



Manassas Christian Academy □ **PARENT HANDBOOK** □

The philosophy of Manassas Christian Academy is that each child is special, with specific social, emotional and educational needs. We strive to meet those needs in a loving Christian environment. The child's learning will encompass not only specific skills and knowledge, but also the development of the child's self-esteem, self-discipline, responsibility, independence, and creativity. Christian values are reinforced daily through Bible study and classroom routines. Rules of behavior and expectations of mutual respect are founded in these values.

Our goal is to expose your child to a variety of experiences that will develop him or her, socially, emotionally and educationally. Our school is staffed with degreed and credentialed teachers, who have been selected for their educational background, teaching experience, and dedication to young children. Our staff participates in our Corporate Training Program, which includes monthly training sessions, professional workshops, and college level courses.

Our curriculum is designed to meet the developmental needs of your child and incorporates creative play in our well-equipped classrooms and playgrounds. Language development and literacy skills form the basis of our preschool and Junior Kindergarten programs. Readers and writers are developed in our full day Kindergarten program. Our before and after school program provides a variety of activities to meet the social and recreational needs of our children. In each and every program, Christian values are taught through Bible stories, verses, and song.

The mission of Manassas Christian Academy is to provide our students with successful learning opportunities in a Christian environment. These opportunities are designed to meet the individual needs of our students as we prepare them to become responsible citizens and valued members of our community.

To achieve this we:

- Include our families and the community in the educational process.
- Provide a challenging, and individualized curricula that encourage creativity and a love of learning.
- Promote character building and problem-solving skills.
- Foster our students' feelings of self-esteem and self-worth.
- Establish a safe and supportive learning environment, which accepts and respects diversity.

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www.manassaschristianschool.org

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PROGRAMS

Three-Year-Old Preschool Program

Listening to stories, retelling events, dramatic play with puppets and props, and music and movement experiences form the core of the three-year-old preschool program. Utilizing the Building Language for Literacy Program, the teacher selects activities to enhance the child's language skills and concept development. A bible story is developed weekly with songs and activities that help the children to know that Jesus loves everyone and guides our day in His loving ways. Handwriting readiness is introduced through songs, rhymes and actions from our Handwriting Without Tears program. Designing the classroom for exploration, the teacher provides an environment that enables the child to build with blocks and other materials, pretend in the home living area, paint a masterpiece, explore books, and play with a variety of manipulative toys.

The teacher plans a weekly program based on the developmental needs of the children emphasizing the development of independence and initiative, social relationships, oral and written language, mathematical relationships, creative arts and physical skills. Program information is sent home weekly through the teacher's newsletter.

Three-Year-Old Preschool Day

Quiet Play Activities

Circle Time-Music and Movement

Bible Storytime

Center Time including Art

Snack and Outside Play

Group Time: Language Skills/Handwriting Readiness
Storytime

Group Time: Math and Science Skills

End of the Day Circle

Junior Kindergarten Program

The four-year-old child is ready for the exploration of reading and math readiness as well as concepts relating to science, community and personal growth. Utilizing The Early Childhood Express Curriculum and Math Their Way, the child is presented with a thematic, hands-on approach to learning new skills. Alphabet and word recognition skills are taught through quality children's literature and extension activities to include story writing and creative expression. Handwriting readiness skills are presented through songs, games and manipulatives utilizing the Handwriting Without Tears program. Numbers become real as math concepts are taught with a variety of manipulatives. A bible story is developed weekly, with songs and activities that help the children to know that Jesus loves everyone and guides our day in His loving ways. Field trips in the community and special in-school activities are planned to enhance the child's learning. The teacher designs a weekly program based on the children's developmental needs. Program information is sent home weekly through the teacher's newsletter.

Junior Kindergarten Program Day

Quiet Play Activities

Circle Time-Music and Movement

Bible Storytime

Center Time including Art

Group Time: Language Skills/Handwriting Readiness

Snack and Outside Play

Group Time: Math and Science Skills

Storytime

End of the Day Circle

Kindergarten Program

The five-year-old child is ready for the development of reading, math and handwriting skills that will prepare him or her for the more formal learning environment of the elementary school. In our effort to develop the child's early literacy skills, our program utilizes Kindergarten Place by Scholastic. We have taken its philosophy of "I am a reader and I am a writer" and embodied it into our full day kindergarten program. The day is brimming with reading and writing activities. Handwriting skills are introduced and developed through the Handwriting Without Tears program.

Bible Choices, our bible curriculum, focuses on Jesus in the lives of our students, their families and our community. Bible stories and activities are presented weekly and followed with a discussion meaningful to the children's understanding of Jesus' love and His presence in our lives. A weekly bible verse is introduced to be memorized by the students.

Math readiness is taught using the Math Their Way Program. Math concepts are integrated into children's activities throughout the day as the teacher conducts small and large group instruction in number concepts and operations. Science and social study concepts are presented in a weekly thematic unit utilizing children's literature and an extensive classroom resource library. Creativity, curiosity and confidence are developed through daily center activities in the art, home living, library, games, blocks and science centers. Field trips add to the child's enjoyment and understanding of the curriculum. Parents are informed of the classroom activities through the teacher's weekly newsletter.

Kindergarten Program Day

Quiet Play Activities	Lunch and Outside Play
Circle Time	Storytime
Bible Study	Naptime/Quiet Reading Time
Reading/Literacy Skills/Handwriting	Music and Movement
Center Activities including Art	Science or Social Studies Skills
Snack and Outside Play	Snack
Math Skills and Activity Centers	End of the Day Circle

Specialty Teachers:

Specialty teachers in the areas of Music, Spanish and the creative movement program "Rizumu" provide expressive learning activities in their classes for the children each week. Our Kindergarten students also participate in a weekly computer class.

Literacy Activities:

Manassas Christian Academy has made a commitment to promoting the love of reading and the acquisition of literacy skills. A variety of activities have been created for the teachers to incorporate within their classrooms. Some of our creative activities are:

Story Time with the Director	Drop Everything And Read
Mother Goose's School Visit	Book-it Program
Author's Birthday Celebrations	Annual Book Fair

Progress Reports/Parent Conferences

Progress Reports are issued for children in our Preschool and Junior Kindergarten Programs in January and June. Our Kindergarten students receive their progress reports in October, December, February, April and June. Parent-teacher conferences are scheduled in October and March for our students. Parents may arrange additional conferences by contacting their child's teacher.

Open House and Student Programs

A Back-to-School Night is held in late August to introduce the teacher and the school environment to the children and parents. A Parents Night is planned for late September in which the child's daily schedule, program goals and special activities are presented. A Christmas musical is presented in December, while the school year ends in June with a special musical program and kindergarten graduation.

Field Trips/ Special Events

Teachers plan a selection of field trips during the year to enhance the Junior Kindergarten and Kindergarten child's learning and to expand their horizons. Trips are taken locally to libraries, hospitals, fire stations, grocery stores and parks. Trips are also planned outside of the area to include such places as historic landmarks and museums.

Parents are notified in advance and a Field Trip Permission Form must be completed and returned to school before each trip. If a parent plans to drive his/her child to a field trip, this information must be submitted in writing to the Director prior to the field trip. If a parent wants to drive a classmate of his/her child to a field trip, the classmate's parent must authorize this plan in writing to the Director prior to the field trip. The school uniform is required for Kindergarten children for field trips.

Educational events for the child's enjoyment and enrichment are scheduled regularly. Theater groups, magicians, storytellers, historical presentations, pony rides and small animal shows are also planned. No additional monies are required for these activities. The Activity Fee billed at the beginning of the school year covers these events.

Parent Participation

Parent involvement with your child's school life greatly enhances the child's learning and self-concept. There are many ways to participate. A few ideas are listed below:

- Show your interest in the projects that your child brings home.
- Help maintain open communication with the Director and staff. Let them know how they can best help your child learn and grow.
- Volunteer to read stories to the class.
- Be a field trip chaperone.
- Share your occupation or travels with a class.
- Make games for classroom use.
- Share cultural information or special talents.
- Visit the school during the day - come for lunch!

A Classroom Volunteer and Substitute Teacher training program is provided and required for parents who wish to work with our teachers and students.

Parent-Teacher Organization

Our parent meetings are held once a month to discuss family focused activities, fundraising efforts, and parent needs and concerns. The P.T.O supports our Fall Festival, Fall Fundraising Program, Santa's Secret Shop, Dinner with Santa, Book Fair, and year-end Student Fun Day.

Extended Care Program

Our extended care program is designed for the children that attend our school program and need care before and/or after school. We also provide a similar program for students who attend area elementary schools. Breakfast, lunch and an afternoon snack are provided. The morning program is planned to transition the child into the school day and includes quiet activities, such as storytime, creative play, table toys, and creative arts.

The afternoon program is designed to meet the social and recreational needs of the child. Outdoor play time, table games, arts and crafts, cooking activities, and special events are planned on a daily basis. The Extended Care program is open on teacher workdays, snow days, and school vacation periods. During these full day programs, special events and field trips may be planned.

Summer Camp Program

Our Summer Camp Program is designed for children age three through seven. It begins at the conclusion of the school year and continues through the end of August.

A bible-based theme is established each year, with a weekly theme and weekly bible story selected as the basis of the creative, recreational and outdoor activities that are planned for our campers. The child's week consists of exciting and rewarding learning and play experiences. Arts and crafts, nature study, cooperative games, music, and drama activities fill the day. Field trips to local and regional points of interest are scheduled for our four through seven-year-old campers. Special events, such as the bike rodeo, Fourth of July parade, Grandparent picnic, and Father's Day cookout round out the summer.

POLICIES

Registration

The Director conducts an interview with the parents/guardians and child to explain our philosophy and program and to determine the child's developmental needs. The parents/guardians must pay a registration fee of \$50.00, present the child's birth certificate, and submit a copy of the child's current immunization record and completed Registration Form before the child can be admitted to the program. The Registration Form includes the Child Profile, the Parent/Guardian Statement of Understanding, and a notarized copy of the Medical Authorization Form. A copy of the child's physical examination, conducted within the last 12 months, must be submitted within 30 days of registration.

Plans for Children with Special Needs (IHP/IEP/FSP)

Prior to enrollment, parents are required to provide the school with an updated copy of the appropriate documentation/care plan (IHP/IEP/FSP) for a student requiring special accommodations.

Registration Fee: The Registration Fee is paid upon yearly enrollment and re-enrollment.

Book/Supply Fee: The Book and Supply Fee is charged yearly and is due at registration. This fee funds basic student supplies, workbooks, weekly student newspapers, and testing.

Activity Fee: The Activity Fee is due upon registration. This fee covers the costs of field trips and special events throughout the school year.

All fees are due at registration. Registration is not complete until all fees are paid.

The Registration, Book/Supply and Activity Fees are non-refundable.

Tuition

All school payments must be made by check or money order or processed through The Tuition Express Program. Cash is not accepted.

School Program

The school program in which the child is enrolled establishes the tuition rate. The monthly tuition rate is based upon a yearly rate divided into ten payments and is charged on the first of each month beginning in August and ending in May. A tuition discount of 5% is applied to accounts paid in full by August 31st.

Tuition is paid monthly, in advance. No fees will be refunded even in cases of extended absences, or when the parent terminates services prior to the end of the school year.

There are no adjustments to the tuition because of student absences, holidays that the school is closed, inclement weather closings, and winter and spring break. A late fee of \$10.00 is assessed on the 5th of the month and weekly thereafter until the account is paid up to date for that month. If an account becomes more than one-month past due, school services will be terminated. The student can be re-enrolled upon full payment of the account and a re-registration fee.

Families with two or more children enrolled receive a 10% discount on the lower tuition of the two children. Families with three or more children enrolled receive a 10% discount on the first two children, and a 15% discount on the third and subsequent children.

Extended Care Program

The Extended Care tuition is determined by the child's program. The monthly tuition rate is based upon a yearly rate divided into ten payments and is charged on the 15th of each month beginning in August and ending in May. A discount of 5% is applied to all accounts paid in full by August 31st.

Tuition is paid monthly, in advance. No fees will be refunded even in cases of extended absences or when the parent terminates services prior to the end of the school year. A late fee of \$10.00 is assessed on the 16th of the month and weekly thereafter until the account is paid up to date for that month. If an account becomes more than one-month past due, services will be terminated. The student can be re-enrolled upon full payment of the account.

Extended Care Program discounts are as follows: 10% discount on the lower tuition of two children enrolled, and a 10% total tuition discount for families with three or more children enrolled.

Children participating in our full time before and after extended care program are not charged an additional fee for care on inclement weather days, teacher workdays and winter and spring vacation camps. Children participating part time in this program will be charged an additional fee for care in these situations.

Returned Checks

A service fee is charged for returned checks. When a check is returned, payment is due in full with 24 hours of notification by a money order. After two returned checks, all future payments must be made by money order.

Withdrawal School Program

We request a 30-day written notice of withdrawal. No fees will be refunded when the parent terminates services prior to the end of the school year.

Withdrawal Extended Care Program

We request a 30-day written notice of withdrawal. No fees will be refunded when the parent terminates services prior to the end of the school year.

Drop-In Care Policy

Parents can register their child(ren) for drop-in care by completing a Drop-in Care Registration Form and prepaying \$50.00 for 5 hours of care. Parents must contact the school prior to using this care in order to inform us of the specific time needed. Parents will be notified when their prepayment is expended.

Late Pick-up Policies and Fees

Children picked up after the closing of the Extended Care Program will incur a late fee. The charge is \$1.00 per minute per family. When a child is not picked up within 15 minutes of the closing of the program, the Director or closing supervisor will begin to call the parents, and all listed emergency contacts for the child. If a contact cannot be made for the child by 8:00 P.M., the police will be notified, and the child will be placed in their custody. Parents who are repeatedly late will be asked to make other child care arrangements.

Holidays

We will be closed in observance of the following Federal Holidays: New Year's Day, Martin Luther King's Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Three teacher workdays are scheduled yearly. Our Extended Care Program is available to our students on these days.

Inclement Weather Policy

In the event of inclement weather please check our website www.manassaschristianschool.org or listen to Channel 4 NBC and Channel 9 CBS for school closing information.

****We do not follow Prince William County, Manassas City, or Manassas Park school closings****

We strive to open our Extended Care Program when the school program is closed. Please check our website or call the school to determine the status of the Extended Care Program.

We will contact you if it is necessary to close our school program early due to inclement weather. Our Extended Care Program will be open to our school students in this situation. Parents will be called to arrange for their student's pick-up as soon as possible.

Power Outages

If we are unable to maintain the temperature of the school of at least sixty-five degrees, due to an unforeseen power outage, we will close the school. Parents will be notified to pick-up their child(ren).

Babysitting Policy

Manassas Christian Academy requires all parents to sign a hold harmless agreement, which releases Manassas Christian from any responsibility if and when a Manassas Christian employee is hired by a parent to care for their children outside of the school. This document is part of the child's registration packet.

HEALTH

Immunization and Physical Records

Our health policies are designed to insure the health, safety and welfare of all of our children and staff. *A copy of the child's immunization record must be received prior to the child's admission.* Updated immunization information must be obtained and submitted to the Director between the child's fourth and sixth birthday. A copy of the child's physical examination, conducted within the past 12 months, must be submitted within 30 days of registration.

Sick Child Procedures

Parents are expected to pick up an ill child **within one hour of notification**. Parents will be contacted when the child has a temperature of **101 degrees or more**, experiences projectile vomiting or diarrhea, or exhibits symptoms of a communicable disease such as a suspicious rash or red, draining eyes.

Diarrhea is a common ailment for children. It is defined as **three** consecutive loose bowel movements. Diarrhea is usually caused by a bacteria or virus, which has the potential of spreading to other children and staff. For this reason, when a child has diarrhea, the parent will be notified to pick up their child as soon as possible. The child cannot return to the school until **24 hours** after the last occurrence of diarrhea. A child with severe diarrhea (three days or more) should be seen by a doctor.

Children experiencing vomiting cannot return to the school until **24 hours** after the last occurrence of vomiting.

A doctor's written permission to return to school is required for a child infected by contagious disease. The doctor's note must state that the child is not contagious and may return to a group child care situation that includes active indoor and outdoor play in large groups. The school has the right to call the physician's office to verify the doctor's instructions.

24 Hour Recuperation Period

The 24-hour recuperation period insures that the child has had adequate time to recover from the illness and is no longer contagious. If a child has a fever, the temperature must remain normal for **24 hours** before the child can return to the school. Prescription medication must be administered at home for **24 hours** before the child can return to the school.

Failure to follow these procedures may result in termination of services.

Medication

It is in the best interests of their children, for parents to make every attempt to administer all necessary medication at home.

When it becomes necessary to have medication administered at the school, Manassas Christian Academy will administer medication as a courtesy to parents by an on-duty staff member who is certified to do so by the Commonwealth of Virginia. If there is no employee certified in medication administration present, medicine will not be administered. When medication is administered, the following policies apply:

1. All medication, prescription or over the counter, can only be administered after the parent's submission of the Authorization to Administer Medication Form. Medication will only be administered at approximately 11:00 A.M. and 3:00 P.M. and will be administered daily for as long as the period of authorization not to exceed 10 working days unless the parent removes the medication from the school.
2. Medication will not be accepted for administration on an "as needed" basis unless the medication is an emergency medication for a federally protected disabling condition. See #7
3. All medication administered to the children by Manassas Christian Academy staff must be in the original container with the prescription label or direction label attached. The label on each type of medicine must list the child's name, dosage, and whether it is to be given at approximately 11:00 A.M. or 3:00 P. M. The expiration date on the medication must be current.
4. The dosage for non-prescription medication must be appropriate for the child's age. If a non-prescription medication states that a doctor must be consulted to determine the dosage for the child, a doctor's prescription shall be required.
5. Fever and other pain reducing medications (Tylenol, Motrin, etc.) or multi-symptom medication containing pain-reducing medications, such as, but not limited to acetaminophen or aspirin will not normally be administered.
6. When the authorization to administer medication has expired, the parents must remove the medication from the premises or it will be discarded.
7. Emergency medication for a federally protected disabling condition must be accompanied by an Individualized Health Plan (IHP) or Asthma Plan that is signed by a doctor and an IHP and Asthma Companion Medication Authorization Form signed by a parent and the doctor. This health plan must detail the exact conditions under which the medication is to be administered along with instructions for care of the child when critical symptoms exist.

Sunscreen and Insect Repellent

Manassas Christian Academy's staff members are not permitted to apply insect repellent. Sunscreen will be applied with authorization from parent/guardian indicating the name of the product, times to be applied, and any known adverse reactions. Sunscreen will be applied by a staff member to children under the age of nine. Children over the age of nine may apply the sunscreen themselves with the supervision of a staff member.

Lice Policy

When a child is diagnosed with lice, the parents will be called to pick up the child within one hour of notification. The child must be treated according to a pediatrician's directions and can return to the school when every nit has been removed. We will clean and sanitize the affected areas to insure that this contagious situation is eliminated.

Medical Emergency

If the parents/guardians cannot be contacted in a medical emergency situation, the hospital must have parental authorization to perform emergency services. A **Medical Authorization Form** must be completed in full, signed by the parents and notarized. This authorization is part of the child's registration form.

SAFETY

Drop-Off Procedures

Upon arrival, parents must park their car, turn off the vehicle's motor and escort their child into the building. The parent must sign in their child in the school's Sign-In/Sign-Out clipboard and record the time of arrival. This clipboard is located on the parent information table. Parents must escort the child to a teacher. The teacher records the child's attendance on the classroom attendance clipboard. The teacher greets the child and parent and leads the child into an ongoing activity.

Pick-Up Procedures

When a child is picked up, the teacher will be made aware of the parent or guardian picking up the child through direct conversation with the parent or guardian.

Parents or guardians must sign out their child(ren) on the Sign-In/Sign-Out clipboard, recording the time of departure. The staff records the child's departure on their attendance clipboards and also notes the person who picked up the child.

Car Line Procedures

Carline drop-off and pick-up of children is conducted during the day at Tracy Hall's main entrance.

Morning Car Line: Begins at 8:45 a.m. and ends at 9:00 a.m.

Noon Car Line: Begins at 12:00 p.m. and end at 12:15 p.m.

Afternoon Car Line: Begins at 3:30 p.m. and ends at 3:45 p.m.

When the child is picked up from school or from extended care, the parent must inform the supervising teacher. Children will be released only to those individuals who have been authorized on the child's registration form, or added to this list in writing. Changes to this authorization must be made in person. Individuals may be asked to show their driver's license to verify their identity and authorization when picking up a child. The minimum age of an individual authorized to pick up a child is 14 years of age.

Accidents

When a child has an accident that requires first aid, an accident report is written by the teacher, and reviewed by the Director or Supervisor. The parent reviews the report, signs it, and receives the yellow copy.

Insurance

Manassas Christian Academy has secondary accident insurance for children injured while participating in the program. Manassas Christian's insurance may pay usual and customary charges to a maximum of \$10,000. This policy provides medical coverage for any accident or injury that occurs during the time the child is in our care that is not covered by family insurance.

Reporting Suspected Child Abuse

We are required by the Commonwealth of Virginia to report any and all instances of suspected child abuse. When a staff member has information or evidence of suspected child abuse, the Director is informed and Child Protective Services is contacted and given this information. Child Protective Services will determine what, if any, action will be taken.

Messages

Messages from parents, through their child, cannot be accepted by the teacher. Please utilize the teacher's e-mail account or request a phone call from the teacher during her planning time.

Outdoor Play

Children are required to play outdoors for an hour each day, weather permitting. It is required that your child comes dressed appropriately for outdoor play. Outdoor play restrictions for a child must be in writing and accompanied by a doctor's medical statement noting the reason for the restriction. As a safety precaution, shoes that completely enclose the foot are required for all children every day.

Discipline

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistent and appropriate for the child's developmental level.
2. Providing children with reasons for limits.
3. Giving positively worded directions.
4. Modeling and redirecting children toward acceptable behavior.
5. Helping children to constructively express their feelings and frustrations to resolve conflict.
6. Arranging the classroom environment in a way that promotes desirable behavior.

A teacher may physically remove or hold a child to prevent the child from injuring himself or herself or another individual. When a time-out is used as a disciplinary action, the child will be placed in an area in the classroom that is within sight and sound of the teacher. The duration of the time-out will be one minute for each year of age of the child. There will be no physical punishment or disciplinary action administered to the body. Verbal abuse will not be tolerated. The withholding or substituting of food or naps will not occur.

Dismissal

We will terminate our services under the following conditions:

1. The child's school tuition account becomes more than one month in arrears.
2. The child's extended care account becomes more than 1 month in arrears.
3. We do not receive parental support and help when a child is found to have a learning or behavioral problem. This includes failure to attend parent conferences and to follow through with medical and/or educational specialists.

4. The child's behavior pattern threatens his or her own health and safety or threatens the health and safety of other children and staff.
5. The parents are no longer supportive of our program and philosophy and become negative and uncooperative in their actions and opinions, which may undermine the operation of the school.

Child's Personal Needs

Every child is designated a personal space for the storage of his or her personal belongings. Parents must provide an extra set of clothing for their child in a plastic shoebox for storage. This will be left at the school for emergencies. Clothing stored in this box should be appropriate for the season and changed accordingly. All outer garments, such as coats, sweaters, hats and gloves **must be labeled clearly with the child's first and last name**. We are not responsible for unlabeled clothing. Clothing or personal items, unclaimed two weeks after the child leaves our care, will become the property of the school.

Parents must provide a **child-size** napper for their child. Nappers may be purchased from the Director. The napper is picked up by parents on Friday, laundered over the weekend and returned to school on Monday. **The napper must be labeled clearly with the child's first and last name**. We are not responsible for unlabeled nappers.

Toys and Personal Items

Personal toys should not be brought to school unless requested by the teacher. Toys must be labeled clearly with the child's name. We are not responsible for unlabeled toys. Backpacks left at the school must not contain any hazardous materials, including but not limited to medications, weapons, sharp objects, vitamins and cosmetics.

Food Policies

Breakfast, lunch, and afternoon snack are served daily for children in our extended care program. Lunch is also provided for our Kindergarten students. Parents provide a nutritional morning snack for their children, while we provide fruit juice. The afternoon snack is served after naptime for our younger children and at the end of the Kindergarten day. Grace is said before all meals and proper manners are modeled and taught.

A high nutritional standard is used for all the food prepared by the school. Milk, fruits, sources of protein (meat, fish or cheese), sources of carbohydrates (rice, bread, potatoes) and vegetables are components of each daily menu. Our meals and snacks meet the nutritional standards of the U.S. Department of Agriculture Child Care Food Program. Our monthly menu is posted in the classrooms, on our website, and copies are available upon request. Fast food, convenience, and homemade foods are not allowed and cannot be brought into the school to be served to the children.

The school does allow certain foods to be brought from home in specific situations. These foods are:

1. Special diets for medical (Physician's authorization required) or religious reasons.
2. Beverages and food for celebrations. These food items must be commercially prepared and packaged.
3. Home-packed lunches for school-age field trips.

Parents must maintain a high quality of care in the food brought from home so that contamination or spoilage does not occur. Food brought from home must meet USDA requirements and should not contain candy, cookies, etc. **Please remember that we are a peanut/nut-free environment when sending food from home.** The school will provide adequate storage space for food brought from home as well as adequate refrigeration space for those foods requiring refrigeration in order to protect against food contamination or spoilage.

The school will guarantee that no food brought by a parent for a specific child will be consumed by another child unless the food is intended to be shared by other children, such as a birthday cake for a party. All unused portions of the food brought from home will be discarded or returned to the parent at the end of each day. In the case of misplaced or inedible food brought from home, the school will provide a meal to take the place of this food.

Transportation Safety

Children are transported to field trips in our school buses. Children are supervised at all times while being transported and transportation safety rules are enforced. Children are strictly monitored around traffic. Staff will insure that streets are safe to cross for the children and if necessary, stop traffic before leading the children across a street.

Our buses are driven by licensed, trained drivers. Our buses are regularly inspected and maintained for safety. Our drivers have access to emergency phone numbers and assistance from the school, if needed, at any time.

Dress Code

Preschool and Junior Kindergarten students are encouraged to dress according to the weather. Girls who wear dresses are encouraged to wear shorts or leggings underneath. Comfortable, secure shoes must be worn. Sandals, open toe or open back shoes are prohibited. Children will not be allowed to play on our outdoor equipment if they are wearing unsafe shoes. Please remember that our students may get messy when participating in daily activities, which may include arts and crafts, sand and water play, spaghetti lunches and outdoor play.

Kindergarten Uniform Policy

Kindergarten students follow our school uniform policy. Uniforms will be worn on the first day of school and every day thereafter, except those designated as dress down days. On those days, uniforms are not required and the students may dress in casual attire.

Our uniforms are provided by Flynn and O'Hara, located at The Fair City Mall, 9650 Main Street, Unit #20, Fairfax, Virginia. They can be contacted at 1-800-441-4122 or www.flynnohara.com. Some clothing items must be purchased through them, while the majority of the uniform components can be purchased at local clothing stores.

Boys:

- A relaxed fit khaki or gray twill pants.
- Khaki or gray walking shorts. These may be worn in September, May and June and are allowed for physical education classes in October and April.
- A white or hunter green polo style shirt, long or short sleeves.
- A white dress shirt, long or short sleeve, or a white or hunter green turtleneck shirt.

- A hunter green v-neck or cardigan sweater with Manassas Christian Academy embroidered on the front and/or a hunter green sweater vest with Manassas Christian Academy embroidered on the front.
- Hunter green sweatpants and sweatshirt with Manassas Christian Academy imprinted on each item for physical education class.
- Plaid tie to be worn on special occasions, i.e., school pictures and field trips.
- Socks of the student's choice.
- Shoes: Athletic style shoes or rubber soled shoes.

Girls:

- A dark green plaid jumper of relaxed fit khaki twill pant.
- Khaki walking short or khaki skort. These may be worn in September, May and June and are allowed for physical education classes in October and April.
- A white or hunter green polo style shirt, long or short sleeve.
- A white peter-pan style blouse, long or short sleeve, or a white or hunter green turtleneck shirt.
- A hunter green v-neck cardigan sweater with Manassas Christian Academy embroidered on the front and/or a hunter green sweater vest with Manassas Christian Academy embroidered on the front.
- Hunter green or white socks, knee socks, or tights.
- Shoes: Athletic style shoes, or rubber soled shoes

We encourage the girls to wear black or hunter green bicycle shorts under the jumper when tights are not worn. Hunter green or white leggings may be worn with the jumper during the cold weather season.

Creative Movement Class Clothing:

On those days that the student has creative movement class, the students have the choice of wearing the walking short and polo shirt during September, October, April, May and June, or sweatpants and sweatshirt or sweatpants and polo shirt at any other time, depending upon the weather.

**Manassas Christian School
9296 West Carondelet Drive
Manassas, Virginia 20111**

Our educational mission continues at Manassas Christian School for our first through eighth grade students. MCS sets high standards for its student body and provides the instruction, support, and home-school connection to help every child achieve. We present an academically challenging program at all levels while meeting the individual needs of our students. Our curriculum meets, and in some areas, exceeds the Standards of Learning established by the Virginia Department of Education. Located on an 11 acre campus, the school building houses 18 classrooms, a gymnasium, library, computer, science and foreign language labs, art room and music room. Outdoors we offer a creative playground, soccer and baseball fields, basketball court, pool and nature trails for our students to explore. Registration information for the next school year is available in November for our kindergarten families. For more information, contact the school at 703-393-6555 or visit www.manassaschristianschool.org

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

The Commonwealth of Virginia helps assure parents that child day care programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions; adequate play space, and ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensing. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the regional office of Social Services listed below.

Northern Virginia Regional Office
170 West Shirley Ave., Suite 200
Warrenton, Virginia 22186
(540) 347-6345