

2019-2020

Early Education Parent Handbook



METROLINA
CHRISTIAN ACADEMY
ESTABLISHED 1992

Metrolina Christian Academy

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INTRODUCTION

A MESSAGE FROM THE HEAD OF SCHOOL

I would like to welcome you to Metrolina Christian Academy! I am so excited about the promise that school year 2019-2020 holds for all of us. I am confident that God has great things in store for our school this year. We are so blessed at MCA to have such great students, families, and staff that make MCA such a special place.

Our prayer for this handbook is to provide you not only with the information you need for your children to succeed at MCA, but also to provide you with valuable insight into the philosophy, mission, and heartbeat of Metrolina Christian Academy. We are indeed committed to our purpose of providing Christ-like love, promoting a Biblical worldview, pursuing excellence in education, and partnering with our families.

We are here to serve you and partner with you in providing your children a distinctive Christian education. We certainly appreciate the sacrifices that you make in order to provide your children with an opportunity to excel with a Biblical worldview. I am completely convinced that God will honor your sacrifices with eternal dividends. Thank you for the trust you place in us.

In Him,



Rev. Rick Calloway
Head of School

SCHOOL LEADERSHIP

Rev. Rick Calloway	<i>Head of School</i>
Mrs. Lisa LiVigni	<i>Lower School Principal</i>
Mr. Daniel McDowell	<i>Upper School Principal</i>
Mrs. Mika Edwards	<i>High School Assistant Principal and Director of Curriculum & Instruction</i>
Mrs. Susan Vandergrift	<i>Lower School Coordinator of Curriculum & Instruction</i>
Mrs. Paige Summey	<i>Middle School Assistant Principal & Guidance Counselor (Grades 6-8)</i>
Mrs. Elizabeth Hargett	<i>Guidance Counselor (Grades 9-10)</i>
Mrs. Lisa Shields	<i>College and Career Guidance Counselor (Grades 11-12)</i>
Mr. JarMark Parker	<i>Dean of Students</i>
Ms. Dana Bostic	<i>Director of Advancement</i>
Mrs. Monique Pougés	<i>Director of Admissions</i>
Mr. Ronnie Plyler	<i>Athletic Director</i>
Mr. Matthew Trent	<i>Assistant Athletic Director</i>
Mrs. Ginny Woodmansee	<i>Early Education Director</i>
Mr. Bob Vandergrift	<i>Director of Security</i>

HANDBOOK PURPOSE

This handbook is designed to provide rules, guidelines, and procedures for the benefit of the students and the school community. While we have tried to be as comprehensive as possible, it is impossible to address every conceivable circumstance in handbook format. If a subject or item is not covered within these pages, it does not mean that it is allowed. It may be that well-known biblical principles and common sense determine how a matter will be handled.

Every year, this handbook is updated as needed. The revisions may be grammatical, a change in wording for better clarification, or an attempt to match the wording in other documentation.

The administration of Metrolina Christian Academy reserves the right to make changes to any policy or procedure, if needed, to best achieve the school's mission.

Parents and students are expected to follow the rules and regulations in the handbook, as stated on the application. Parents or students should not expect exceptions to be made to the handbook. Please read thoroughly, sign and detach the agreement in the back of this handbook, and give to your child's teacher.

WHAT MAKES MCA DISTINCTIVE?

OUR MISSION

To lovingly lead and equip students for Kingdom living.

OUR VISION

Students graduate with a Biblical worldview based upon established spiritual disciplines, sound academic thinking, and appropriate skill development that enables them to move into their adult experience with the character and tools to be equipped for service in the Kingdom of God. As we seek to accomplish our vision, we believe it is important that the school develop programs, strategies, and methodologies within the context of Biblical principles that support our mission statement and enable our program to produce graduates that not only own their faith but who are equipped with a Biblical worldview consistent with the expected student outcomes reflected in our portrait of a graduate.

OUR PURPOSE

- Provide Christ-like love
- Promote a Biblical worldview
- Pursue excellence in education
- Partner with our families

OUR CORE VALUES AND COMMITMENTS

The Bible - *"Thy word is a lamp unto my feet and a light unto my path." Psalm 119:105*

- We commit to partner with both home and church to instill in each child an authentic and applicable Biblical worldview using God's Word as the plumb-line for truth, not textbooks or society.
- We commit to govern ourselves according to Biblical principles.
- We commit to integrate the Bible into every aspect of the school's life.

The Church - *"Upon this rock I will build my church and the gates of hell shall not prevail against it."*
Matthew 16:18

- We commit to recognize our existence as a ministry of First Baptist Church of Indian Trail.
- We commit that our school will operate under the authority of First Baptist Church of Indian Trail.
- We commit to the expectation of our board members, administration, faculty and staff to be active members of Bible-believing local churches.
- We commit to one of our main goals of strengthening the church.
- We commit to encourage parents and their families to be active members of Bible-believing local churches.
- We commit to demonstrate honoring the church through its policies, procedures and practices.

Spiritual Walk - *“I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith you are called.” Ephesians 4:1 “For ye were sometimes darkness, but now are ye light in the Lord, walk as children of light.” Ephesians 5:8*

- We commit to only employ and/or appoint, develop, and retain board members, administrative staff, and faculty whose actions and attitudes model Christ.
- We commit to challenge faculty, staff, students, and parents to demonstrate Christ-like character in all aspects of their lives.
- We commit as a staff to readily share our faith with others.
- We commit to teach students to obey God’s command to openly communicate their faith.

Excellence in Education - *“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” Colossians 3:23*

- We commit to develop strong, informative, and caring parent, teacher, student relationships that will encourage and positively impact student progress.
- We commit to provide a safe, secure environment that promotes excellence among students, teachers, and administrators to prepare and enable students to achieve the plan the Lord has for their lives.
- We commit to uphold the highest academic standards possible through the constant evaluation and growth of our programs.
- We commit to pursue both spiritual and professional development in order to present ourselves to God as workmen who do not need to be ashamed.

