

# CJC Preschool/Academy Family Handbook

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CHRISTIAN JOY CENTER PRESCHOOL/ACADEMY  
1208 Sumac Dr. El Paso, TX 79925 915-595-1328

## A Word From the Pastor

“Why Have a Preschool and School?”, some might ask. My concern for the public school system has never been unwarranted. With the increase in crime and the carrying of weapons in public schools, our children are afraid to attend school for fear that they might be beat up, robbed, or killed. Furthermore, the lack of moral standards and the dummying of textbooks is reprehensible. The people of this nation are crying out for help and the only answer that is given is that the school districts need more tax dollars to create a task force that will handle the concerns of the American public. Now some thirty-five years later and billions of increased tax dollars, the American public is still being asked to vote for tax increase. One example of the test score factor is that in 1972 at total of 1,022,820 students took the SAT and 116,630 scored above 600, where the highest possible score is 800. Twenty years later the number taking the SAT increased by one percent, but the number scoring above 600 dropped to 75,243! Many parents are disillusioned with the public school system and are at a loss on what to do. One woman which lives in an affluent suburb with a first-class public school system commented how her daughter didn’t want to go back to school because she was convinced that she might get shot.

We have developed a method and a standard of excellence that we will not compromise under any circumstances. I strongly believe that God holds us accountable for every student that has been assigned to our school. We will never employ teachers or



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childcare facilitators who are not Christians. Each teacher must embrace our standard of excellence and be willing to embrace our ideology concerning Christian education. From the crib to the graduating stage is the responsibility of every parent and teacher. We can't guarantee your child's success, but we will pray and impart all the strength and knowledge we have to ensure that your child succeeds. We believe that this is the will of God. Help us, help you in developing your child in order to succeed in the real world. We are convinced that if children can (1) enjoy a loving and supportive home environment, (2) master basic language skills, (3) learn the rudiments of mathematics, (4) acquire a reasonable level of skill in interpersonal relationships, (5) internalize a traditional moral value system, and (6) practice and accept a traditional standard of ethical behavior, those youngsters can and will make it in the world. With the help of God, the church with the school will enhance the life of your child. ***Keeping the CHRIST in Christian Education!***

In His Service,  
*Mikel A. Brown*  
Pastor  
Christian Joy Center



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## A Word From The Administrator

### WELCOME

Welcome to Christian Joy Center Preschool/Academy!

I am delighted that you have chosen to enroll your child in our school. I consider it a privilege to be a part of your child's life. It is both a blessing and an answer to fervent prayer.

The Administrative and Teaching Staff realize the solemn responsibility before God in molding the life and character of each student. That responsibility is taken very seriously knowing that we are laying a foundation for each student's future and consequently laying a foundation for the future of this country and the world.

The Family Handbook provides an overview of Christian Joy Center Preschool/Academy's policies and procedures. The handbook is arranged in alphabetical order to more easily locate topics. I know that you will find this publication helpful and informative. If you have further questions, please feel free to contact the school office at 595-1328.

I look forward to working in partnership with our parents to facilitate the spiritual and academic growth of our students.

In His Service,  
*Debra A. Brown*  
Administrator

# Christian Joy Center Preschool/Academy

## **PHILOSOPHY**

We believe in a God-centered education. We believe the fear of the Lord is the beginning of knowledge (Prov. 9:10) and that all knowledge has its foundation in the ultimate standard of truth, the Bible. We believe this fact should be evident in every area of CJC Preschool/Academy to include class, subject, teacher and textbook.

# Christian Joy Center Preschool/Academy

## MISSION

- † To ensure that every student receives an education which is of the highest quality without compromising or contradicting the word of God.
  
- † To ensure all areas of instruction are given in a Christian environment conducive for learning.
  
- † To educate and nurture the spirit, soul and body of every student in accordance with the word of God.

## Tenets Of Faith

**\*\*We** believe the Bible to be the inspired and only infallible and authoritative Word of God.

**\*\*We** believe that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

**\*\*We** believe in the deity of our Lord Jesus Christ, in His virgin birth, His bodily resurrection, in His Ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.

