

Student/Parent Handbook 2021-2022 School Year



**Paramount
Christian
Academy**

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



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Contact Information

6646 Pacific Ave SE
Lacey, WA 98503

Phone: 360-878-8915

Visit us online at: www.paramountchristianacademy.org

Administration

Head of School

Amy Goodwin
Cell: 360-280-8171
amy@paramountchristianacademy.org

Principal

Shaena Adamson
Cell: 360-359-2083
adamson@paramountchristianacademy.org

Administrative Assistant

Jennifer Tucker
Cell: 360-701-3027
tucker@paramountchristianacademy.org

Teachers

<p>Preschool/Pre-Kindergarten Mrs. Chavez chavez@paramountchristianacademy.org</p>	<p>Second/Third Grade Mrs. Scarbrough scarbrough@paramountchristianacademy.org</p>
<p>Kindergarten Mrs. Herbias herbias@paramountchristianacademy.org</p>	<p>Fourth/Fifth Grade Mrs. Morin morin@paramountchristianacademy.org</p>
<p>Kindergarten/ First Grade First Grade Mrs. Schlee schlee@paramountchristianacademy.org</p>	<p>Sixth/Seventh/Eighth Grade Mr. Carle carle@paramountchristianacademy.org</p>
	<p>Before and After School Ms. Reynolds and Miss Stephens reynolds@paramountchristianacademy.org</p>



Hours of Operation:

Private Preschool/Pre-Kindergarten

Monday-Friday
 Morning Session 8:30-11:30 am
 Afternoon Session 12:00-3:00pm

Private Kindergarten-Eighth Grade

Monday-Friday
 8:30am-3:00pm

Before and After School Program

Monday-Friday
 5:30-8:30 am
 3:00-6:30 pm

Our campus

Paramount Christian Academy is graciously hosted by Lacey Bible Church.

For more information about the church:

Visit us online at www.laceybiblechurch.org or by contacting:

Lead Pastor Jeremy Mikkelsen jeremy@laceybiblechurch.org Cell: 360-515-1598	Associate Pastor Adam Conkle adam@laceybiblechurch.org Cell: 714-264-9931
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Directions

From I-5 Heading North:

Take exit 109, turn right onto Martin Way, after about 1 mile turn right on Kinwood Street. Then turn right on Pacific Ave and the church & school will be on the right.

From I-5 Heading South:

Take exit 109, turn left onto Martin Way, after about 1 mile turn right on Kinwood Street. Then turn right on Pacific Ave and the church & school will be on the right.





Welcome to Paramount Christian Academy!

We are blessed to have your family join us for the 2021-2022 school year!

Our Mission

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.

Our Commitment to You

We are 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.

Parent Involvement

Get plugged in and stay connected! Lead or join an Event Team!

- **We have so many options for:**
 - Parents
 - Relatives
 - Friends
 - Neighbors
 - Colleagues
 - Anyone
- **Events include (Organize or Volunteer):**
 - Parent’s Night Out (6:30pm – 11:30pm)
 - Movie Nights
 - Field Trips
 - Picture Days
 - Holiday Events
 - Fundraising
 - Special Guests
 - Olympia Junior Programs (OJP)
 - Mission Outreach Programs
 - Mission Trip (Middle School Students Only)
 - Color Run
 - Graduations



Statement of Faith- What We Believe:

Paramount Christian Academy is an independent, non-denominational, and non-profit Christian ministry, similar to our host church, Lacey Bible.

Paramount Christian Academy welcomes students from a variety of faith backgrounds and strives to respect and allows for a diversity of views. However, it is important for you to know where we are coming from.

Both the church and the school are founded upon the historical doctrines of the church, perhaps best summarized by the Apostles' Creed:

- We believe the Bible is inspired by God, without error and is the source of truth. This is the foundation of everything we believe.
- We believe in God, the Father Almighty, creator of heaven and earth.
- We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.
- We believe in the Holy Spirit, the holy universal Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
- We believe that faith— our personal response of belief apart from works— is the one and only means of receiving the free gift of eternal life in the Lord Jesus Christ.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible.