Family - *“That the generation to come might know them, even the children which should be born; who should arise and declare them to their children. That they might set their hope in God, and forget not the works of God, but keep His commandments.” Psalm 78:6-7*

- We commit to provide training and resources to help parents establish a Christ-centered home.
- We commit to provide Christian education that is affordable to the average Christian family.
- We commit to establish a program that will provide Christian education for children with different learning styles and academic abilities.

Service - *“For we are His workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.” Ephesians 2:10*

- We commit to encourage students to follow Christ’s example of leadership through servanthood.
- We commit to involve students in activities which teach the value of service before self and the joy of servanthood.
- We commit to train students how to identify their spiritual gifts and use them to glorify God through service in their local school, Church, and community.

Stewardship - *“Thou hast been faithful over a few things, I will make thee ruler over many things.” Matthew 25:21*

- We commit to be responsible stewards of all that God has provided us, including but not limited to time, money, facilities, environment, and human resources.
- We commit to recognize that children are a blessing. They are gifts from the Creator and as such are highly valued, possessing unique gifts and talents special to them.

EDUCATIONAL PHILOSOPHY

It is the belief at Metrolina Christian Academy that man lives his life as a response to God; therefore, an education that weaves God's Word, the Bible, into the daily curriculum is necessary. His word is the filter for clarity, the level for balance, and the final check for Metrolina's goals. Christian education is founded upon the word of God. Metrolina Christian Academy believes that the Bible is the inspired, infallible and sufficient word of God providing the standard for living a life of significance and meaning.

MCA serves as a tool for communicating and facilitating His word as we assist students in their spiritual transformation process. As Christians, we are to present ourselves as a living sacrifice and avoid the temptations of the world by "...being transformed by the renewing of the mind in order to prove that what is good, acceptable and perfect will of God". (*Romans 12*)

In obedience to the word of God, students educated at MCA will be educated in academic excellence, established in a Biblical worldview, thus equipping students for service to the community. Teachers and staff who have a living personal relationship with Jesus Christ, and view each child as a unique creation in the image of God, are necessary to fulfill the goals and mission of the school.

Educational Objectives:

"And Jesus increased in wisdom and stature and in favor with God and man." (*Luke 2:52*)

1. Spiritual "Let the Word of God dwell in you richly". (*Col. 3:16*)
 - a. Students will be encouraged to make a personal commitment to Jesus Christ.
 - b. Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
 - c. Students will continually increase their knowledge of Scripture.
2. Academic "Let this mind be in you which was also in Christ Jesus." (*Phil. 2:5*)
 - a. Students will acquire basic skills in the areas of reading, writing, speaking and listening.
 - b. Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
 - c. Students will acquire information concerning the earth, physical and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
 - d. Students will understand the facts and flow of human history and current events, and interpret them in the light of God's plan for mankind.
 - e. Students will be taught the facts and flow of American History, the basic principles of democracy, and the heritage of sacrifice which have made America free.
 - f. Students will be afforded the opportunity to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.
 - g. Students will understand the full range of career opportunities available to lead a productive life within God's plan and will be guided toward matching their aptitudes and skills with those opportunities.
 - h. Students will have the opportunity to become acquainted with technology skills which will enable them to effectively function in a technological society.
 - i. Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.

3. Social “No man liveth unto himself”. (*Romans 14:7a*)
 - a. Students will be taught respect for parents and courtesy and love for the whole family, and will assume responsibility within the family unit.
 - b. Students will be taught to develop and demonstrate concern for others.
 - c. Students will be taught to respect the property of others.
 - d. Students will be taught acceptance and recognition of authority and respect for those in authority over them.
4. Physical “Present your bodies a living sacrifice ... unto God”. (*Romans 12:1*)
 - a. Students will improve their coordination, grace, muscle tone, and endurance.
 - b. Students will be taught to form desirable habits in the care and grooming of the body, and will be taught to develop respect for the body as a temple of the Holy Spirit.
5. Emotional “For God hath not given us the spirit of fear, but of power and love ...” (*I Timothy 1:7*)
 - a. Students will recognize the Christ-controlled personality as the source of true happiness.
 - b. Students will develop a continuous desire for learning.

SCHOOL VERSE

“That the generation to come might know Him.” – Psalm 78:6

SCHOOL HISTORY AND ORGANIZATION

Metrolina Christian Academy (MCA) is an evangelical Christian school consisting of our Early Education Center (Infant through 4-year-olds) and Academy (grades TK through 12). MCA opened in 1992 as a ministry of First Baptist Church of Indian Trail. MCA graduated its first senior class in May of 2000.

MCA K-12 faculty members have at least a Bachelor’s Degree from an accredited university and have completed the requirements for certification through Association of Christian Schools International (ACSI).

Our staff members are expected to be Christians who have a personal relationship with Jesus Christ. As representatives of Christ, our churches, and MCA, staff members are expected to be a good testimony in his/her own church and community.

ACCREDITATIONS

Metrolina Christian Academy is accredited with the [Association of Christian Schools International](#) (ACSI), [AdvancEd](#) Accreditation Commission and Board of Trustees, comprised and accredited by the Southern Association of Colleges and Schools (SACS), North Central Association Commission on Accreditation and School Improvement (NCA CASI).

AFFILIATIONS

Metrolina Christian Academy competes as a 4A member of the North Carolina Independent School Athletic Association (NCISAA) ncisaa.org. At the local level, MCA is a member of the Metrolina Athletic Conference (MAC).

HONOR CODE

Jesus Christ is the reason that Metrolina Christian Academy exists. It is essential that we consider all of our actions, speech, and conduct as to whether or not they bring glory to God. This truth is contained in 1 Corinthians 10:31 which declares: **“Whether we eat, or drink, or whatsoever ye do, do all to the glory of God.”**

We have also strategically placed this truth in our school logo with the phrase **“To the Greater Glory of God.”** We have chosen this phrase to summarize our Honor Code; a concept that we as a school community will seek to embrace in all that we do. This Honor Code is foundationally built on God’s Word and the idea of our school community working always **“To the Greater Glory of God.”**

This document will serve as a guidepost to all stakeholders within the MCA community—students, parents, and faculty to unify us in both perspective and purpose.

