



Torrington Christian Academy

Kiddie College (PreK-3 / PreK-4) Parent Handbook

2021-2022

"I have no greater joy than to hear that my children are walking in the truth."

(3 John 1:4)

2021-22 Administration

Head of School (Principal)

Rev. Clark Hausman

Assistant Principal

Mrs. Dorothy Cernero

Administrative Assistant

Mrs. Ashley Zollarcoffer

Director of Marketing & Enrollment

Mrs. Michelle Guibert

Kiddie College Director

Mrs. Lexy Warren

Athletic Director

Mr. Zack Hickson

School Nurse

Mrs. Simone Odom

Table of Contents

1. Preface

Mission Statement	1
Vision Statement	1
Kiddie College Purpose Statement	1
Statement of Faith	1
Core Values	2
Educational Philosophy	2
Educational Objectives	3
Educational Ethics	4

2. Admissions Policies & Procedures

Eligibility	5
Health & Immunization Requirements	5
Admissions Procedures and Re-enrollment	5
Probationary Period	6
Changes to Information	6
Domestic Actions	6

3. Financial Policies & Procedures

Tuition	7
Withdrawal and Refunds	7
Fundraising	7

4. Discipline Policies & Procedures

Climate	8
Discipline	8

5. Safety / Security Policies & Procedures

Entering the Building	9
Drop-off & Pick-up	9
Visitors	9
Traffic Flow	10
Illness, Accidents, Emergencies	10
Medical Services / Medication	11
Fire / Disaster / Emergency Plans	11

School Closings	12
6. Dress Code Policy	
Clothing Guidelines	13
Outside Play	13
Change of Clothing	13
11. Grievance Policies & Procedures	
Steps to Follow	14
Biblical Principles for Solving Problems (Matthew 18)	14
12. General Information	
Absence	16
Adjustment Period	16
Announcements	16
Calendar	16
Child Abuse	16
Communication	16
Conferences / Evaluation	17
Curriculum	17
Hours of Operation	17
Insurance	17
Lockers	17
Lost & Found	18
Non-denominational Policy	18
Parties	18
Pledges	18
Rest Time	18
Rules & Regulations	19
Sexuality Policy	19
Snack / Lunch	20
Social Services / Child Protective Services	20
Toy Policy and Show & Tell	21
Parent Statement of Cooperation	22

1. Preface

- a. **Mission Statement:** It is the mission of Torrington Christian Academy to assist the family and the church in training Christian leaders for tomorrow, equipping them to stand firm in knowledge, insight, and wisdom while empowering them to impact their culture (world) for Christ.
- b. **Vision Statement:** Torrington Christian Academy is a non-denominational school that glorifies God by providing a Biblically-integrated and academically excellent education; a TCA student will be able to impact his/her world by exhibiting leadership and the ability to articulate and defend a Christian worldview in all areas of life.
- c. **Kiddie College Purpose Statement:** TCA's Kiddie College (KC) exists to nurture young children and provide them with a positive introduction to formal education. We believe...
 - i. A child's first educational experience is important because it lays the foundation for future education.
 - ii. A loving, safe environment helps promote learning and growth.
 - iii. Each child is unique and must be provided the freedom to develop at his/her own rate.
- d. **Statement of Faith:**
 - i. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16)
 - ii. We believe there is one God, eternally existent in three Persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
 - iii. We believe in the deity of Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11; Revelation 19:11)
 - iv. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

