glass doors facing College Street. All PCCA doors remain locked during business hours to ensure the safety of all students. There is a door bell located on the right hand side of the double glass doors and will be used daily to alert a PCCA employee of a Parent/Guardian arrival. **A PCCA employee is the only one authorized to let a person into the facility.**

On a tour of the PCCA facility you will be shown the following:

- \*PCCA Youth Center- All classrooms
- \*Kitchen
- \*Bathrooms
- \*Playground/Field
- \*PCCA Office

### Introduction to PCCA Teachers

Mr. Adams	Pastor; Dean of Students
Mrs. Goodwin	Principal
Mrs. Tucker	Assistant Principal
Mrs. Chavez	Preschool Pre-Kindergarten
Miss Keese	Preschool Pre-Kindergarten
Mrs. Adamson	Kindergarten
TBA	First Grade
Miss Perez	Second Grade
Ms. Balesteri	Third-Fifth Grade
Mrs. Chavez	After School Program Director
Ms. Fraley	Before and After School Program
Mr. Mercer	After School Program
TBA	Before and After School Program

### Parent Visit With my Child's Teacher

PCCA provides an opportunity for parents/guardians and students to meet their teacher(s) prior to enrolling in their class. During this meeting parents/guardians and students will be introduced to the class schedule, curriculum program and the teachers goals/expectations for the school year; parents/guardians and students are encouraged to ask questions about the program and the teacher during this meeting.

### Student/Parent Handbook

A Student/Parent Handbook is given to each family when they enroll in a PCCA program. The parent/guardian will return the Student/Parent Handbook Sign Off Form, prior to the first day of the student starting class, stating they have read and understood PCCA policies and procedures.



# PARAMOUNT Christian Church & Academy

Jeff Adams~ Pastor; Dean of Students; Amy Goodwin~ Principal; Jennifer Tucker~ Vice Principal

## **Student/Parent Orientation Plan 2017-2018**

### Overview of Available Family Support Resources and Activities

- 1. Department of Early Learning** (Licensing)- 1-360-725-4665  
1-866-482-4325
- 2. Childcare Aware of WA** (Childcare Programs)- 1-800-424-2246  
1-866-278-9428
- 3. Child Protective Services** (Reporting Abuse/Neglect)-  
1-800-422-4453
- 4. Department of Social and Health Services** (Subsidy Program)-  
1-877-501-2233
- 5. Family Education and Support Services** (Family Assistance)-  
1-360-754-7629
- 6. Chinqually** (Soccer Program)- 1-360-456-2921
- 7. Lacey Parks and Recreation** (Activities for Kids in Lacey)-  
1-360-491-0857
- 8. YMCA** (Activities for Kids in Lacey)- 1-800-872-9622
- 9. Timberland Regional Library** 1-360-491-3860
- 10. CCA** (Military Assistance Program)- 1-800-261-6248

### Discussion of Expectations/Needs for my Child and Family

Parents/Guardians are encouraged to discuss with the Principal and their child's Teacher their academic expectations and/or special needs/requirements for the school year. PCCA employees will do their best to adhere to the special requests and expectations of each family. If your child requires any special or academic accommodations we request that you speak with your child's Teacher about this before your child starts school or notify the Teacher immediately if something occurs during the school year.

### Interpreter Available if Needed

If a PCCA student requires an interpreter to attend school, PCCA will allow this; providing the interpreter passes a PCCA background clearance check and the interpreter is provided by the Parent/Guardian.

### Opportunities for Extend Classroom Visits

PCCA encourages and welcomes parent interactions during the school year. Please speak with your child's teacher to see how we can plug you in and meet the needs of the students.