Additionally, Lacey Bible Church's formal statement of faith can be found online:

<https://www.laceybiblechurch.org/what-we-believe-teach/>



Preschool/Pre-Kindergarten Program

(Ages 3–5 years old-must be completely potty trained)

Morning Sessions
8:30am - 11:30am

Afternoon Sessions
12:00pm-3:00pm

Our maximum class size is 1 teacher to 10 students.

The curriculum offered in these sessions is called, "ABEKA 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. This program will help each student prepare for Kindergarten!

The concepts for teaching our students include:

<ul style="list-style-type: none"> ● Letters ● Shapes ● Numbers ● Ordinal Numbers ● Colors ● Hands-on Learning ● Outdoor Activities ● Fun Food Facts ● Blocks ● Dramatic Play ● Circle Time ● Math ● Language ● Science ● Art ● Social Studies ● Reading and Writing ● Music and Movement 	<ul style="list-style-type: none"> ● Sensory Table ● Physical Development ● Mental Concentration ● Imagination and Creativity ● Emotionally Develop: Compassion and Caring ● Spiritually Learn How to ● Love God and Others ● Social Boost: Language ● Skills, Sharing and ● Self-esteem ● 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
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Private Kindergarten-Eighth Grade

Monday-Friday from 8:30am –3:00pm

PCA offers Private Kindergarten-Eighth 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 will assess and fully meet each student at their individual learning level.

Our school's goal is to help create an educated, self-confident student, who feels both love and respect for God, themselves, and others.

<p>ABeka Curriculum:</p> <ul style="list-style-type: none"> ● Math ● Reading/Phonics ● Science ● Art ● Social Studies ● Music ● Cursive ● Writing ● Bible <p>Physical Education:</p> <ul style="list-style-type: none"> ● Healthy- Bodies ● Emotions ● Self Awareness ● Body Image ● Minds <p>Smartboard (K-1st):</p> <ul style="list-style-type: none"> ● A fully interactive white board ● Engaging ● Easy to Use <p>Smart TV's (2nd-8th)</p> <p>Signing Time (K-1st):</p> <ul style="list-style-type: none"> ● Letters ● Numbers ● Animals ● Characters ● Basic Phrases ● Expressions 	<p>Spanish:</p> <ul style="list-style-type: none"> ● Engaging ● Alphabet ● Numbers ● Action Verbs ● Commands ● Adjectives ● Manners ● Animals ● Food ● Clothes and Colors <p>Additional Resources:</p> <ul style="list-style-type: none"> ● Education.com ● Spelling Vocabulary City ● Google Classroom ● Scholastic ● Go Noodle (K-3rd) ● Starfall (K-3rd) ● IXL ● Teacher Pay Teachers
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Before and After School Age Program

Monday- Friday from 5:30am-8:30am & 3:00pm-6:30 pm.

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

- Before/after school only
- Before and after school
- Conference Weeks Early Release: (12:00pm)
- Drop-in care (upon availability)

Morning School Program Daily Schedule: 5:30am-8:30am

- Independent Study Time
- Tutoring Assistance with Homework
- Student-initiated Activities
- Breakfast brought from home

Afternoon School Program Daily Schedule: 3:00pm-6:30pm

- Homework/20 mins.
- School Required Reading
- Organized Outside Activities
- Creative Art/Cooking/ Science Projects
- Board Games/Drama/Theater
- Students Initiated Activities
- Snacks brought from home

Cultural Awareness Activities

- **PCA offers cultural awareness classes and activities for students which may include:**
 - Guest speakers on worldwide missions
 - Different ethnic groups
 - Cooking and/or tasting classes
 - Studying cultural values and customs

Religious Activities

PCA is a Christian based organization; while we respect other faiths and beliefs, we will study about the Lord Jesus Christ. We will not discriminate against families with other religious beliefs; however, they will not be taught to our students. Parents/Guardians are given the right to refuse having the student participate in an event or activity.



Fundraising

Parent's Night Out and Family Movie Nights are our regular school fundraising programs, as community outreach events. We offer parents and students an opportunity to take advantage of having a night of fun, on a Friday night. Anyone you know who would benefit from this can come; they don't have to be enrolled in a PCA program (infants-6th grade)! We ask and invite your family and friends to play an active role in helping our school raise money by participating in these events!

Open Communication Plan with Parents/Guardians

PCA's goal is to always have an open line of communication with our families. Listed below are the ways in which you can connect with your child's teacher and the Principal.