The Mission

Every member of the MCA community will be challenged to understand and commit to our school’s mission. The mission of Metrolina Christian Academy is, **“To lovingly lead and equip students for Kingdom living.”**

Key Concepts of the Mission is to:

- Provide Christ-like love to all we encounter
- Promote a Biblical worldview
- Pursue excellence in education
- Partner with our families in providing Kingdom Education

The Mindset

All students and staff are challenged to focus on an eternal perspective. Colossians 3:2 commands us to **“Set your affection on things above, not on things on the earth.”** In order to effectively change our perspective to an eternal one, we must continually challenge students and staff to pursue the mind of Christ. Philippians 2:5 commands us **“To let this mind be in you; which was also in Jesus Christ.”**

Key Concepts of the Mindset is to:

- Pursue an eternal mindset versus an earthly one
- Pursue a constant attitude of gratefulness
- Be others-centered, selfless and servants
- Have our conversations always be wholesome, up lifting, professional, and appropriate **“Only let your conversation be as it becometh the Gospel of Christ.”** Philippians 1:27

The Mark

We will encourage all students and staff to leave a mark for Christ’s sake, not only in those we come in contact with, but also in all that we endeavor to do. The Biblical foundation for this pursuit is found in Philippians 3:14. That verse declares: **“I press toward the mark for the prize of the high calling of God in Christ Jesus.”**

Key Concepts of the Mark:

The Mark on People

- We will intentionally share our faith with others.
- We will seek to treat all people with dignity and respect.
- We are inclusive rather than exclusive.
- We recognize that simple actions such as a smile, friendly greeting, hand shake, and eye contact demonstrate respect, care, and are others-centered.

The Mark on Programs

- We will seek to create a culture of excellence in all programs. (academic, extracurricular, service, chapel, etc.)
- We will encourage student and staff participation in the life and culture of the school's programs.
- We will teach our students and staff the truth that God made some to love the arts, some to love athletics, and some to love academics, or a combination of all. We will teach that supporting one another in these areas creates unity and friendship. It makes our school more complete when all of these programs succeed.

The Mark on Property

- We will instruct and encourage our students to have the utmost respect for the environment, the school's facilities, and equipment. This stewardship principle carries over into all areas of each individual's life.
- We will seek to leave a space better than we found it.
- We will stop and pick up trash whenever we see it.
- We will treat MCA property with respect and will not do anything that could potentially leave damage to its grounds, facilities, or contents therein.

PORTRAIT OF A GRADUATE

At Metrolina Christian Academy, we are committed to our mission of **“lovingly leading and equipping our students for Kingdom living.”** In keeping with that mission, we seek to lead our students to personally own their faith and to not only possess but live out a Biblical worldview. It is our belief that we should seek to develop a detailed portrait of what a graduate of Metrolina Christian Academy should look like.

The administration and staff of Metrolina Christian Academy have prayed, sought God, and planned meticulously in the development of this portrait. We have used Luke 2:52 as a guidepost for developing this plan. This verse of scripture describes the maturation of Jesus as a young man in four areas. The Bible says in this verse that Jesus grew **in wisdom, stature, favor with God, and favor with man.** We seek to follow this model in developing our students.

From this approach, we prayerfully commit to leading our graduates to be true Warriors for Christ who will possess:

Worldview that is Christ-centered and biblically based

- Graduates will possess knowledge and understanding of the Scripture that equips them for Kingdom living. (Romans 12:2, Col 2:8).
- Graduates understand how Scripture applies to and informs the graduate's view of social, economical, political, historical, vocational and other foundational areas of influence. (Proverbs 2:6, Proverbs 4:11, and Luke 2:46-47)

Academic foundation that prepares them for God's open door at the next stage of life

- Graduates will be well prepared in all academic disciplines, and possess the academic skills necessary to flourish at the next level. (Luke 2:52)
- Graduates will possess the necessary critical thinking skills and a commitment to be a life-long learner that allows the individual to prosper in an ever-changing world. (Colossians 1:10, 2:6, and II Peter 1:5-8)

Redemption that is biblically based and personal

- Graduates will understand God's plan of redemption both for the individual and the world. (23Matt 28:19-20, Acts 1:8, and Romans 1:16)
- Graduates will understand how to explain Salvation based on God's Word. (Romans 3:23, Romans 6:23, Romans 5:8, John 3:16, and Romans 10:9-13)

Responsibility that is guided by Scripture and encompasses the individual, culture, and evangelism

- Graduates will understand biblical responsibility for being accountable to God and established authority. (2 Cor. 5:10, Romans 13:1 and 1 Peter 2:13-14)
- Graduates will understand biblical responsibility for building culture. (Genesis 1:28, Genesis 9:1, and Romans 13:6-7)

Integrity that influences all of life's decisions

- The graduate will be taught the importance of exhibiting character qualities that honor Christ. (Proverbs 11:1 and Titus 2:6-8)
- The graduate will understand the importance of maintaining Christ-like integrity when making all decisions. (I Peter 2:15 and Proverbs 4:23)

Ownership of the Faith that is personal and transformational

- Graduates will learn the importance of taking personal responsibility for study, prayer and service. (II Timothy 1:6-7, 2:15, 3:14-17, Phil 2:12, II Timothy 3:15-16, James 5:16, and John 1:12-13)
- Graduates will understand how to defend the faith. (Acts 17:2, Acts 17:17, and Acts 19:8)

Readiness to engage culture, proclaim the Gospel, and live life to the Glory of God

- Graduates will be equipped academically, intellectually, and physically to pursue God's calling on his or her life. (II Timothy 3:16-17 and Luke 2:52)
- Graduates will be equipped to glorify God by kingdom living. (II Tim 4:6-8, Psalm 29:1, and II Cor 4:6 & 15)

ADMISSIONS POLICIES & PROCEDURES

MCA exists to assist Christian parents in their God-given responsibility of raising their children in the truth. We strive to partner with families who commensurate with this purpose. Therefore, because of limited means and a focused curriculum, we are only able to admit students who fit our distinct ministry.

