



Champions

CHRISTIAN ACADEMY

2014-2015

Student / Parent Handbook

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INTRODUCTION

Champions Christian Academy is committed to providing an exemplary educational environment that promotes excellence and inspires faith in every student.

Champions Christian Academy aims to educate and inspire every child to realize his or her full potential, unique purpose, and God-given destiny. We believe that through faith, service, and excellence, every child has the potential to be a leader, influencer, and difference-maker in the world today.

We aim to prepare and equip children with the foundation to be successful in every arena of life – including Education, Social Confidence, Character and Integrity, Marriage & Family, Church Leadership, Business, Civic and Government.

Statement of Faith

- ✓ We believe and teach that the Bible is the Word of God, supernaturally inspired, and is the divinely authoritative standard for every age and every life.
- ✓ We teach that the Godhead exists eternally in three persons—Father, Son, and Holy Spirit.
- ✓ We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process.
- ✓ We teach that Jesus Christ in the flesh was born God and Man; that He was born of a virgin and lived a sinless life. He was crucified, died as a penalty for our sins, and was bodily raised from the dead on the third day to bring us victory. Later, He ascended to the Father's right hand where He is head of the church and intercedes for all believers. He is coming again personally, bodily and visibly to this earth.
- ✓ We teach that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for our sin. Salvation is a free gift received in Faith.
- ✓ We teach that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling of the Holy Spirit.

Champions Christian Academy exists to provide every student an exemplary education in a Christ-centered environment, preparing them to pursue higher education, while promoting service to others in the name of Christ.

Philosophy of Education

- ✓ We believe in equality of all persons before God, that each student has a unique and valuable purpose.
- ✓ We believe the task of Christian education is most effective when shared by the school, the church, and the home.
- ✓ We believe that excellence creates opportunities for leadership and influence.
- ✓ We believe in the development of the whole child - physically, mentally, socially and spiritually.
- ✓ We believe that Biblical truth is the foundation of wisdom and knowledge.
- ✓ We believe in the importance of helping young people build genuine Christian maturity and devotion.

Objectives

We will seek to lead students to commit their lives to Jesus Christ and see the importance and implications of His Lordship for whole and effective Christian living.

In all that we do and learn, we will challenge ourselves and our students toward educational excellence, a deepening Christian faith, and a commitment to service.

We will assist parents in promoting family strength and unity.

We will work to accomplish these efforts in an atmosphere of academic excellence and a community of grace, believing that God would expect no less from us as His Servants.

Oversight

Champions Christian Academy is a ministry of Champions Church. The Board of Elders oversees the operations.

Teacher Qualifications

God has blessed *Champions Christian Academy* with outstanding teachers. Each of them feels called by Him to be here, and is qualified both spiritually and professionally to teach those entrusted to them. Every applicant goes through a rigorous process before they are hired to teach. They must be born again believers with a clear Christian testimony. Our teachers must have a high school diploma. A Bachelor's degree and teaching certification are desirable. Our teachers are required to continue learning through a variety of methods so that they might become even better equipped in their area of expertise.

Contact Information

The director, Maria Nelon, may be reached at 669-4969, if a parent needs to notify the teacher of any situation or has any questions.

ADMISSION

Preschool Program

Children may enroll who are ages 3 or 4 years old by September 1st of the current year. They must also be completely potty trained and able to attend to their own bathroom needs. Parents are interviewed to determine if their child meets the social and academic readiness benchmarks for acceptance and success.

Nondiscriminatory Policy

Champions Christian Academy does not discriminate against anyone based on gender, race, color, nationality, or ethnicity.

Discipline

The Lord has established CCA to meet the needs of students who are pursuing a deeper relationship with Him in an academically challenging environment. Students with a history of behavioral problems are not generally granted admission. Students with special needs will be considered on an individual basis.

Probation

All new students and returning students with questionable behavioral and/or academic needs will be on probation the first six weeks. During that time, the student must complete assignments, learn to follow classroom procedures, participate in class and cooperate with teachers and classmates within an appropriate learning environment. Students who are unable to adjust academically, socially or emotionally may be asked to consider another school.

Special Needs

CCA will not be able to accommodate students requiring one-on-one supervision for a learning disability.

Registration

A non-refundable registration fee of **\$95.00** per student is required to be submitted with the registration form for new students. For returning students, the registration fee is waived if the curriculum fee is paid in full by **June 1st**.

Curriculum Fee

Upon acceptance to CCA, each student will be charged a fee to cover the cost of curriculum textbooks and materials. Payment of the fee will reserve the student's placement in the appropriate classroom. Returning students who have paid their fee by June 1st will not be required to pay another registration fee.

Tuition

Payments are due on the 1st of each month beginning September 1st and continuing through May 1st.

Monthly payments not received by the 5th of the month will incur a late fee of **\$40.00**. *If more than one payment is delinquent and arrangements have not been made with the Administrator, the student may not be allowed to come to school until the account has been made current.*

ACADEMICS

School Hours

Champions Christian Academy follows the Wylie ISD calendar and is open Monday through Friday from 7:30 A.M. until 3 P.M. If additional before or after school care is needed please arrange with the director. *Champions Christian Academy* does offer an after-school care program.

Curriculum

The core curriculum for students includes language arts, mathematics, social studies, science and Bible.

Champions Christian Academy places emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. Students will master the skill of effective oral and written communications in English.

CCA consistently reviews the curriculum to ensure student needs are being met with a Christian perspective that is second to none.

Biblical studies are taught with an emphasis on teaching and nurturing youth in their relationship with Jesus Christ. Spiritually, the goal of the *Academy* is to encourage all students to receive Jesus Christ as personal Savior and to challenge them to think Biblically. They will be encouraged to seek God's abundant and supernatural life.

Enrichment Classes

Art – Students have the opportunity to experience a variety of mediums and techniques as they are woven into the curriculum daily.

Music/Drama – Students are taught to praise God with joy and to express what they are learning through drama, movement and song.

Physical Education – The goal of the Physical Education program includes character building, skill building and activities that encourage a healthy lifestyle. Christian attitudes and actions are an integral part of activities.

Computer – Each classroom has computers which are used to reinforce skill being learned in the classroom.

Champions Christian Academy emphasizes learning and the acquisition of skills more than a particular grade or score.

Weekly Communication Folder

Students will take home a pocket folder each day containing items of communications requiring parents' attention and work the student has done for review. Parents are to sign the contents, and the student shall return the folder the following school day.

AFTER-SCHOOL CARE

After-school care is offered from 3:30 -6:00 P.M., or from when your child arrives on the bus until 6:00 P.M. If you live in the Wylie School District, buses will bring your child to Champions Christian Academy.

We offer homework help, arts and crafts, at least 30 min of outside time, and an after-school snack.

ATTENDANCE

Early Departure

If a student needs to leave school early for any reason, the parent must write a note or call indicating the time of departure, and who will be coming to pick the student up.

Inclement Weather

Should school need to be cancelled or delayed in opening because of snow or other inclement weather conditions, an announcement will be aired on local TV stations. Every attempt will be made to get the announcement aired by 6:30 a.m. Please do not call the school or teachers at home. CCA will generally follow the delay or cancellation decision by Wylie ISD.

School Withdrawal

Should a parent choose to remove their child from school for any reason, the parent is still responsible for the full semester's tuition. *Champions Christian Academy* hires teachers for the academic year, August through May. When a child is accepted for admissions, it is based on the assumption that the child will complete the academic year.

Partial refunds will be considered for families experiencing catastrophic illness in their immediate family or moving over 45 miles from the school due to employment changes.

Notification of intent to withdraw must be submitted to the *Academy* in writing at least two weeks prior to the withdrawal date.

HEALTH AND FIRST AID

Immunizations

Students must be current on all immunizations as required by Texas law in order to attend the *Academy*. Parents are responsible for providing proof of immunization at the time of application or as immunizations are updated.

For more information about Texas requirements, log on to www.immunizeTexas.com.

Illness

Sick children (temperature 100 degrees or higher, vomiting, diarrhea, unknown rash) will be sent home from school. Students with contagious illnesses should be kept home until they are no longer contagious. Children should be fever-free (without medication) for 24 hours before being sent back to school. If you are not sure whether or not your child is contagious, please consult your physician.

Accidents

All accidents which may occur during the school day or on any school-sponsored trip should be reported immediately and an incident report will be completed. Minor injury that only requires first aid or the administration of a nonprescription medication (such as acetaminophen) will be administered and documented. Any student who has a more serious injury or illness requiring immediate emergency medical attention will be taken to the hospital and the parents will be notified by phone.

All injury insurance needs to be covered by the family. The *Academy* does not provide this coverage.

Prescription and Medication Procedure

All prescription and non-prescription medications brought to school by the parent must be in their original containers labeled by the pharmacist or physician along with a completed Medication Consent Form.

Emergency Preparedness Plan

At any time parents may review the emergency preparedness plan posted in the classroom.

Child Abuse & Neglect

All child care providers in the state of Texas are mandated reporters of any suspected child abuse or neglect. If abuse or neglect is suspected, teachers will contact the Child Abuse Hotline at 1-800-252-5400.

Gang-Free Zone

The Department of Family and Protective Services requires that parents be notified that the Texas Penal Code states that any area within 1000 feet of a child-care center is a gang-free zone, where criminal activity are subject to harsher penalty.

CLOTHING

Please include an extra complete set of clothes (top, bottom, underclothes, and socks) to be kept in your child's backpack in case of any accidents or spills that may occur during the school day. Label all items that come to school with your child.

During cold weather, please send a heavy coat for outside activities as outdoor play is an important part of the day and will occur each day except in cases of severe weather. During the Fall and Spring a light jacket or sweater is needed for early morning outside play.

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DISCIPLINE POLICY

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

OTHER PROCEDURES

Chapel

In addition to the regular Bible classes, weekly chapel assemblies are conducted as part of the school program. This is an extended time for worship that features songs, musical groups, guest speakers, as well as student, teacher and administration participation. Parents are welcome to attend, but are asked to sit in the guest designated section.

Prayer

Our school is a testimony to the power of prayer. Our teachers pray daily for their students and the *Academy*. We depend on the prayer support of our school families and friends. We believe in miracles and teach the students concerning the authority and power of the believer. If your family has a prayer need you would like to share with the elders and teachers of the *Academy*, please call the director or send a written note with your child. We desire to minister to and support our *CCA* families.

Meals

Morning snack will be provided. Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior. Lunch, including a drink, utensils and napkins are to be sent from home each day. Items in lunches should be nutritional and non-perishable. **A refrigerator or microwave is not available for student use.** The option of purchasing pizza or other hot meal items will be made available once during a week. Order forms will be sent home for an entire month. Payment must be included for the order to be accepted.

Afternoon snack will provided for those in the after-school program.

Birthdays

We welcome birthday celebrations at morning snack time. Please consult with your child's teacher to confirm snack time. You may bring a nutritious treat, cookie, muffin or cupcakes. Please do not bring cakes, drinks, candles, pizza, party favors, presents, etc.

Please avoid food items with peanuts or peanut butter and red food color due to allergy concerns.

Teachers are happy to pass out party invitations to parties outside of school provided all children in the class receive an invitation.

Field Trips

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved. Written permission slips must be signed by a parent and any admission fees paid before a child may leave for a field trip. Children must wear seat belts at all times while traveling to and from field trip locations.

A medical emergency information card with authorization for *Academy* personnel to act on behalf of the student must be on file.

Holidays

Christmas – At Christmas we celebrate Jesus, and the giving of gifts represents the ultimate gift of God’s Son. During December the focus will be on the real meaning of Christmas, and not on Santa Claus.

Easter – Easter is an important event in Christianity. During one or two weeks prior to Easter, students will study scriptures to help with understanding who Christ is and the details of His death and resurrection.

Halloween – We do not celebrate Halloween because it magnifies demons, witches and sacrifices to them.

Thanksgiving – Thanksgiving is taught accurately historically and Biblically.

Traffic Flow

During drop-off and pick-up times, cars should enter the parking lot from Wagon Wheel and exit onto Buffalo Gap Road. Parents may choose to park along the curb for drop off and pick up purposes. However, if you will be leaving your vehicle for more than 10 minutes, please park in a designated parking slot.

Pets

For safety reasons, no pets will be allowed in the *Academy* buildings unless otherwise authorized.

Photographs

Unless otherwise notified by the parents and/or guardians, permission to use photographs of students participating in school functions for advertisement is implied.

Classroom Visitation

Parents are encouraged to visit their child’s classroom. If possible, please give the teacher prior notice regarding the time of the intended visit.

The *Academy* allows non-students who are considering enrolling to visit classes.

Leaving the Campus

Students who leave during the school day for any reason must be signed out by a parent. If the student is leaving with anyone other than a parent, the school must be notified. Upon return, the student must be signed in.

Electronic Devices/Personal Items

In order to protect the learning environment, students are not allowed to bring CD players, hand-held video games, iPods, cell phones, pagers or other similar electronic devices.

If the parent insists on their child having a cell phone, it must be turned off during class time. To minimize classroom distractions, children may not bring candy or gum to school.

COMMUNICATION

Teachers at *Champions Christian Academy* are always willing to answer your questions and to work with you in a positive manner for the welfare of your child.

As a school family, we must utilize effective communications to best achieve the goals and objectives established for our school. If you have questions or concerns about a specific curriculum or program, please contact the teachers and/or administration.

Communication between teachers and parents is essential to the success of a child. Parents are urged to confer regularly with their child's teachers.

If a parent has a concern related to the school, the following steps should be taken in resolving the issue:

1. Parents call to set up a meeting with the teacher.
2. If the problem is unresolved, contact the Academy Head Teacher, and finally the Administrator, if necessary.
3. As a final recourse, the Board will mediate disputes (Matthew 18:15-20).

PARENT INVOLVEMENT

The role of educating your child is a very important one. The faculty recognizes the importance of parental involvement and expects parents to support the authority of the faculty. We encourage parental involvement in *Champions Christian Academy* activities, including family fellowships and celebrations throughout the year.

Volunteers who desire to assist teachers and staff will find many opportunities, such as:

- Room parents
- Field trip chaperones
- Tutors
- Classroom clerical aides
- Lunchroom monitors
- Do-dads for minor work projects (repairs, expansion, beautification)

INFORMATION ON LICENSING

Champions Christian Academy is licensed by the state of Texas. At anytime a parent may request to see a copy of the minimum standards for child-care centers in Texas, or go to www.dfps.state.tx.us.

The local licensing office can be contacted at (325) 691-8232 and is located on 3610 Vine St.

A copy of the most recent licensing report is posted in portable B for viewing.

Parents will be notified of any changes to policies in writing as soon as possible.

**PLEASE SIGN AND RETURN THIS PAGE
TO CHAMPIONS CHRISTIAN ACADEMY OFFICE**

PARTNERSHIP AGREEMENT

Champions Christian Academy's educational mission involves working with the home in the overall Christian education of students. As a family:

***We understand** that Champions Christian Academy is a ministry of Champions Church and accepts interdenominational students and people from all racial backgrounds who desire a quality Christian education.*

***We agree** to comply with the parental responsibilities including paying tuition payments on time and regularly.*

***We agree** to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with others. This follows the Biblical principle given in Matthew 18.*

***We understand** that if at any time the Academy determines in its sole discretion, that our actions do not support the school's ministry, or they reflect a lack of cooperation and commitment to the home and school working together; it has the right to request the withdrawal of our student(s).*

HANDBOOK AGREEMENT

We have read the entire Student/Parent Handbook and agree to support the policies and procedures during this school year and as long as our child/children attend Champions Christian Academy.

Parent Signature

Date

Student Signature

Date

Student Signature

Date