Teachers

- A phone call (360-878-8915- chose the number option for your child's teacher)
- Face to Face Interactions
- Email
- Brightwheel

Principal: Mrs. Adamson

- A phone call (360-878-8915- chose option 1)
- Cell: 360-359-2083
- Face to Face Interactions
- Email: adamson@paramountchristianacademy.org
- Brightwheel

Parent/Teacher Conferences will be conducted **October 25th – 29th and March 28th – April 1st** for Preschool-Eighth grade students. **Early Release each day at 12pm.** If you need care from **12pm-3pm** and you are **NOT** currently enrolled in the after-school program, the **drop-in rate is \$15 per day, per student.**

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

Non-discrimination Policy

PCA 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.



Tuition and Fees

- An **annual non-refundable** application fee of **\$200** (Preschool/Pre-Kindergarten), **\$500** (Kindergarten-Eighth Grade), is due upon enrolling my child in a PCA program.
- If I opt to **pay tuition for the entire school year in full by Sept 30, 2021**, I will receive a **5% discount**.
- If I opt for the **10-month** payment plan it will **automatically be withdrawn from my Brightwheel on the first day of the month starting Sept 1, 2021**, and final payment on **June 1, 2022**.
- If I pay **after** the 1st day of the month, I will receive a **\$25 late payment fee**.
- I realize **my contract with PCA is for the 2021-2022 school calendar year**.
- I am responsible for turning in all required paperwork upon enrolling my child in a PCA program.
- I understand I am responsible for paying the entire yearly/monthly tuition; even 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 PCA program without notice, the school closing due to inclement weather, power outages, covid or any other unforeseen circumstances.
- If a check has been approved by the Principal, as a form of payment, and is returned to PCA for Non-Sufficient Funds, a \$25.00 return check fee will be assessed 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 PCA (including transportation) and will pay an additional fee if necessary.
- A two-week written notice is required for terminating services with PCA, 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 (ALL ONLINE):

- Application Form
- Enrollment Form
- Medication form (if necessary)
- Parent Orientation Form
- Record Release Form (if your child went to a different school the previous year)
- Parent Handbook Sign Off Form
- **Current Immunizations**
- Tuition
- Current contact information (i.e., address, phone number, emergency contact, etc.).

Confidentiality Policy

All student records are locked and stored in the school office. PCA 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 guardians." PCA requires a 72-hr notice for these documents.

Drop off and Pick up Procedures

Preschool/Pre-Kindergarten Morning Session drop off time is between 8:15am-8:30am. **Your child will need to scan themselves in with their school ID card before you can leave them. This will take their temperature and attendance confirming they are at school.** If a student arrives at school after 9:00am, you **MUST** come inside with your child, have them scan in and then they can go to class. If a student needs to be picked up from school during school hours of 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. **Your child will need to scan themselves in with their school ID card before you can leave them. This will take their temperature and attendance confirming they are at school.** If a student arrives at school after 12:15pm, you **MUST** come inside with your child, have them scan in and then they can go to class. If a student needs to be picked up from school during school hours of 12:00pm-3:00pm, the parent must check in with the office prior to pick up. **All 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-Eighth Grade drop off time is between 8:15am-8:30am. **Your child will need to scan themselves in with their school ID card before you can leave them. This will take their temperature and attendance confirming they are at school.** If a student arrives at school after 9:00am, you **MUST** come inside with your child, have them scan in and then they can go to class. If a student needs to be picked up from school during school hours of 8:30am-3:00pm, the parent must check in with the office prior to pick up. **All students MUST be picked up at 3:00pm**, when class is dismissed. A student may be enrolled in the PCA Before (5:30am-8:30am) 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, whichever program the student is enrolled in.

Before School Program drop off time is between 5:30am and 8:15am. **Your child will need to scan themselves in with their school ID card before you can leave them. This will take their temperature and attendance confirming they are at school.**

After School Program pick up time is between 3:00pm-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 PCA program must have **WRITTEN** permission from the parent/guardian of the student. **They must be over the age of 18 and have a photo ID.**

Media Usage

Students 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 (ABSENT)

Call or send a Brightwheel message and notify the school by 8:15am if the student will be absent for the day.