NON-DISCRIMINATORY POLICY

Metrolina Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies, scholarships, athletic, and other school programs. We will admit children with special needs if services can be provided with reasonable accommodation.

STUDENT ADMISSION PROCEDURES

Admissions will only take place by the following process:

1. The parents will complete the application forms and pay the registration fee. Along with the application, the parents will include a completed medical form, a copy of the student's immunization records, a completed emergency contact form, and for children 12 months old and younger a completed SIDS policy agreement.
2. The parents will interview with the administration to assess criterion #1 delineated in the Student Admission Criteria below.
3. The administrator may admit the applicant or refer the application to the Admissions Committee for a final decision.

STUDENT ADMISSION CRITERIA

1. The applicant or applicant guardian poses no threat to the ministry of the school and has no behavioral or emotional needs that cannot be met within the program. MCA does not generally accept an applicant who has a history of behavioral problems or has been under serious discipline at another center.
2. The applicant does not have academic needs that cannot be met within the program of the school. We will admit children with special needs, if services can be provided with reasonable accommodations.
3. Students who have been expelled from another center will not be considered for admission to MCA until one year following the expulsion. The student must complete the year and be a student in good standing at another school before MCA will give consideration for admission.

A completed application form and the registration fee are required to secure a student's position in the Early Education program. All new families must have a personal interview with an administrative staff member. Parents are required to read the Parent/Student Handbook and sign the cooperation page. Students are not guaranteed acceptance until MCA has received and reviewed the student's application and records. Students applying after a class is fully enrolled will be placed on a waiting list for future consideration.

FAMILY LIFESTYLE POLICY

Metrolina Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

ADMISSIONS POLICIES

Enrollment for Custodial Guardians

Custodial guardians must provide MCA with the following: Proof of legal guardianship, a valid copy of a driver's license, and a notarized Parental Permission Form (available from the Registrar).

Withdrawal

The Early Education Program is year-round; therefore, if you choose to withdraw your child for the summer months, you risk losing their space for the fall. If you still choose to withdraw for the summer, you need to provide us with a two-week notice and may begin to inquire about available space for the new school year after July 15th. If there is a space, a \$150 re-enrollment fee will be needed to secure your child's placement.

RELEASE OF STUDENT RECORDS

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. An exception will be made in the event of suspected child abuse or neglect.

Unless a court order specifies otherwise or terminates all parental rights, both parents - whether married, separated, or divorced - have a right to review and possess copies of their child's school records.

In the absence of official documentation, school officials do not have the authority to deny either parent access to the child or the child's records.

Except in the following two specified circumstances, the school will not provide any party other than a parent, including a parent's lawyer, with copies of the student's records without a signed release from the parent.

1. A student's record will be carried to the court by a school official only if it is duly subpoenaed by the court.
2. Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to all student records that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian will have a letter of introduction from the District Court Judge to confirm his/her assignment to a case.

ATTENDANCE

SCHOOL HOURS

Early Education program	7:00 A.M. – 6:00 P.M.
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ARRIVAL & DEPARTURE

Each parent must park in a designated parking space and bring their child into the school building. The Early Education program opens at 7:00am and children may not be dropped off before then. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times.

Children may not enter or leave school unless accompanied by an adult. Please accompany your child to their classroom, rather than letting them run ahead.

It is the parent's responsibility to sign your child in and out in the classroom each day. Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving. Feel free to discuss any information you feel pertinent about your child with his/her teacher each morning. In accordance with Health Department regulations, we ask that you assist your child in washing their hands upon entry to the classroom.

Children will be released to a parent or to an adult designated on the student's registration application. If other arrangements are made, a written request is required stating the full name of the person who will pick up the child and must be submitted to the Early Education office in advance. A picture ID will be required of the person picking up prior to the release of your child.

The school is obligated to release a child to their parent unless legal paperwork is on file that states otherwise.

ABSENCES

If your child will be absent from the center for any reason, it is preferred that you call and notify someone in the Early Education office by 10:00am. Absences are not deductible from tuition.

HOLIDAYS

The EEC is closed on the following days. Please refer to the calendar on our website for dates:

- New Year's Day
 - MLK, Jr. Day
 - 3rd Monday in February (Teacher Workday)
 - Good Friday & Easter Monday
 - Memorial Day
 - Independence Day
 - 4th Monday in August (Teacher Workday)
 - Labor Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas (3 days)
- As well, there are two conference days during the year for K3 and Jr. K children, in which care is not provided for them on these days.

ACADEMICS

PARENT INFORMATION ACCESS

MCA utilizes parent information software entitled RenWeb. Parents may access weekly happenings, calendars, newsletters, lunch menus, and other useful school information. Announcements are posted on the home page of RenWeb as well as the calendar. The K3 and Jr. Kindergarten teachers post happenings and announcements in RenWeb on a weekly basis. As well, RenWeb provides parents with information related to all student activities. Once an account login is established for the parent(s), information is obtained from one of three main sections of RenWeb—School Information, Student Information, and Family Information.

CURRICULUM

Infants and Waddlers

The daily activities in our infant and waddler programs focus around routines and achieving appropriate developmental milestones. The schedule in the infant and waddler program is very flexible in order to meet the needs of each child. Our teachers understand how essential routines are to the growth and development of the children. The teachers make a point to respond to the children's needs immediately, as well as taking time to distinguish the individual needs of each child. In order to meet each child's individual needs, the teachers create weekly plans for every child. These plans include special activities that are designed to provide each child with opportunities to explore and discover their indoor and outdoor environments, while focusing on developmental milestones. The teachers also make sure to communicate with the children while they are performing routines, in order to develop a secure and loving relationship with each child. One of the most important focuses of the routines in this program is to be consistent with the routines at home. Our teachers do this by communicating with parents and working with them to come up with a schedule that is the most consistent for the child. The infant and waddler teachers collaborate with parents in order to ease transitions and to provide children with a secure, loving, and developmentally appropriate environment.

Toddlers and Two Year Olds

MCA uses the Itty-Bitty Bookworm curriculum for the toddler and two year old students. This program emphasizes that childhood is a journey and most kids just need a little guidance to come into their own.