- v. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation. (John 5:28-29)
- vi. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
- vii. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

e. Core Values

- i. Biblical truth – teaching the Bible as the foundation and final authority of truth
- ii. Discipleship – teaching what it means to follow Jesus in profession and practice
- iii. Godly character – teaching and modeling character traits that reflect the person and nature of God
- iv. Respect for leadership – teaching a respect for and submission to authority
- v. Self-discipline – teaching the importance of restraint and personal responsibility in speech and actions
- vi. Love – teaching the intrinsic value of every person and the need to treat them with respect and dignity
- vii. Unity & diversity – teaching an appreciation for each person's uniqueness and the ability to work together in spite of differences
- viii. Citizenship – teaching civic duty, patriotism, and an appreciation for our Christian and American heritage
- ix. Academic excellence – teaching a strong work ethic and the desire to succeed for the glory of God
- x. Partnership – working in cooperation with parents to help each child discover their identity in Christ and reach their highest potential

f. Educational Philosophy

- i. The education of children and youth is the primary responsibility of parents and is a process that continues from birth until maturity. (Deuteronomy 6:7-9; Ephesians 6:4; Deuteronomy 11:18-21; Psalm 78:1-7; Proverbs 22:6; Malachi 2:13-16)
- ii. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. It must be based on God's Word as absolute truth, and it must hold Christ as

preeminent in all of life. (Matthew 28:18-20; Matthew 24:35; Psalm 119:9; Colossians 2:3, 6-10)

- iii. The education of children and youth, if and when delegated to others by parents, must be done with utmost care to ensure that all teachers follow the above principles and do nothing to hinder the spiritual and moral development of the next generation. The result should be the formation of a belief system (worldview) patterned after the belief system (worldview) of the student's teachers. (Matthew 18:6; Mark 10:14; Exodus 18:21; Luke 6:40)

g. Educational Objectives

- i. Education in the Bible was never centered on how to “make a living.” It was always centered on “how to live right!” As recorded in Luke 2:52 about Jesus, TCA endeavors to live out our philosophy by developing our students...
 1. Mentally...in wisdom and excellence
 2. Physically...in stature
 3. Spiritually...in favor with God, and
 4. Socially...in favor with men.

From this philosophy we derive our educational objectives.

- ii. For the **mental (academic) development** of the student, KC endeavors to...
 1. Provide an environment that fosters curiosity and encourages learning
 2. Facilitate learning through hands-on experience and play
 3. Utilize curriculum that provides for a variety of developmentally appropriate experiences for children
- iii. For the **spiritual and moral development** of the student, KC endeavors to...
 1. Instill a knowledge of God and an awareness of His love
 2. Utilize curriculum that integrates a Biblical worldview into all learning
 3. Model and teach Christ-like character in words and conduct
 4. Develop a Biblical sense of right and wrong
 5. Aid families in making their homes God-centered, continuing the instruction already begun in the home
- iv. For the **personal and social development** of the student, KC endeavors to...
 1. Respect and celebrate the uniqueness of every child
 2. Promote whole-group participation activities

3. Teach children to respect, value, and work with others
4. Provide experiences that develop large and small muscle coordination and motor skills
5. Provide opportunities for each child to discover and express their creative giftings (art, music, drama, etc.)

h. Educational Ethics

- i. Faculty and staff have a moral responsibility and a legal obligation to report to school administration any misconduct by other faculty and staff which affects the health, safety, or welfare of students (drug and/or alcohol abuse, disparaging comments, obscene language, prejudice or bigotry, sexual innuendo or harassment, physical aggression, etc.).
- ii. Reports of misconduct are to be filed in the Head of School's office within 24 hours of observing the infraction.

2. Admissions Policies & Procedures

a. Eligibility

- i. TCA admits students without regard to race, color, nationality, or ethnic origin.
- ii. Parents of students should have a desire for Christ-centered education.
- iii. KC students are required to be fully potty-trained and maturing in responsibility for their own toileting needs.
- iv. TCA maintains the right to refuse admission to any applicant.

b. Health & Immunization Requirements

- i. Connecticut law requires that all children entering school submit health forms showing that all requirements have been met with regard to health examinations, health history, and certification of immunizations.
- ii. Parents having, or wishing to apply for, religious and/or health-related exceptions must work with the school nurse to provide the necessary documentation.
- iii. Religious exemptions for immunizations may prevent a student from participating in school-related trips outside the continental United States.

c. Admissions Procedures and Re-enrollment

- i. New student applications will be processed after all previously enrolled students have been allowed adequate time to enroll and secure a place for the next school year. To begin the application process, please follow this procedure:
 1. Go to www.tcact.org
 2. Click on Admissions
 3. Click on Inquire
 4. Fill out the information on the Preliminary Application Form and then submit.
 5. You will be contacted by someone in our admissions department.
- ii. Re-enrollment will be held during the month of February for the following year. Currently enrolled students will be given priority until March 1. After that, registration will be on a first-come basis. Information regarding how to re-enroll will be emailed to current families.