Weather Conditions and School Closures

PCA will do everything possible to be open regular school hours. In the event of weather conditions (i.e., snow or ice), natural disasters, earthquakes, power outages, etc. **PCA will follow the North Thurston School District's decision on whether school will be on time, delayed, or canceled.** If PCA is unable to open on time or close school for the day, notification to parents may be made through text messaging, email, Brightwheel, or PCA's website.



Vacation Policy

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

Private Kindergarten-Eighth Grade ONLY:

PCA 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 student's learning.

Step 3. Twelve days (year to date)

A second letter will be sent home to the 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 the 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.

Code of Conduct

- **Students are required/expected to adhere to the following code of contact guidelines:**
 - Display a Christ-like attitude
 - 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 by any PCA employee
 - Abide by classroom rules, as set forth, by their PCA Teacher.



Guidance and Discipline Policy

- All PCA 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 school.
 - Be available to any student who needs their assistance.
- **PCA Teachers 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 clear concise and consistent rules.
 - Assisting students in problem-solving (by showing them different positive techniques).
 - Educating a student (allow them to choose from suggested consequences for their actions).
- **Restraining a Student:**

[WA State Governor's Office of the Education](#)

[OSPI Restraint and Isolation](#)

[Restraint and Seclusion in Schools Video](#)

[**restraint and isolation in schools training**](#)

[**https://www.vectorsolutions.com/course-search/training/**](https://www.vectorsolutions.com/course-search/training/)

- 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):
 - Use profanity
 - Obscene language
 - "Put downs"
 - Cultural or racial slurs
 - Display angry or hostile interactions
 - Use name calling or make derogatory, shaming, or humiliating remarks
 - Use or threaten to use any form of physical harm or inappropriate discipline, such as, but not limited to:
 - ❖ Spanking
 - ❖ Biting
 - ❖ Jerking
 - ❖ Kicking
 - ❖ Hitting
 - ❖ Shaking
 - ❖ Pulling Hair
 - ❖ Pushing
 - ❖ Shoving
 - ❖ Throwing a Student
 - ❖ Inflicting Pain
 - ❖ Causing Humiliation as a Punishment

- **Corporal Punishment is always prohibited.**

Reporting Suspected Child Abuse and Neglect

PCA Teachers are required by Washington State Law to report any suspected child abuse or neglect. **ALL Teachers go through Child Abuse Training yearly.**

- **Reporting an incident includes, but is not limited to:**
 - Contacting the 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 Principal in person, by phone, or via email. If you are not satisfied with this outcome, the last step is to contact the Head of School in person, by phone, or via email.



Nonsmoking, Drug, and Alcohol Policies

- PCA prohibits on any property or event hosted by PCA:
 - Teachers
 - Students
 - Any other persons
- To be under the influence or use of:
 - Tobacco
 - Marijuana
 - Illegal drugs
 - Drugs that cause impairment
 - Alcohol

Threats, Bullying, Violence, and Weapons Policies

- PCA has a **No Tolerance Policy** for:
 - Threats
 - Bullying
 - Violence
 - Weapons
- Any violation of this policy may include:
 - Suspension
 - Expulsion
 - 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

PCA requires parent approval, through the Brightwheel app for all field trips when a student is leaving the property of PCA. The contact phone number when on a field trip will be 360-359-2083 or 360-701-3027. A designated PCA employee will be placed in charge during the field trip and parents will be notified in advance of this employee through Brightwheel. All Washington State Laws for teacher to student ratio will be adhered to on a field trip.



Transportation Requirements

PCA follows all state and federal laws applying to student passenger restraint requirements (RCW 46.61.687). Access to Brightwheel will be available for any PCA employee when transporting students. For all PCA owned vehicles, 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.

- PCA maintains a current insurance policy that covers the:
 - Driver
 - Vehicle
 - All occupants
- PCA is required to take attendance of each student's arrival and departure in a PCA vehicle.
- Each student will be accounted for by a PCA employee and never left unattended on a vehicle.
- PCA 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, PCA ratio: 1 Teacher to 10 Students

Kindergarten-Eighth

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

Before and After School Program

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

Access to Teacher Training & Professional Development Records

Upon written request, a copy of a Teacher's training and professional development records are available to parents/guardians. PCA requires a 72-hr notice for these documents.