The Itty-Bitty Bookworm curriculum is designed on the following principles:

- Children who are read to have an advantage in school.
- Children who learn to read early tend to be those who have books and have been taught to value them.
- Shared reading, offering children a variety of print materials, and positive attitudes toward literacy promotes early literacy skills.
- Books activate prior knowledge making learning new information easier.

Each month of curriculum will focus on two different storybooks and there will be activities that coordinate with the themes of the books. Each month your child will be exposed to comprehensive, stimulating, age-appropriate material and activities, as well as rich children's literature. This exposure to literature will help your child develop a lifelong love of reading.

In the Toddler and Two Year Old program, children will begin to learn foundational concepts such as shapes, colors, and numbers. In addition, they will be going out to the playground for outside learning time. They will continue to develop their social skills, with the help of teacher directed activities and free play opportunities. There will be many scheduled opportunities for learning activities, such as music and movement, art, gross and fine motor skills, self-help skills, and social development.

K3 and Jr. Kindergarten

The K3 (three year old) and Jr. Kindergarten programs use a developmentally appropriate and engaging theme-based curriculum. It is a culturally rich, fully integrated curriculum that focuses on critical domains of learning, including literacy, math, science, social studies, oral language, and creative arts. Children are taught basic readiness skills, such as the alphabet, numbers, shapes, and colors, and they are also encouraged to experiment, build structures, appreciate fine art, sing, dance, and engage in dramatic play.

Our program encourages curiosity and motivates children to think, solve problems, communicate, and investigate their world. The curriculum focuses on social and emotional needs as well as physical abilities for young children. The teachers take great care to make adaptations to accommodate a multitude of individual needs. The teaching approach emphasizes interactive learning and invites family involvement at different points in the year.

Children in the K3 and Jr. K programs are beginning to prepare for school and the focus will be on social and emotional development, focusing and attending for longer periods of time, and learning letters, numbers, and other foundational concepts, as well as beginning to learn the basics of reading and writing.

ENRICHMENTS

In the Toddler, Two Year Old, K3, and Jr. Kindergarten programs, we incorporate enrichment classes into the weekly schedule to provide opportunities for children to express themselves and explore new interests. Depending on the age group children may participate in Art, Music and Movement, STEAM, Media and Chapel

ASSESSMENTS

Throughout the year, the teachers assess the developmental progress of their students using a variety of methods and situations. This includes formal and informal observation, as well as specific tasks and activities. There are two scheduled parent/teacher conferences during the school year for children in K3 and Jr. Kindergarten classes to review progress (there is no childcare on these conference days).

SUMMER READING POLICY

Summer reading is not required for children in the Early Education program but it is recommended that parents read with their children on a nightly basis.

PARENT/TEACHER CONFERENCES

We value the importance of communication between parents and teachers. While a brief visit at the beginning or end of the day can answer routine questions, a scheduled conference with your child's teacher is the best way to communicate concerning academic performance, behavior, or any area of major concern. In order to maintain proper supervision of the class, provide privacy, and receive the teacher's full attention, please schedule an appointment by calling the Early Education office if you need this time. Most teachers will be able to see you within a few days of your request.

For children in the K3 and Jr. Kindergarten programs, there are two scheduled parent/teacher conference days, one in the fall and one in the spring. These conferences provide a forum for the teacher and the parents to share and discuss their observations of the child's progress and development. Please check the Early Education calendar for specific dates. There is no childcare for K3 and Jr. K children on these days.

GRIEVANCE PROCEDURE

Occasionally there may be questions, problems, or grievances that arise. It is our policy to follow the Matthew 18:15-17 principle. The faculty and administration of MCA want to help you resolve any issue that may arise. Please follow the guidelines below:

1. Bring any and all questions and criticisms to the person most directly involved. If there are questions or concerns about a specific classroom action or procedure, contact the appropriate teacher.
2. If a satisfactory conclusion is not reached, contact the Director of Early Education.
3. If the matter is not resolved, request a meeting with the Head of School.

The guidelines and policies of MCA have been established to ensure a peaceable, God-honoring Christian school environment for students, faculty, and families. The faculty and administration of Metrolina are intent on helping you resolve any concern you may have. However, we must have your assistance in accomplishing this goal. The problem will go unresolved if the parent or student voices their complaint to individuals other than the appropriate faculty or administration. Actions such as these do not follow the above stated scriptural principles and could potentially cause harm to relationships and one's personal testimony. These actions may result in dismissal from MCA. Our goal is to honor God in all we do, including honoring one another in word and deed. Your cooperation is paramount to the success of the ministry of MCA.

Student Life

FOOD POLICY

The Early Education program serves one meal per day (lunch) and two healthy snacks (morning and afternoon.) Meals and snacks are prepared in compliance with governing federal and state guidelines to assure nutritional value. A monthly menu is posted for inspection and comment. Morning “breakfast” snack will be served around 8:00am each morning, but not after 8:30am. We ask that no food or milk substitute be brought in from home unless your child is allergic to what is being served that day. We must receive the written statement of a physician specifying food allergies in order to allow substitutions. If food substitutions are brought for allergies, please make sure to label all food items with your child’s name, the date, and the meal it is to be served. Please do not bring food in glass containers and only food items that do not need to be prepared or warmed.

Infant and waddler parents supply formula or breastmilk and all baby foods. All bottles must be prepared at home and labeled with the child’s name and the date. All containers and lids must be labeled with the child’s name and the date. Please do not bring glass bottles or food in glass containers. Once your child transitions to a Sippy cup, due to Environmental Health regulations, the program will provide cups.

PARTIES

A child’s birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats are acceptable during snack time or at another time designated by the teacher.

- Due to Environmental Health regulations, birthday treats should be commercially prepared.

For birthday parties outside of school, please adhere to these guidelines:

- Invitations may not be distributed in school unless the entire class is invited or girls must invite all girls and boys must invite all boys.
- Invitations may be mailed only to those families who wish to have their address published in the family directory on RenWeb. Parents who wish to have their addresses published in the family directory must check their consent on the Early Education application.