- d. Probationary Period** – All new students are accepted into KC on a probationary basis for the first six weeks. Following this period, a decision will be made by TCA Administration in cooperation with teachers and other appropriate staff regarding the finalizing of the student’s admission.
- e. Changes to Information** - It is important that parents/guardians notify the school office of any pertinent change in information.
- f. Domestic Actions**

 - i. During registration, it is the parent’s responsibility to inform TCA personnel of any custody arrangements and provide a copy of the court custody records. Student records are private and will not be shown to anyone other than the custodial parent.
 - ii. TCA understands that from time to time a personal crisis may occur in the home. These types of events have an effect on children. Although we do not wish to invade anyone’s privacy, a note or phone call to make us aware of the situation will allow us to properly respond to the needs of your child during this time.

3. Financial Policies & Procedures

a. Tuition

- i. Payments are due the first of each month. Automatic payments can be set up.
- ii. Delinquent accounts
 1. TCA operates on a very tight budget and relies on family's timely payments. Any account more than thirty days past due will be charged late fees.
 2. We understand that situations occur that bring hardship to families and make it difficult to meet tuition obligations. In such instances it is important that parents communicate with the school Finance Manager to make arrangement for payment or to receive any assistance available.

b. Withdrawal and Refunds

- i. Students are enrolled with the expectation of them completing the entire school year. Budgets and teacher contracts are set based upon student enrollments. The early withdrawal of a student creates an opening that TCA may not be able to fill. When enrolling a child at TCA parents accept the obligation to pay the tuition for the full academic year for which their child is enrolled.
- ii. Requests to be released from tuition obligation must be submitted in writing and are subject to the discretion of the TCA school board. Should such a request be granted, tuition obligation will be calculated as follows:
 1. For withdrawal prior to the first day of school, parents are responsible for 20% of the annual tuition.
 2. For withdrawal after any semester begins, parents are responsible for the total semester's tuition.
 3. Paid-in-full tuition, tuition deposits, and registration fees will be refunded in full should TCA terminate a tuition agreement before the school year begins.
- iii. Preliminary application fees, testing fees, and enrollment/re-enrollment fees are not refundable under any circumstances.

c. Fundraising

- i. All fundraisers must have the approval of TCA Administration.
- ii. Families are asked to help support fundraisers as much as possible as they benefit the programs, operations, or families of the school.

4. Discipline Policies & Procedures

- a. **Climate** - A positive school climate involves all the stakeholders accepting reasonable responsibility for the ongoing pursuit of a culture that produces achievement. TCA believes that teachers, administrators, parents, and students all share responsibility in developing such a culture.
 - i. At TCA we do
 - 1. Praise, reward, and encourage the student
 - 2. Model appropriate behavior
 - 3. Listen to the student
 - 4. Provide alternatives for inappropriate behavior
 - 5. Provide the student with natural and logical consequences for his/her behavior
 - 6. Treat the student with respect as to his/her needs, desires, and feelings
 - ii. At TCA we do not
 - 1. Physically punish students
 - 2. Verbally abuse students
 - 3. Deny food or rest as punishment
 - 4. Leave the student alone, unattended, or without supervision
 - 5. Criticize or belittle students, parents, families, or ethnic groups

- b. **Discipline** – The goal of discipline in KC is to help a child understand the importance of acting in a way that pleases God and does not harm or disrespect others.
 - i. Age-appropriate expectations and rules are clearly communicated and consistently enforced.
 - ii. Positive strategies such as praise and encouragement are utilized to promote good behavior.
 - iii. A child that is misbehaving will be reminded of classroom rules and, if necessary, redirected to a different activity.
 - iv. If the inappropriate behavior continues, the child will be removed to a separate area and given a “thinking spot” for 2-3 minutes to regain control and prepare to make better decisions.
 - v. Unacceptable behavior that persists, or serious behavior that threatens the safety of staff or other students (biting, hitting, etc.), will result in a parent conference to discuss possible solutions. Should the problem persist after these efforts, parents will be asked to withdraw their child.