Food Service Practices

ALL FOOD MUST BE PROVIDED FROM HOME.

PLEASE CHECK WITH YOUR CHILD'S TEACHER ON WHAT FOOD TO BRING.

PCA follows the USDA CACFP food service 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
- Soybeans

Please be cautious of these food items.

Due to life threatening allergies, PEANUTS AND TREE NUTS are not allowed on our campus or consumed by students or staff, while on premises.



Health Care and Emergency Preparedness Policies

Fire Evacuation Plan Procedure:

In the event smoke and/or fire is discovered inside the building a PCA employee will follow the steps listed below:

1. Initiate the closest fire alarm and do an all-call over the intercom system.
2. The student's teacher will take their "Grab and Go" bag and will lead the students to the nearest outside exit (assisting non-ambulatory students).
3. The class will go together to the back field area.
4. The Administrative Assistant, Nurse, Principal, and/or Head of School will check all classrooms, bathrooms, and any other areas a student may be in.
5. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
6. They will give detailed information including our:
 - Address (6646 Pacific Ave SE Lacey, WA 98503)
 - Cross street (Pacific and Kinwood or Pacific and Carpenter)
 - The location of the fire
7. They will stay on the line with dispatch until the report is complete.
8. Once safely at designated area the student's teacher will take attendance and verify each student is accounted for.
9. The Administrative Assistant, Nurse, Principal, and/or Head of School who checked the building for students will verify that all students are accounted for.
10. The Administrative Assistant, Nurse, Principal, and/or Head of School will fight a fire with a fire extinguisher, should it be needed, and their safety is not at risk.
11. Once the Fire Department has arrived on the scene, the Administrative Assistant, Nurse, Principal, and/or Head of School who contacted 911 will escort the Fire Department to the fire.
12. They are responsible for giving the Fire Department information about the status of the students.
13. All students, teachers, and employees will remain in the safe outside location until further instructions are given by the Fire Department or Administrative Assistant, Nurse, Principal, and/or Head of School.
14. They will access the building with the Fire Department (if allowed) to make sure it is safe for the students to return.
15. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.
16. 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, PCA will report any injury or medical emergency response to:
 - 911 or Emergency Services
 - Washington State Poison Control
 - Department of Social and Health Services
 - Child Protective Services
 - Office of Superintendent of Public Instruction (OSPI)
 - Association Christian School Independent (ACSI-Accreditation)
 - Notifiable Conditions (communicable diseases)

Should a student have an injury/incident while at school, their parent will be contacted via Brightwheel explaining this situation. The parent is then required to message back on Brightwheel letting the teacher know you received the message.

Medication Management and Policy:

PCA stores all medication in a locked box in the office, inaccessible to students. If medication requires refrigeration, it will be stored in a locked container, inaccessible to students, in the office refrigerator. All medication to be administered by a PCA employee, whether over the counter or physician prescribed, **MUST** be in its original container with the dosage and directions clearly defined. All PCA employees are trained on administering medication and documenting it on the **PCA Medication Log**.

Before medication can be administered, a **Medication Authorization, Policies and Procedures Form** must be completed. 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 PCA premises, it will be disposed of appropriately or given back to the parent. Medication forms are available on the website.



Disaster Plan Procedure

Disasters that require evacuation:

1. The student's teacher will take their "Grab and Go" bag and will lead the students to the nearest outside exit (assisting non-ambulatory students).
2. The class will go together to the back field area.
3. The Administrative Assistant, Nurse, Principal, and/or Head of School will check all classrooms, bathrooms, and any other areas a student may be in.
4. The Administrative Assistant, Nurse, Principal, and/or Head of School will grab all medication stored in the office.
5. Once safely at designated area the student's teacher will take attendance and verify each student is accounted for.
6. The Administrative Assistant, Nurse, Principal, and/or Head of School who checked the building for students will verify that all students are accounted for.
7. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
8. They will give detailed information including our:
 - Address (6646 Pacific Ave SE Lacey, WA 98503)
 - Cross street (Pacific and Kinwood or Pacific and Carpenter)
 - The location of the disaster
9. They will stay on the line with the dispatch until report is complete.
10. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.