OUTDOOR POLICY

Regularly scheduled, supervised outdoor learning time is provided for every class, Toddler through Jr. Kindergarten, every day, weather permitting. Weather permitting, according to NC Child Care Rule .0509d, means “almost every day unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollutions, extreme cold, or heat that might cause

health problems. Weather that poses a significant health risk shall include wind chill at or below 15°F and heat index at or above 96°F, as identified by the National Weather Service.”

The following is MCA’s policy: Our teachers provide all the children with the opportunity to go outdoors daily. In the winter, we take the children outside if the temperature, including wind chill factor, is above 20°F. When it is between 21-32°F, outdoor time is limited to 10-15 minutes maximum. When the temperature is above 32°F, classes remain outside for the normal allotted time. In the winter, teachers carefully bundle up the children with their coats, hat, and gloves. (Please be sure to label all of your child’s outdoor wear to avoid confusion.) In the summer, teachers take the children outside if the temperature, including heat index, is below 96°F. When the temperature/ heat index is 96 to 100°F or a Code Orange Air Quality, outside time is limited to 10-15 minutes. Cold water is provided during outside time. A physician’s excuse is required for restrictions from outdoor activity.

SUPPLIES

Students in the Early Education program are not required to buy school supplies. For this reason, there is an annual supply fee of \$100.00 due in January. Below is a listing of items children will need for school:

Infants and Waddlers

Parents of infants and waddlers are required to provide an adequate supply of diapers and wipes. Parents must supply all bottles and baby foods. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, ointments, and sunscreen. Make sure to label all personal items. Please bring items in gallon size resealable bags labeled with your child’s name. No diaper bags, please.

Toddlers and Twos

Parents of toddlers and two-year olds must provide an adequate supply of diapers and wipes for any child not yet toilet trained. Children will also need a fitted sheet and a blanket for rest time. Parents should also provide two complete changes of clothing and appropriate outdoor wear. For children that are toilet training, an extra set of shoes is recommended. Make sure to label all personal items.

K3 and Jr. Kindergarten

Parents of K3 and Jr. Kindergarten children should provide two complete changes of clothing and appropriate outdoor wear. Children will also need a fitted sheet and a blanket for rest time. Make sure to label all personal items.

TOYS FROM HOME

To avoid hurt feelings, breakage, or loss of children’s treasures, toys from home are not allowed. Children may bring in a stuffed animal, book, or another comfort object for use at nap time only. At no time are children permitted to bring in toys associated with violence, including toy guns, knives, swords, etc.

LOST AND FOUND

The school maintains a temporary “Lost and Found”. Inquire about Lost and Found items in the Early Education/Lower School Office and in the Upper School Office. The receptionists at these respective offices will be able to assist. Items not claimed are donated to charity. Prior to the donation of these items, an email is sent out to give parents a chance to claim lost items. The school suggests that all items be marked with the student’s name or initials for easy identification.

STUDENT CONDUCT

DISCIPLINE PHILOSOPHY

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (*Luke 2:51; Hebrews 5:8*). It results in genuine freedom in life (*John 8:32*). Respect is necessary for all successful and meaningful relationships (*Luke 10:36-37; Romans 12:18*). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (*1 Corinthians 10:31; Ecclesiastes 9:10; Romans 14:12*).

As we seek to provide a balanced and disciplined learning environment for our students, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him" (*Colossians 3:17 NIV*). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students, both on and off campus, so that we might all live and work together.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See *Ephesians 4:28-32*.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See *Hebrews 13:7, and 1 Thessalonians 5:12-13*.)
3. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and are certainly not appropriate or conducive to your moral and spiritual development. (See *Ephesians 4:29*.)
4. Leave all annoying or dangerous items such as water pistols, lighters, pocket knives, and matches at home.

DISCIPLINE POLICY

The purpose of our discipline policy is to create consistency and reflect a sense of justice to students. All discipline is designed ultimately to show individuals their sinful nature while

pointing them to Christ. When a student deviates in obedience, it is the responsibility of the home and school to help by correcting and guiding him/her. Discipline of children is primarily the parent's responsibility, but parents and school must cooperate to assist children toward self-discipline.

Attendance at MCA is a privilege, not a right. Students forfeit this privilege if they do not conform to MCA's standards of conduct.

The following are some of the discipline techniques (not limited to) that may be used for students in the Early Education program:

- Positive reinforcement
- Redirection of child to an alternate activity
- Verbal warning that behavior is not acceptable
- Discuss behavior with child and express expectations for behavior
- Communication with parents
- Model appropriate behavior for children
- Provide alternatives for inappropriate behavior
- Time out for no more than 5 minutes- minutes should equal age of child
- Loss of a privilege
- Stay consistent with behavior management
- Parent-Teacher conference

Certain behaviors are wrong because they violate Scriptural principles or common courtesy. These behaviors are unacceptable at MCA. Committing any of these offenses will result in disciplinary action, which may include suspension or expulsion.

We all know that there are times when a child can have a particularly difficult day. At Metrolina, we strive to provide a positive environment conducive to learning. When there is a behavior issue it will be addressed in the following way:

Step 1: Speak to parent and collaborate as to a solution to change the behavior.

Step 2: If the behavior continues or worsens, parents will be consulted again with both the teacher and the Director present.

Step 3: Parent will be called and, depending on the severity of the behavior, the child may be required to return home for the day (i.e. repetitive biting, kicking, or punching). Anything that is deemed violent toward others will immediately move to step three.

Step 4: We will do everything we can to provide a positive and safe learning environment for your child, but MCA does reserve the right to revoke a child's enrollment in the case of severe behavioral issues in order to protect our teachers and the other children.

All Early Education parents must sign a cooperation form indicating their intentions to comply with MCA concerning classroom policies and rules.

THREATS OR PERCEIVED THREATS

The school takes seriously any threat of harm to any student or employee. Parents making what the administration perceives to be a credible threat will be required to withdraw their children.

VANDALISM

Students or parents of students caught damaging or defacing school or church property will be expected to pay the cost of restoration and replacement of the damaged property. Anyone who vandalizes school or church property may be expelled, arrested and/or prosecuted. Pranks are considered vandalism.

DRESS CODE

EARLY EDUCATION DRESS CODE

In keeping with the standards of excellence in education at MCA we have established guidelines for appropriate school dress. Modesty and neatness are our primary concerns in this area. There is not an official dress code for the Early Education program, but below are some guidelines for dress.

Children should be dressed in comfortable, washable, “play” clothes as they experience a variety of activities each day and their clothes will not always stay clean. When choosing clothing, please keep in mind students go outside daily, weather permitting (see outdoor policy). Please be sure to label all coats, sweaters, hats, etc. with your child’s name. To encourage development of independent bathroom skills, children’s clothing should be easy for them to manipulate with minimum assistance. Girls should wear shorts under dresses and skirts.

To provide a safe and healthy environment, we ask that children not wear jellies, flip flops, slide on shoes, sandals, or heavy cowboy boots. For their protection, kids need rubber soled shoes or sneakers. Remember, children LOVE to run, jump and climb.

Student Activities

The goal of student activities at MCA is to enhance the spiritual, intellectual, physical, social, and emotional growth of each student in our student body. Student activities should serve to foster relationships between the faculty and those families that God has entrusted to this ministry. Student activities should cultivate Godly character, generate pride in MCA, develop leadership skills, and provide students with opportunities to succeed outside of the classroom by being witnesses for Christ.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are offered to children in K3 and Jr. Kindergarten classes. To enroll in one of these activities, parents must complete the online registration form (located on our website) and pay the \$25.00 registration fee. Tuition rates for each activity are on the registration form. The following extra-curricular activities are offered for early education students:

Dance

- **Instructor:** Crystal Coleman
- **Class Description:** Dance classes are offered once a week for thirty minutes. This class helps children to develop basic skills such as coordination, rhythm, and balance.

“Little Dragons” Karate

- **Instructor:** Rich Aughtry
- **Class Description:** The “Little Dragons” karate class is offered once a week for thirty minutes. This class helps children to develop basic skills such as coordination, rhythm, and balance. As well, the children are taught respect, self-control, eye contact, posture, and to be courteous.

Performing Arts

- **Instructor:** Lanti Music
- **Class Description:** “Joyful Sounds” piano lessons are offered once a week for thirty minutes. The children will use a size-appropriate keyboard to develop music skills and learn familiar tunes. They will learn piano geography, note reading, rhythm games, dynamics, percussion instruments, and guided listening and singing.

HEALTH & SAFETY INFORMATION

MEDICAL SAFETY

Immunizations

State law requires that all immunizations and medical records be current and on file in the Early Education Office.

Sickness, Health, Accidents

Sick children should not be brought to school. A child who is not well does not benefit from our program and can adversely affect the health of our other children and staff. If you have any doubts about your child's health, please keep your child home and contact your family doctor. The school reserves the right to mandate an additional period of recuperation or recovery if deemed necessary.

Due to our concern for the health of your child and all other children in the program, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who become ill during the day will need to be sent home. In all cases, the school reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the Director to make that determination based on his/her best judgment. Re-admittance is at the discretion of the Director.

Only well children should be brought to school. A child exhibiting one or more of the following symptoms should not be brought to school:

- A temperature of 101° or over
- Vomiting
- Three Diarrheas
- Rash of any type, which should be checked by a doctor to rule out infection
- Eye drainage of any type, which should be checked by a doctor to rule out infection
- Infectious/Contagious Disease (Hand/Foot/Mouth Disease, Chicken Pox, Fifth Disease, Head Lice, Strep Throat, RSV, etc.)

A child may not remain at school if he or she is exhibiting one or more the symptoms listed above. When the school calls, please cooperate and have your child picked up promptly, either by you or your emergency contact person. Students must be fever-free without medication for 24 hours before returning to school, as well as symptom free in the case of vomiting or diarrhea for 24 hours. This will help us prevent further disease transmission. A child may return to school after illness when:

- Fever-free for 24 hours (without medication)
- Antibiotic has been given for 24 hours
- No diarrhea or vomiting for 24 hours

Should your child have a serious accident at school, we will attempt to contact you or another designated person for instructions. If we cannot locate parents or designated adult, we will call

for emergency medical assistance. If your child incurs medical expenses due to an accident at school, please file your own insurance first, then file the student accident insurance. All students are covered by a student insurance policy, which is a secondary provider. If your child is injured at school, you will be asked to sign a completed incident report. We will return a copy to you and file the original.

Medications

Early Education staff will not administer medication (prescribed or over-the-counter) to children. The only exception will be pre-measured prescription medication such as medication for a breathing apparatus, prescription medication for a life-threatening allergy, or insulin. Due to NC Poison Control guidelines, Early Education staff cannot administer Pedialyte® to children.

The above prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date, and physician's name and license number. Parents must complete a medication permission form. All prescription medications, except for EpiPens®, are kept locked in the Early Education office.

Topical ointments may be applied as needed for protection against the sun or diaper rash with parental instructions. Parents should give all topical ointments to the Early Education office and sign a topical medication permission form. All topical ointments are kept in the classroom, beyond the reach of children at all times.

SAFETY INFORMATION

Disaster Drills

Fire drills and other disaster drills are held at various times during the school year. Directions for evacuation are posted in each classroom. Drills are scheduled on a regular basis to familiarize children with evacuation procedures.

Lock Down

A lock down is when the entire Metrolina Christian Academy campus is put on alert due to an external or internal emergency or threat to the safety of the campus population. There are two levels of lock down:

A. Level 1 (One) Lock Down

A Level 1 Lock Down is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked and outside activities will cease. Movement between buildings for activities will be allowed but activity on the playground and ball fields will cease.

B. Level 2 (Two) Lock Down

A Level 2 Lock Down is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and outside activity will cease. There will be no movement between buildings and building access will be fully screened.

In the event of an actual Lock Down, parents who have activated their RenWeb account will receive notification via email as soon as students and staff are safely secured. **Students will not be released from MCA until the “all clear” has been given by appropriate authorities. Parents are asked not to come to the school office during this time.** Faculty and staff will be occupied in doing all possible to ensure the safety of our students.