**\*\*We** believe in the Blessed Hope, which is the Rapture of the Church at Christ's coming.

**\*\*We** believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

**\*\*We** believe the regeneration by the Holy Spirit is absolutely essential for personal salvation.

**\*\*We** believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

**\*\*We** believe that the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for Him.

**\*\*We** believe in the sanctifying power of the Holy Spirit by Whose indwelling the Christian is enabled to live a holy life.

**\*\*We** believe in the resurrection of both saved and lost, the one to everlasting life and the other to everlasting damnation

## **ABSENCES**

In order to comply with the attendance laws for the state of Texas, a student in the Kindergarten programs may have 10 absences (excused or un-excused) in each semester. A student in the Elementary program may have only 8 absences (excused or un-excused) in the first semester and only 7 absences (excused or un-excused) in the second semester. Failure to attend class the proper number of days will result in the student remaining at the current grade level for the next school year.

Excused absences are for the following reasons only: illness or injury, family emergency, insurmountable condition (act of God), and direct permission from the Administrator.

1. Parents are to call prior to 8:30am to report a student absent.
2. All students are to bring a written excuse from their parents explaining their absence to the school office prior to reporting back to class.
3. Students are required to make up all class work and homework.
4. For excused absences all make up work must be completed within 5 days of returning to school.
5. For un-excused absences all make up work must be completed by the student the day he/she returns to school.
6. Any student sent home by the Administrator will receive an un-excused absence. (For discipline problems)
7. Parents are urged to refrain from removing their children from school for personal vacations or other reasons not considered excusable. Such instances are



un-excused and may cause the student academic difficulty.

8. The school reserves the right to deal as it sees fit with students who have prolonged or frequent absences.

9. Absences for illness 3 days or more will require a note from the physician or will be considered un-excused.

10. Any student who misses 3 consecutive PE classes will be required to provide a doctor's note. Alternative work will be provided for the student only with a doctor's note. A parent note will not be acceptable.

In addition to the aforementioned list of excused absences, each child will be permitted 2 days per semester of "Family Leave." These days will not be counted against the child: however, the request must be made 30 days in advance in order to receive approval.

## **Accreditation**

The instructional program of CJCA is designed and implemented to properly train students for education beyond high school. CJCA is a member of the Association of Christian Schools, International which requires high standards compatible with Christian principles. Our curriculum is designed and supplied by Christian curriculum companies and they regularly audit our school.

Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools.

It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. These standards in many cases are non-Christian in philosophy. In certain cases they are standards which contradict Christian Beliefs (i.e. teaching evolution, values clarification, and sex education). The state standards for both curriculum and facilities would also have to be enforced by non-Christians who cannot and do not understand Christian beliefs.

CJCA has not sought accreditation by any governmental agency for several reasons. We would be required to use textbooks adopted by the State. Such texts are developed by secular writers who in many ways reject our Lord's teachings, and in fact, extol concepts contrary to teachings of the Bible. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often in opposition to those Christian institutions.

Accreditation of a private Christian school is normally NOT NECESSARY for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the ACADEMIC MERITS of individual students, NOT in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

## **Admissions**

Admission to CJC Preschool/Academy is a privilege and not a right. After satisfactory completion of the enrollment process and registration fee has been

received, a student is considered as enrolled. As part of the enrollment process, a satisfactory transcript and behavioral report must be submitted. A personal interview with the Administrator and entrance test may also be required. A \$35.00 non-refundable/non-transferable testing fee must be paid prior to testing. Students required to attend summer tutoring will automatically be placed on academic probation for the 1st nine weeks of the new school year. **No test will be scheduled until fee is paid.**

All new students are on a six week academic and behavioral probation. Failure to comply with the standards in either area will require a meeting with the Administrator. The school reserves the right to place students in the grade level it feels most beneficial to the student or to require withdrawal of the student if it is in the best interest of the school. Admission of students who were expelled or suspended from their previous school will be on a probationary basis only.

This school is dedicated to training Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This is not a corrective institution, our purpose is not to reform students. All students are on a six weeks academic and behavioral probation period. If a student is failing to comply with the standards in either area, parents will be required to meet with the Administrator. The school reserves the right to require withdrawal of the student if it is in the best interest of the school. CJC Preschool/Academy is not able to accept students with serious physical, emotional, or learning problems.

For admission to Kindergarten thru first grade, the student must be the proper age by December 31st

(i.e. K5- 5years old by 12/31).