Earthquake procedure:

The student's teacher will:

1. Remain calm and assist students:
 - In taking cover under the nearest table or heavy furniture.
 - If outside stay away from the building, trees, and power lines.
2. Speak clearly and calmly, reassuring students they are safe.
3. Remind them to remain in their location and not move until given permission.
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. Grab and use the emergency flashlights located in their classroom, if needed.
8. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.



In the event we need to evacuate:

1. Our designated meeting spot is the back field area.
2. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
3. And we are required to leave the premises, you may call one of the following phone numbers: **360-359-2083** 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. PCA doors and windows remain securely locked at all times.
2. During a lockdown (As used in this section, "lockdown" means to remain inside the PCA facility when police or an official emergency response agency notifies the Principal or PCA 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.
3. Depending on the situation, students may be directed to a safe place in the hallway.
4. **A lock down means no person may enter or leave the building.**
5. **Students will not be released to a parent/guardian until the lockdown has been lifted.**
6. During "shelter-in-place" (As used in this section, "shelter-in-place" means an identified neighborhood location that the school and PCA employees must take the students to during an emergency situation, WAC 170-297-2850).
7. Our designated evacuation spot is Lacey Community Center (within walking distance).
8. Parents will be notified by Brightwheel or phone once the Emergency situation is over and the safety of the students is no longer at risk.

Emergency Supplies

- As required by Washington State Law, PCA will keep on the premises a three-day supply of:
 - Food
 - Water
 - Medications required by individual children
- For use in:
 - A disaster
 - Lockdown
 - Shelter-in-place
- These supplies are located in the Annex building.
- The disaster plan procedures plan is evaluated annually, and proper updates/changes shall be determined, as needed.
- The Head of School or Principal are the appointed spokesperson for managing media relations.



Exclusion/Removal Policy of Ill Persons:

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

If a student becomes ill at PCA, 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 PCA employee.

- **A student must be kept home if they have any of the following symptoms:**
 - Fever above 100.4 degrees (oral)
 - 100 degrees (axially)
 - Earache
 - Headache
 - Sore throat
 - Fatigue that prevents the student from participating in regular activities
 - Pink eye (Conjunctivitis)
 - Skin rash
 - Diarrhea
 - Vomiting
 - Lice (nit free)
 - Runny noses (with green or yellow discharge)
 - Flu like symptoms
 - Covid-19

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, PCA will report to the Thurston County Health Department 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 condition/communicable disease within 24 hours.

Immunization Tracking:

As required by Washington State Law, PCA 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 a 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:
 - Field trips
 - Emergency
 - Disaster
 - Covid-19

Cleaning and sanitizing procedures:



PCA teachers will sanitize the ENTIRE classroom daily 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. Pictured to the left is a 12L Portable Electronic Intelligent ULV Fogger Sprayer that PCA uses to disinfect all rooms.

Overview of Available Family Support Resources and Activities

1. Department of Children, Youth, and Families	1-800-344-8219
2. Childcare Aware of WA (Childcare Programs)	1-866-416-4321
3. Child Protective Services (Reporting Abuse/Neglect)	1-360-902-8400
4. Department of Social and Health Services (Subsidy Program)	1-800-562-6078
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)	1-360-753-6576
9. Timberland Regional Library	1-360-491-3860
10. CCA (Military Assistance Program)	1-800-424-2246



Discussion of Expectations/Needs for my Child and Family

- Parents/Guardians are encouraged to discuss with their child's teacher:
 - **Expected Student Outcome for the year**
 - **Academic anticipations**
 - **Special needs/requirements**
- PCA employees will do their best to adhere to the special requests and expectations of each student/family.
- If your child requires any special or academic accommodations, 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 PCA student requires an interpreter to attend school, PCA will allow this; providing the interpreter passes a PCA background check and the interpreter is provided by the Parent/Guardian or North Thurston School District.

Opportunities for Extended Classroom Visits

PCA encourages and welcomes parent interaction 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.

THANK YOU!

On behalf of Paramount Christian Academy, we want to thank you for choosing our school and being a part of our Family! We look forward to getting to know everyone and build a solid foundation for our students and families for years to come!

God Bless,

Amy Goodwin
Head of School

Note: Parents will be notified immediately of any changes made to this handbook.