Critical Incident Procedures

A school-wide Critical Incident Command System has been developed should the need arise. All staff members have procedures for the different levels of evacuation should an incident occur requiring action.

Anti-Harassment Policy

The policy of MCA is to provide an academic environment free from harassment, whether based on gender, race, color, national or ethnic origin, age or disability and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The Academy is prepared to take action to prevent and correct any violations of this policy.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect to the appropriate principal or administrator. In this very serious and legally narrow area, the Academy will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Academy staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have a legal alternative except to make the report to the proper authorities for their investigation and review.

GENERAL INFORMATION

OFFICE HOURS

The Early Education Office is open Monday through Friday, 7:00 A.M. until 6:00 P.M. The Administration and Finance Office is open Monday through Friday, 8:00 A.M. until 4:00 P.M. Phone calls received after hours will be routed to voice mail. Any exceptions to these office hours will be posted.

TOBACCO FREE CAMPUS

Metrolina Christian Academy is a Tobacco Free Campus. Tobacco use is prohibited in all MCA buildings and on all MCA grounds.

INCLEMENT WEATHER

MCA closings and delays are announced via television (WSOC Channel 9, WBTV Channel 3, News 14), and will be posted on our website. All families that have activated their RenWeb account and have updated their contact information will receive notification via email. A recorded telephone message indicating closing or delay will be available after 6:00 A.M. when calling the Early Education Office's main phone line. A message is also posted on both the school's website and on the announcements page on ParentsWeb.

TEAM NAMES

Warriors and Lady Warriors

SCHOOL COLORS

Maroon and White

SCHOOL WEBSITE

www.metrolinachristian.org

SCHOOL ADDRESS

Shipping address: 732 Indian Trail-Fairview Road
Mailing address: PO Box 1460
Indian Trail, NC 28079

SCHOOL LOCATION

Metrolina Christian Academy is located just off Hwy. 74 in Union County, two (2) miles East of I-485, between Monroe and Charlotte, NC, in Indian Trail, NC.

IMPORTANT PHONE NUMBERS

Main: 704.882.3375
Early Education/Lower School: 704.882.2668
Fax: 704.882.0631

Promotional Materials

Promotional materials, signs, brochures, etc., cannot be posted or displayed on the MCA/FBCIT campus without approval of the administration.

VISITORS

Parents are welcome to visit the program any time and are invited and encouraged to participate in special days and activities, but you must check in at the office. For safety reasons, **all visitors must report directly to the Early Education Office.**

FINANCIAL POLICIES AND PROCEDURES

Financial Information

Upon acceptance, a non-refundable enrollment/registration fee of \$150 is required. A fee of \$100 will be charged to your account for annual supplies due January 1st and must be paid by January 31st.

Tuition is due on Monday of each week and payment in full is required. Payments can be made by cash, check, or by a designated account set up in FACTS. Cash or check payments should be placed in the drop box located in the Early Education Office. All fees are non-refundable. If you wish to pay once a month you may do so. If you prefer this option, payment-in-full for the coming month is required on the first business day of the month.

Payment must be made each week the child is enrolled, even if the child does not attend during the week. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc.

Families enrolling two or more children in the Early Education program receive a 10% tuition discount. The child with the lowest tuition amount will receive the discount. A fee of \$10 will be charged to accounts not paid by 6:00 P.M. on Monday. A late pick-up fee of \$1 per minute late will be charged to your account if your child is not picked up by 6:00 P.M. A fee of \$25.00 will be charged to your account for returned checks. After two (2) checks have been returned, payment must be made in cash, money order, or cashier's check. Early Education students will not be allowed to attend class if fees are more than 2 weeks past due. Families who do not keep their accounts current will be asked to withdraw their children from the program.

Tax Statements

Early Education charges may be eligible for income tax deductions. We do not automatically send yearly statements. Please call the Finance Office to request a tax statement. Please allow at least one week for processing.

SUPPORTING METROLINA CHRISTIAN ACADEMY

Fundraising Other Than MCA

Students, staff, or families of MCA will not be permitted to sell items for fundraisers or personal gain other than those deemed for the benefit of MCA by the Development Office. The Development Office of MCA is committed to keeping our fundraising at a manageable level to avoid continual requests throughout the year.

Giving Opportunities

Metrolina Christian Academy offers a variety of giving opportunities throughout the year to promote the development of school programs, enhancements to our facilities, etc. Details of these giving opportunities are communicated to friends and families through the year. MCA is a non-profit 501©(3) organization.

Volunteers

Parents are encouraged to volunteer at MCA. Volunteer parents enable us to keep tuition at affordable rates. In an effort to ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check prior to becoming a volunteer.

It is necessary to know who is on our campus at all times. We request that you sign-in and put on a nametag. Sign-in books and nametags are available in each office. Before you leave campus, please sign-out.

PARENT/STUDENT COOPERATION AGREEMENT



I agree to:

1. Support the school in its discipline policy.
2. Support the school in enforcing the dress code.
3. Inform the school if my child has been tested for any type of exceptionality.
4. Read the school's Parent/Student Handbook and uphold the teachers and administrators in all rules and regulations.
5. Recognize the school's right to dismiss any student who does not respect its spiritual standards or cooperate with the program's policies and procedures.
6. Abide by all financial agreements.
7. Respect the administrator's responsibility for placing the student in the proper age level and classroom.
8. Follow proper channels as outlined in the grievance procedure if I should disagree with the actions of any school employee.

A critical or uncooperative attitude by a student or parent should not be displayed at MCA. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. Should a child not respond favorably to the program for any reason, the parent(s) should not try to change the program to fit their needs, but agree to quietly withdraw. Metrolina Christian Academy reserves the right to dismiss any student or family that persistently exhibits behavior inconsistent with our policies, exercises poor citizenship, reflects adversely on the Christian principles of the school or is engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by First Baptist Church of Indian Trail.

Parent's/Guardian's Signature (Required)

Date

Parent's/Guardian's Printed Name

Early Education Student's Printed Name

Homeroom Teacher's Name

Age Level

This form must be signed and returned to your child's teacher.