All records are to be kept current throughout the school year or your child may be subject to withdrawal.

Admissions during the school year will be permitted after proper evaluation.

Christian Joy Center Preschool & Academy admits students of any race, color, national and ethnic origin to all rights, privileges, and programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **Arrival/Departure/Late Pick-Up**

Students may only be released to a parent or adult authorized in writing to do so. We will not release your child to a person whose name is not on the list submitted with your enrollment information. Staff will not add any names to the list, it must be done by the parents. Phone calls will not be accepted. Any exceptions must be approved by the Administration.

Neither students nor their siblings are permitted to roam school grounds or “hang out” on the playground.

## **Bible**

The word of God is recognized here as of fundamental importance and is a required subject for all students. An age appropriate A Beka Bible Curriculum will be utilized for each class (Kindergarten, Elementary & Middle School).

A knowledge of the Bible is one of the greatest educational assets any student can have. It augments the study of English, History, Geography and Science. Without knowledge of Biblical truth, in our opinion, a student can not be considered educated.

The Bible gives direction for this life, and is the only hope for the life to come. The moral and spiritual values are immeasurable. No other course offered can provide such a great opportunity for laying the foundation and developing Christian character.

## **Birthdays**

It is fun for children to share their birthday with their friends. Students may celebrate their birthday at school if arrangements are made in advance with the teacher.

1. Send a treat that is quick and easy to serve. (Cupcakes, single serve ice cream cups)
2. A parent **MUST** attend to help serve and clean up.
3. Siblings in a different class may attend the party only if everyone in the sibling's class is invited too.

We will allow birthday party invitations to be passed out at school if every member of the class is invited. If not every member of the class is to be included, the parent will need to send the invitations from home.

## **Change Of Information**

Parents/Guardians are responsible for notifying the school office, in writing, of any changes in emergency information, address, phone numbers etc. Information in a students file MUST be kept current! Change Of Information forms are available in the school office.

## **Chapel Services**

Chapel is held once a week for all students. Student attendance is MANDATORY!

## **Church Affiliation**

Students and parents are strongly encouraged to be members of and regularly attend a bible-believing, bible-teaching church.

## **Clothing & Grooming**

Students who are in K5 must be provided a total change of clothing to be used in emergencies. All clothing must be marked with the students name and be weather appropriate (shorts Mar 1 thru Oct 31, pants Nov 1 thru Feb 28). The school is not responsible for damaged or lost clothing. Unmarked clothing may be given to local charities after 30 days.

For safety reasons, we ask that students wear sneakers or closed toe shoes to school. No open toe sandals or “flip-flop” style shoes are to be worn. Shoes should fit securely on the foot.

Students should arrive to school clean and dressed in

appropriate clothing. No sleep wear is permitted. No clothing may be worn with occultic, new age, or anti-Christian meanings or messages.

## **Curriculum**

CJC Preschool/Academy uses A Beka Christian Curriculum at all age levels. All areas of study are taught from a Christian perspective by teachers who are born again, spirit filled believers. Students will utilize age appropriate materials in the areas of Bible, Language Arts (phonics, reading, writing), Science, Arithmetic, Social Studies, Health & Safety, History and Geography (Elementary). Scripture Memory, Bible Stories, Music and pledges to the Christian Flag, American Flag and the Bible will be incorporated into daily activities.

## **Communication**

A Christian school is an extension of the Christian home. Our desire is to be in partnership with parents regarding their child's spiritual and academic growth. Therefore, communication with the classroom teacher is essential.

If you have a question, problem, or concern, we are here to address these issues with you. However, we believe that all things should be done decently and in order.(I Cor. 14:40) Step #1 is to have a conference with the teacher. Call in advance to schedule a conference to ensure you and the teacher have adequate time. If your conference with the teacher is not satisfactory, please call the office to arrange a conference with the teacher and/or Principal/Administrator.

## **Discipline**

The goal of CJCA is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, ½ hour detention after school, student-administrator conference, and parent-teacher conference. Students can be suspended or expelled for excessive accumulation of detentions or for failure to report to detention. Students may be deprived of a privilege, activity restricted, recite scripture, required to sit down for a short time (time-out), separated from his/her class, or sent home.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items or symbols, or other social misconduct. Although this list of infractions is not exhaustive, it



represents behavior that is not acceptable. The Academy has adopted a “zero tolerance” policy toward violence, fighting, or threats an any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students’ lockers (when applicable), book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The Discipline Committee will make decisions on an individual basis regarding suspensions and expulsions.

A sense of the need for spiritual growth in the light of Biblical principles has led CJCA to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the students. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student’s behavior or attitude indicates an uncooperative spirit and standards of CJCA, whether or not there is any definite breach of conduct, he may

be requested to transfer out.

CJCA is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at CJCA for worldly practices or divisions so common among other institutions. CJCA has a reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promoted division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of CJCA and may be withdrawn or refused re-enrollment at the discretion of the administration.

Attendance at CJCA is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of CJCA.

### **OFFENSES WITH CONSEQUENCES**

- \*Disrespect
- \*Disobedience
- \*Defiance
- \*Attitude that is not Christ-like or God-pleasing
- \*Failure to complete assigned work
- \*Failure to return work, notes, etc with parents signature if requested
- \*Tardy
- \*Dress Code Violation
- \*Destruction of school and/or another students property
- \*Out of seat without permission
- \*Talking without permission
- \*Fighting

- \*Lying
- \*Cheating
- \*Using profanity or other indecent language
- \*Stealing
- \*Lack of participation in class/activities
- \*Unsafe play
- \*6 inch rule
- \*Unprepared to perform classroom work

**DETENTION:**

Students who receive detention as discipline measure for pre-determined infractions of policies will serve detention after school. Detention will be held from 3:30-4:30 PM or during the student's free time/recess. Detention duty may consist of clean-up around the school and/or church building. Students must be picked by 4:30 PM. Students remaining beyond 4:30 PM (4:31-4:41) will incur late pick-up fees of \$10.00 for every ten minute period. Siblings of students required to serve detention will still be required to be picked up at regular dismissal time. CJCA will not be responsible for younger siblings during the detention period.

## **Dress Code**

**(Kindergarten, Elementary & Middle School)**

Dress and proper grooming play an important role in the life of the Christian School students. Proper dress indicates a good attitude toward discipline, proper social relationships, and God. Proper dress also limits distractions from fad type apparel.

**ONLY AUTHORIZED SCHOOL UNIFORM**

**CLOTHING IS TO BE WORN.** A clean, non-wrinkled, and properly fitting school uniform must be worn daily for academic work as well as official school functions on or off school property. The school reserves the right to make adjustments on dress as every situation can not be described. These judgements are as binding as the written rules.

### **General**

1. Shorts may be worn from **March 1st to October 31st**. All shorts must fall within 3 inches of the top of the knee cap.
2. No caps are to be worn in the building.
3. Shirts must be tucked inside the pants or shorts. All shirts must be properly buttoned.
4. Pants that have belt loops should be worn with a belt.
5. No jewelry or apparel with occultic, new age, or anti-Christian meanings or messages may be worn.
6. Dress hems must fall within 3 inches of the top of the knee cap. When dresses are worn, shorts must be worn under them.
7. No clothing that clings to the body.
8. Hair neatly groomed.
9. For safety reasons, we ask that students wear sneakers or closed toe shoes. No open toe sandals or “flip-flop” style shoes are to be worn. Shoes should fit securely on the foot.

### **UNIFORM REQUIREMENTS FOR BOYS**

#### **Casual Uniform**

1. Polo Shirt w/ CJCA Logo (Red or Green or Gold)  
\*Short sleeve or long sleeve available
2. Navy or Khaki twill pants or walk shorts

3. Belt

**Cold Days**

1. Navy V-Neck Cardigan or Gold Sweatshirt w/logo.

**Chapel Uniform** - Mandatory on Wednesday-optional all other days

1. White button-down oxford

\*Short sleeve or long sleeve available

\*5th grade and above - white polo w/logo

2. Navy clip-on tie

3. Navy or Khaki twill pants or walk shorts

4. Belt

**Cold Days**

1. Navy V-neck Cardigan

**P.E. Uniform-Monday 3rd & above, Friday all grades**

Mandatory for 1st Grade and above - Optional for K5)

1. Gym T-Shirt with CJCA Logo (Gold)

2. