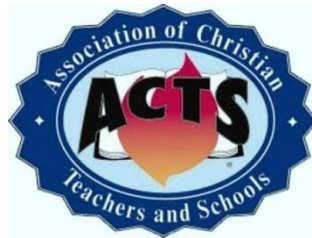




# Parent Handbook

**Licensed By:**



**Ages Kindergarten – 2<sup>nd</sup> Grade**

**135 S. Chaffee Road  
Jacksonville, FL 32220  
904-695-0531**

**Revised 11/01/2024**

**The Way Christian Academy  
A ministry of Whitehouse Assembly**

## **Our Philosophy**

At The Way Christian Academy, we truly believe that parents are the primary educators of their children emotionally, physically, spiritually and academically. We encourage the children in our center in acts of kindness toward each other by being living examples of love and compassion daily.

## **Our Vision**

We believe children grow and develop best in an atmosphere most like a “second home”. A place filled with prayer, love and happiness, and a sense of security.

We believe that a child’s mind can learn many things at an early age. We provide a stimulating and active environment so that he or she will be well rounded and able to excel in many different areas.

We believe the Bible to be the only inspired, infallible, authoritative Word of God. We will teach your child about Jesus so that he/she will learn to trust in Him and know Him personally.

## **TICC (Testing, Inspection, Certification, Compliance)**

One of the most important people in your child’s life while you are away, are his/her caregiver/teacher who display an intense love for children. All our employees here at THE WAY CHRISTIAN ACADEMY have developed a reputation of Godly living and good character.

We encourage continued growth and education not only for our children but also for our staff. For that reason, our center is a trauma informed facility. This is a place that will nurture body, soul and mind. Our staff will be trained in this field. They will be able to recognize and provide special care as needed on an individual basis.

Our lead teachers are college graduates with a bachelor’s degree or higher. They have three or more years of K-12<sup>th</sup> grade experience working with children. They continue their education on a yearly basis through various training classes/courses. Our teachers also have special skills, knowledge, or expertise that qualifies them to provide instruction in K-12<sup>th</sup> grade subjects.

We support our lead teachers by providing them with an assistant/aid.

Teachers as well as their assistants are VECHS Level 2 screened and cleared.

---

Thank you so much for considering The Way Christian Academy a “home away from home” for your child.

In His Love,

Rebeka A. Johns, *Director*

## **Enrollment Procedures**

1. Enrollment Application
2. Copy of Birth Certificate
3. Immunization Record
4. Physical Record
5. Signed receipt of The Way Parent Information packet as well as tuition payment form

**These forms are needed for your child's file.** Please make sure that we have these forms before or on the day that your child starts at our center. You must provide a copy of an up-to-date Immunization and Physical form. If your child is not vaccinated, he/she must have an approved Vaccination exempt form from the Health Department or from a State certified/licensed Pediatric office.

There will be two on-site interviews and a reference call to a previous center/school (if applicable).

**There is also an \$100.00 registration fee (included in tuition) for each child which is non-refundable.** However, tuition fees may be refunded at the discretion of the Administrator depending on circumstances.

When you enroll your child, you will be asked to fill out a form indicating whether you will pay weekly, bi-weekly, or monthly. Whichever time period you choose, payment must be made at the beginning of that time period. If you choose monthly, payment must be made in advance for the entire month, etc. If your bill is not paid by close of business on the Monday you indicate (weekly, bi-weekly, monthly) you will be assessed a \$15.00 late fee.

Our payment methods are:

- Procare
- Check
- Cash

We are a non-profit organization, but it does take money to run this daycare, i.e. salaries, electric, mortgage, water, phone, payroll taxes, etc. Therefore, it is very important that you pay your tuition in a timely manner. However, from time-to-time things happen. If you need to make different payment arrangements, please see the Director.

## **Center Hours of Operation**

Our facility hosts a daycare program as well and we are open from 6:30am to 6:00pm Monday through Friday.

We follow the Duval County Public School calendar and for teacher planning days, early release days, spring and holiday breaks, we have our daycare available for additional cost.

Doors will remain locked in the morning until 6:30am. The daycare will not be responsible for children dropped off before this time. Children must be picked up by 6:00pm. A late fee of \$1.00 per minute per child will be charged if you are late. Parents must come in with their children in the AM and come in to pick them up in the PM. Please do not send in underage siblings to pick them up. Also, please park your car in the designated parking spaces. **Do not pull up in front of the door and park as it is very dangerous.**

Our daycare is a full year full day program. However, we do close for the following holidays:

New Year's Eve closes at 3:00pm  
New Year's Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Veteran's Day  
Day before Thanksgiving closes at 3:00pm  
Thanksgiving Day and the day after  
Christmas Eve, Christmas Day and the day after

We also close two days in the fall (dates vary) for a Staff Retreat. These dates are announced every year at the beginning of the school year. Typically, it's the first Thursday and Friday in October.

**It is important that your child arrives at or before 8:15am-8:30am. Our classes start at 8:30am sharp and your child will miss out on a lot of structured activities. We do realize that Doctor's appointments and such do happen from time to time, however your child will be admitted with a doctor's note.**

Our childcare center has a locking door that can only be opened from the inside of our center. There is a doorbell that will alert the staff of your presence outside as well as a monitor that allows us to know who is outside the door. The staff will not open the door for an unfamiliar face. This is for the safety of your child and the staff. Please be mindful that we are caring for children and when you ring the doorbell it might take a minute for us to answer.

## **Picking Up Children**

When you drop off your child and pick up your child you must sign them in and out of the center. This is for our records and for the teachers to know who has come and gone. If you will not be picking up your child whomever you choose to send must be on your list and must show ID before your child is removed from their class. If you will not be picking up your child, please email school or message on ProCare the name of the person picking up your child.

## **Meals**

The Way will provide breakfast and afternoon snack for your child. You will need to bring your child lunch to school every day in a lunchbox **marked with your child's name.** Every child must bring a lunch that will not have to be heated, due to the growth of our daycare we no longer have enough time to heat up a lunch for each child.

Food needs to be brought in on a daily basis. Please don't bring a week's worth at a time. Please do not pack a carbonated drink for your child's lunch. If your child has one he or she will not be allowed to drink it, they will be given milk. Also, do not pack candy in your child's lunch they will not be allowed to eat it. We do not mind an occasional "fast food" lunch brought in as a treat, but this should not be an everyday occurrence. If your child has an allergy to a particular food item please send a prepared alternative. Also, please make sure that the teacher and the office are informed of any food allergy your child may have.

## **Lunch Time: 12:15PM**

### **Individual Class Supply:**

Class Supply Lists will be distributed at the beginning of every school year.

### **Attendance and Vacation**

Daily attendance is necessary for optimal learning. Please bring a signed note/letter to be excused for any absences. If going out of town or on vacation, you may ask for classwork in advance, so your child is not far behind upon returning.

### **Health and Medicine Policies**

For your child's protection the following guidelines will be enforced: a staff member will monitor a child who becomes ill during the day for a period of time. If symptoms of illness continue to persist, the parent will be called and asked to pick up the child immediately. You may want to make arrangements with a neighbor, friend and/or relative to pick up your child at those times when you can't. We do not maintain a facility of all-day care for children who are ill. **Your child must be on medication for 24 hours prior to returning to the center**

You will be contacted for the following reasons if your child has:

1. FEVER: Temperatures of 101 or higher.
2. RESPIRATORY: Breathing difficulties, wheezing, or strong constant cough.
3. VOMITING: If this child show signs of illness and continues to throw up.
4. DIARRHEA: Three or more watery or green colored bowel movements.
5. RASH: Undiagnosed rash other than mild diaper rash. Rash relating to medicine should be brought to the teacher's attention so we do not become alarmed.
6. SORE THROAT: Sore throat that needs culturing because other signs are present. A heavy nasal discharge of green nature.

### **Re-admittance to the Child Care Center**

- A. CHICKEN POX: All lesions must be dry and crusted.
- B. IMPETIGO: (Blisters covered with honey-colored crust) at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- C. CONJUNCTIVITIS: (Pink eye – redness of the eye with burning and thick discharge) – at least 24 hours after the start of medication and/or drainage present.
- D. LICE OR SCABIES: Following treatment and after all nits have been removed.  
**Child must be rechecked before re-admittance.**
- E. RINGWORM: Child must be on medication for 24 hours before returning.
- F. STREP THROAT: No sooner than 48 hours after the start of oral medication or 24 hours after injection of medicine.

### **Medicine Dispensing Policy**

1. **A medication form must be completed indicating the medicine to be given and the exact dosage to be given. The Way will not dispense medication without the appropriate forms being completed by the parent.**
2. A medicine spoon should be included and labeled with the child's name.
3. Prescription medication provided by the parent and dispensed by the center must be in the original container. Name of doctor, name of child and medication directions must be on the label. For your convenience, your pharmacy will split your medication into two bottles. You can leave one at school for the duration of the medicine.
4. We will keep a record of the child, date, medication time and dosage dispensed. The adult who gave the medication shall initial the record.
5. All medicine must be given to the director or child's teacher to be dispensed. No medicine is to be in the classroom or left in bags.

## **Discipline Procedure**

There will be no set rule for discipline because every child is an individual and what works for one child will not always work for another. However, there will be no hands on punishment or corporal punishment. This is not our place.

We will try to redirect the child from an explosive situation. We hope that this will stop the problem before it becomes one. Getting to know the child, as we will work towards doing, will help us to understand them and to know better how to deal with them as an individual.

If it is needed, a time out will be issued, but only as a last resort. In extreme situations, parents will be called and asked to handle the problem. Please keep in mind that The Way Christian Academy reserves the right to dismiss any student who continues to be a behavioral problem, who continues to harm staff members, other children, or themselves.

## **Clothing**

Extra clothing is needed for every child. Each child should always have a change of clothing at school. Place clothing in a zip-lock bag with his/her name marked on the bag. **Flip flops or thong shoes with no back strap are not appropriate footwear for school.** Girls that wear dresses/skirts must have a pair of shorts underneath their dress or skirt. **ALL ARTICLES OF COTHING MUST BE LABELED INCLUDING COATS AND JACKETS WITH YOUR CHILD'S NAME.**

## **Toys, Jewelry, Money**

Please do not send your child to school with toys, jewelry, or money. The Way will not be responsible for any of these items that may be lost or broken while at school. Small items are also dangerous for young children in the center.

## **Weapons/Toy Weapons**

We are a Gun-Free School Zone

Title XVII, Section 1702, of the Crime Control Act of 1990 (Public Law 101-647), the Gun-Free School Zones Act of 1990, makes it illegal for any individual to knowingly possess a firearm in a school zone.

Firearms on School Grounds

- [RCW 28A.600.420](#) pertaining to firearms on school grounds follows the federal GFSA but also requires the expulsion of a student found in possession of a firearm anywhere on

school grounds, on school transportation, or at school-sponsored events. This does not apply to students who possess firearms under the authority of a school district, such as for a demonstration, rifle competition, or firearms safety course. Superintendents may modify firearm expulsions on a case-by-case basis.

- [RCW 9.41.280](#) makes possession of firearms and other dangerous weapons on school grounds a gross misdemeanor with certain exceptions. Prohibited dangerous weapons include items such as butterfly knives, switchblade knives, daggers, martial arts weapons including nunchuks and throwing stars, metal knuckles, air guns, and stun guns or Taser devices. Possession of these items under state law is generally grounds for expulsion.

#### Look-a-like Weapons

- There have been several recent cases where students have faced serious disciplinary action for possessing airsoft and other look-alike weapons on campus. In many cases, these simulated weapons may meet the definition of a dangerous weapon because they expel a projectile. Students may also face discipline under the provisions of [RCW 28A.600.420](#) if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous.

### **Problems or Complaints**

If at any time, you have a problem or a complaint, or need to talk to someone about your tuition payment, please see the Director. Please do not speak to your child's teacher about any of these things. The Director is the only one who has the authority to change anything. It is our desire to please you while doing what's best for your child and all who are concerned.

### **Statement of Non-discrimination**

The Way Christian Academy admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to children. We do not discriminate based on race, color, national or ethnic origin in administration of its educational policies and other programs we offer.

The staff here at The Way Christian Academy welcomes you and hope to have a long happy relationship not only with your child but with you, the family as well.

### **Concerning Disabilities**

A parentally placed private school student with a disability does not have an individual right to receive some or all the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.



## **Statement of Non-discrimination**

The Way Christian Academy admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to children. We do not discriminate based on race, color, national or ethnic origin in the administration of its educational policies and other programs we offer.

The staff here at The Way Christian Academy welcomes you and hope to have a long happy relationship not only with your child but with you, the family as well.

## **Emergency School Closing**

In the event of a natural disaster such as a hurricane or a severe storm, The Way will be closed if a public announcement is made that Duval County Public Schools are going to be closed. Please listen to your radio or television for such an announcement.

## **Emergency Lock-Down**

In the case of a shelter/lock down, we will contact 911 and send out a ProCare message to all parents/Guardians letting you know of our lock down. No one will be able to enter or exit the building during the duration of the lock-down. Everyone will be walked over to a central location where they will remain till everything has been “cleared” by an officer and/or director.



**Please sign, date, and return with registration form:**

I \_\_\_\_\_ Parent/Guardian of  
\_\_\_\_\_ have received and read the policies of  
the Parent Handbook of The Way Christian Academy. In signing this form, I am stating that I  
have no problem with the discipline policy, the health and medical or anything else contained in  
this handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date