5. Safety / Security Policies & Procedures

a. Entering the Building

- i. For the safety of TCA staff and students all exterior doors will remain locked from 8am until dismissal time at the end of the school day. To gain entrance during this time you will need to come to the Main Entrance (door closest to the school office), ring the bell, and be buzzed in by office personnel. This does not apply to parents dropping off students for the afternoon session of KC.
- ii. During the school day, all parents and visitors must report to the office upon being admitted to the building to log in and obtain a visitor pass. This pass must be worn throughout the visitor's time in the building.

b. Drop-off & Pick-up

- i. Students in Before-school Care (when available) can be dropped off beginning at 7am. These students should enter the door at the bottom of the ramp by the gym.
- ii. Students attending the morning session of KC can be dropped off at school beginning at 7:45am. If your child enters the building prior to 7:45am they will be sent to Before-School Care and you will be charged a fee.
- iii. Students attending the afternoon session can be dropped off beginning at 11:10am.
- iv. Parents arriving late for either session will need to bring their child to the main entrance (by the school office) to be let into the building.
- v. Students are to be picked up within ten minutes of dismissal time for their session. Any student not picked up within this time will be sent to the office or to After-school Care and a fee will be charged to the student's account.
- vi. If a student will be picked up at times by someone other than a parent, the parents should provide the school office a list of those people approved to pick up their child. TCA will not release a child to someone who is not on the approved pick-up list without written or verbal permission by the child's parent.

c. Visitors

- i. Students are not permitted to have visitors come to the school unless prior permission has been given by TCA Administration.

- ii. All visitors to TCA will be expected to adhere to TCA's standards of conduct and dress during their visit (refer to General Clothing & Appearance Guidelines on pg. 28-29).

d. Traffic Flow

- i. For the safety of all involved, all parents or those who transport children are to observe the appointed areas and procedures when dropping off and picking up students. Please follow all directional signs and drive slowly!
- ii. Do not park your car at any time where it will hinder traffic flow in any way.

e. Illness, Accidents, Emergencies

- i. Parents are required to provide TCA with up-to-date health information for any enrolled child(ren). This is important for school personnel (nurse, office works, etc.) in assisting your child should they become ill during the school day. Please notify TCA right away if any changes occur in this information.
- ii. First aid for minor cuts and bruises will be provided by school staff. However, in the case of a child becoming ill during the school day, TCA will contact the parent/guardian to make arrangement for the child to be picked up.
- iii. It is important that you not send your child to school if they have been displaying symptoms of illness (vomiting, diarrhea, bad cough, etc.) as this could impact others in their class. TCA requires that a student with a fever stay home from school and that they be fever-free for twenty-four hours before returning.
- iv. Serious accidents that require emergency treatment are usually treated by the nearest hospital. If a child should need immediate transportation to a hospital the school will arrange such transportation. Parents, or other individuals listed as emergency contacts, will be notified as soon as possible.
- v. If TCA cannot reach a parent or emergency contact and an ambulance is deemed necessary, TCA will call for an ambulance and parents may incur a charge for the transport of your child to the hospital.

f. Medical Services / Medication

- i. If you child receives a minor cut or injury, school personnel will administer first aid. Parents will be contacted should we feel more medical attention is warranted.
- ii. No medication (Tylenol, antacids, etc.) of any kind will be provided by the school to be administered to students. Medications sent from home may be administered by the school nurse or other designated personnel ONLY if the following procedures are met:
 1. Medication must be in the original prescription bottle with the name of the student, physician's name, and instructions for dosage and time to be given. The initial dosage of any medication must be given by the parent.
 2. Medication must be brought to the school and accompanied by a signed note from the parent giving the student permission to take the medication.
 3. No blanket authorizations leaving the decision to school staff as to when medications should be administered will be accepted. Authorizations must be for specific days/times. Any medication taken during the school day should be inventoried, dispensed, and securely stored by the school nurse or other designated personnel.
 4. A child who has been diagnosed with any of the following diseases or conditions must have written consent from a physician before returning to school: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions.

g. Fire / Disaster / Emergency Plans

- i. The Fire Department and Police Department conduct an inspection of our facilities annually.
- ii. Detailed fire drill procedures have been prepared by TCA Administration and provided to staff. Teachers review and practice these instructions with students.
- iii. Evacuation routes in the event of an emergency are posted in each classroom and appropriate locations throughout the facilities. Fire drills will be conducted several times throughout the year in compliance with state regulations.
- iv. In cooperation with government authorities and local emergency personnel, TCA has developed a Crisis Management Plan which

includes detailed instruction in the event of a crisis or emergency situation. A copy of this plan will be provided to parents so they will be aware of how they should respond in the event of a crisis situation.

h. School Closings & Delays

- i. TCA closely monitors local public-school activity regarding a decision to close due to hazardous weather conditions or other emergency. TCA will make such decisions based on the health and safety of our students and reserves the right to make decisions independent of local schools.
- ii. Parents will be notified of any closings, delays, early dismissals, or other modifications to the normal school schedule via text message, email, and posting on TV Channel 3 (WFSB).
- iii. In the event of a one-hour delay, the morning session of KC will begin at 9am instead of 8am. The afternoon session will not be affected.
- iv. In the event TCA has a two-hour delay, the morning session of KC will be cancelled. The afternoon session will not be affected.
- v. In the event of an early dismissal the afternoon session of KC will be cancelled.

6. Dress Code Policy

- a. **Clothing Guidelines** – Please dress your child in comfortable clothing that is appropriate for play. Young children can get messy and dirty during active learning and play. Play is their “work.” We ask that you follow these guidelines when choosing clothing for your child:
 - i. Please have your child wear sturdy play shoes with non-slick soles. For safety reason we ask that you refrain from having them wear sandals, flip-flops, open-toed shoes, or shoes without a back.
 - ii. Please be sure items like sweaters, jackets, hats, etc. are labeled with your child’s name.
 - iii. No clothing worn should promote entertainment or products that would contradict Biblical standards or the TCA Mission/Purpose statement (such as clothing representing violence, alcohol or tobacco products, sorcery or witchcraft, etc.).
 - iv. Girls should wear shorts under a skirt or dress.

- b. **Outside Play** – Outside play may take place on any given day except in extreme cold weather months. Please dress your child appropriately on cool days (layers are recommended) and be sure to provide them with a jacket or coat.

- c. **Change of Clothing** – All KC students are to have a complete change of clothing in a “Ziploc” bag to be kept at the school in the event of a bathroom accident, drink spill, or other such occurrences. Please label the bag and the clothing items with your child’s name.

7. Grievance Policy and Procedure

- a. Steps to Follow** - Occasionally, questions, problems, or grievances may arise in a setting such as TCA. The following steps should be followed on such occasions:
- i. Talk to the teacher or staff person directly involved. Making an appointment will ensure that you have uninterrupted time to talk with the person in private. If this is unsuccessful...
 - ii. Make an appointment to meet with a TCA Administrator (Assistant Principal or Principal) and the teacher/staff member. If this is unsuccessful...
 - iii. Make an appointment to meet with the Head of School and the teacher/staff member. If this is unsuccessful...
 - iv. Make an appeal in writing to the TCA School Board. Appeals must be in writing, not in person. The Board has the right to refuse to entertain the appeal if, after review, it feels all reasonable steps were taken to reconcile the issue.
 - v. Once all reasonable steps have been taken and the school board has made a decision, (either to entertain the grievance or to affirm the decision and actions of TCA Administration) TCA will consider any further pursuit of the matter as “irreconcilable differences” and will consider the relationship broken. When this happens parents will be asked to remove their child(ren) from the school.
- b. Biblical Principles for Solving Problems (Matthew 18)**
- i. We would love to think that we can all come together as a unified whole and have nothing but peace throughout the entire school year. But...life is real, and we don't live in a perfect world! Due to our human nature, we may at times irritate, offend, or disappoint one another either through misunderstanding or strong disagreement. So, until the day the Lord returns, we must seek His help in following His will in all situations. Jesus left us with a clear and wonderful message in Matthew chapter 18 on how we are to solve person-to-person problems when they arise.
 - ii. At TCA we are going to follow God's formula for solving interpersonal disputes. We also expect all parents, staff, students, and others connected with TCA to do the same. Here are the principles from God's Word (in particular, Matthew 18:15-20) that we will follow:

1. **Keep the matter confidential** – The Bible has much to say against the practice of gossip or maligning others with our words; grievances should be kept only between parties directly involved!
 2. **Keep the circle small** – “if your brother sins against you, go and tell him” (verse 15) - The first step, and more often than not the only step, needed to solve a problem is for one of the two parties involved to take the initiative of face-to-face dialogue. Most problems are solved at this two-person level.
 3. **Be straightforward** – “tell him his fault” (verse 15) – Jesus tells us to love honestly. Sometimes it is hard to tell a person the truth and speak to the heart of a matter, but restoration can only come when issues are lovingly and clearly presented. Proverbs 27:6 reminds us, “Faithful are the wounds of a friend...”
 4. **Be forgiving** – “if he listens to you, you have gained your brother” (verse 15) – This demonstrates to us that once a matter has been discussed and resolved we should move forward in forgiveness, restoring fellowship with the person at fault. But...what if the person involved won't hear you out or work toward reconciliation? (For example – You are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly. You meet with the teacher but are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?)
 5. **Seek help from others** – “take one or two others along with you” (verse 16) – An open and honest conversation with people who are sensitive to Godly principles (this is key, we have to choose carefully who we bring into situations of conflict!) will most often bring about an amicable solution.
- iii. Parents or students who attempt to “short circuit” this process should not expect those “up the ladder” to entertain a grievance until and unless previous steps in the process have been followed.

8. General Information

- a. **Absence** – If your child will be absent from KC, please notify the school office (860-482-7464) so the teacher can be informed.
- b. **Adjustment Period** – Starting preschool can cause anxiety in some children and some parents as well. Separation is a natural part of growing up and we strive to make the transition from home to school as comfortable as possible. We recommend the following:
 - i. Begin talking with your child about school several weeks before it begins. Explain to them that they will get to play and learn many things. Reassure your child that he/she will have a fun and positive experience and that you will return at the end of a short time.
 - ii. Visit the school with your child before the first day of class to allow him/her to meet the teacher and see the environment. There will be a “Meet the Teacher” night prior to the start of school to help with this adjustment.
- c. **Announcements** – Various means are used to keep TCA students and families up to date on activities and information concerning special events. These include, but are not limited to, Sycamore emails, texts, school calendar, and the school website. Parents, please be sure to check these sources regularly.
- d. **Calendar** – KC follows the calendar of Torrington Christian Academy. Please refer to this calendar for information about days of operation and holiday breaks.
- e. **Child Abuse** – TCA teachers and administrators are required by law to report any suspicion of child neglect or abuse. In the event neglect or abuse are suspected the teacher will complete the Department of Social Services (DSS) intake form and the teacher or an administrator will call DSS to make the report.
- f. **Communication** – Communication is important and TCA/KC staff will keep parents informed of necessary information and events through Sycamore pass-a-note or email (each family will be set up with a Sycamore account at enrollment), text messages, notes home, event posters, and other means. It is important that you read all

correspondence sent to you. Parents are asked to please observe the following when it comes to communicating with your child's teacher:

- i. Do not call or text your child's teacher after hours unless there is an emergency involving your child of which the teacher needs to be aware. Email communications can be sent any time, but please allow up to twenty-four hours for the teacher to respond.
- ii. Do not try to hold an unscheduled conference with the teacher at drop-off or pick-up time. Instead, email or text the teacher to set up a conference time.

- g. Conferences / Evaluation** – Parent conferences will be held twice during the school year (see TCA calendar) and Kindergarten readiness evaluations will be conducted prior to the end of the school year.
- h. Curriculum** – “Curriculum” is a term used to describe all the components or elements used in our preschool program. This includes directed activities, Bible stories, exploration activities, indoor and outdoor play, thematic activities, art projects, and so on. KC uses the A Beka preschool curriculum as our primary instructional source, but materials from other publishers may be integrated as well.
- i. Hours of Operation**
- i. PreK-4 meets on Monday, Wednesday, Friday
 1. Morning session: 8:00am – 10:45am
 2. Afternoon session: 11:15am – 2:00pm
 - ii. PreK-3 meets on Tuesday, Thursday
 1. Morning session: 8:00am – 10:45am
 2. Afternoon session: 11:15am – 2:00pm
- j. Insurance** – Every child enrolled in school will be covered for accidents that might occur at school or school-sponsored activities. This coverage is limited, however, and should not be expected to replace family health care or major medical coverage. Forms are available from the school office in the event an injury occurs to your child.
- k. Lockers** – Students are assigned lockers by the teacher. Students should not switch lockers with another student unless approval is given by the teacher. Nothing should be placed on the outside of a locker without the approval of TCA Administration. Items should not be left on the top of a locker. Items found on top will be placed in the lost and found. Lockers

are the property of TCA and may be checked at the principal's discretion. Items of value should not be kept in lockers and TCA is not responsible for items left in a locker. A student should never open another student's locker.

- I. Lost & Found** – Any item turned into the lost and found will be kept in the office (or other designated lost and found location). Items not claimed within a reasonable amount of time will be disposed of or given to a charitable organization. Putting student's name on items can prevent them from ending up in the lost and found. TCA is not responsible for lost items.

m. Non-denominational Policy

- i.** TCA operates as a Christian school, but without regard for a specific denominational position. Our students and staff represent a variety of Christian denominations and we do our best to be sensitive and respectful toward each group represented.
- ii.** Teachers and students are asked to focus on the doctrines we all hold true and avoid pushing denominational distinctives that could create dissension and division.
- iii.** Any problems or concerns regarding doctrinal and spiritual issues within the school should be discussed with a member of the Administration.

- n. Parties** – Class parties will be held from time to time. Teachers will provide information of these activities. TCA does not participate in the celebration of Halloween and there should be no decorations or activities related to Halloween in the school. Students should not bring party invitations to school unless they are inviting their entire class or are inviting all of the boys or all of the girls.

- o. Pledges** – Part of KC's daily routine is the reciting of the pledge to the American flag as follows – I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

- p. Rest Time** – Students attending both the morning and afternoon session on the same day will have rest time following the morning session. KC will provide a mat for students to use. Parents are asked to send a small blanket for their child.

q. Rules & Regulations – All rules, regulations, and policies set forth in this handbook are for the benefit of your child and TCA. Please read and become familiar with this handbook. Please do not request or expect exceptions to these rules for your child.

r. Sexuality Policy

- i. TCA is a ministry of TFA church, and an Assemblies of God member. As such, TCA teaches God's Word as it relates to all matters pertaining to life, godliness, and personal conduct. This means that our employees, volunteers, and students/families are expected to serve as Christian role models while on and off campus, upholding the highest standards of Biblical ethics and morals. Moral misconduct includes but is not limited to promiscuity, homosexual behavior, sexual orientation, transgender or gender identity – or any violation of the unique roles of male and female (Romans 1:21-27; 1 Corinthians 6:9-20)
- ii. TCA affirms the Biblical stance on homosexuality, marriage, and sexual identity as it is written in the official statement by the General Presbytery of the Assemblies of God, August 4-5, 2014:
 1. **WITH REGARD TO SAME-SEX MARRIAGE** - The Assemblies of God defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27–28; 2:18–24; Matthew 19:4–9; Mark 10:5–9; Ephesians 5:31–33).
 2. **WITH REGARD TO SEXUAL IMMORALITY** - The Assemblies of God believes that sexual acts outside of marriage are prohibited as sinful. Sexual acts outside of marriage include but are not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts. (Exodus 20:14; Leviticus 18:7–23; 20:10–21; Deuteronomy 5:18; Matthew 5:27–28; 15:19; Romans 1:26–27; 1 Corinthians 6:9–13; Galatians 5:19; Ephesians 4:17–19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4).
 3. **WITH REGARD TO SEXUAL IDENTITY** - The Assemblies of God believes that God created humankind

in His image: male (man) and female (woman), sexually different but with equal personal dignity. The Fellowship supports the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predominant biological sex—including but not limited to elective sex-reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct. (Genesis 1:26–28; Romans 1:26–32; 1 Corinthians 6:9–11).

4. **WITH REGARD TO SEXUAL ORIENTATION** - The Assemblies of God affirms the sexual complementarity of man and woman and teaches that any and all same-sex sexual attractions are to be resisted. Consequently, believers are to refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27; 2:24; Matthew 19:4–6; Mark 10:5–9; Romans 1:26–27; 1 Corinthians 6:9–11).

- s. **Snack / Lunch** – Due to many allergy and special diet issues, KC does not provide students with snack or lunch. Parents should plan to provide this for their child as follows:
- i. If your child will be attending only a morning session, please send a snack to school with them.
 - ii. If your child will be attending only an afternoon session, please send a lunch to school with them.
 - iii. If your child will be attending both the morning and afternoon sessions, please send a snack and a lunch to school with them.
- t. **Social Services / Child Protection Services** – On occasion it will become necessary for the administration of TCA to interact with a social worker who comes to the school to interview a child or children reported to Social Services as suffering abuse or neglect of one form or another. Current state law forbids interference with the social worker carrying out his/her responsibility. In the event this happens, TCA Administration will do the following:
- i. Provide a place that is private for the interview
 - ii. Ask the child if he/she would like one of the administrators or a teacher to be present during the interview
 - iii. Call one or both parents if they can be reached and inform them that the interview is taking place

- u. Toy Policy and Show & Tell** – While we realize that many children have special treasures such as stuffed toys, recent gifts, etc., we encourage these to be left at home except on Show & Tell days. Your child’s teacher will let you know the days set aside for Show & Tell. TCA is not responsible for items brought to the school by students. We also ask that students not bring in items such as toy guns, knives, swords, etc. If you are unsure or have questions about sending a particular item, please check with your child’s teacher prior to sending it with your child.

Parent Statement of Cooperation

As a parent, I agree to...

1. ...pray regularly for TCA staff, administration, and families.
2. ...follow and support the guidelines and standards as set forth in the handbook.
3. ...support the aims and ideals of Torrington Christian Academy.
4. ...handle all grievances in accordance with the Matthew 18 principles outlined in the handbook.
5. ...support school fundraising efforts.
6. ...support and follow the financial policies of the school.
7. ...authorize TCA to take my child on field trips approved by the Administration.
8. ...allow TCA to use my child's image in promotional and advertising materials and release TCA from all liabilities unless I have specifically indicated otherwise by completing the appropriate form.
9. ...not hold TCA responsible for loss of personal property, whether the loss occurs by theft, fire, or any other cause.
10. ...invest authority in the faculty and administration of TCA concerning the discipline of my child(ren) following the guidelines of the handbook.
1. ...cooperate with my teachers in the completing of assignments, refrain from plagiarizing another person's work, and not participate in cheating.
2. ...practice good stewardship of all TCA property, facilities, and equipment.

Parent's signature: _____ Date: _____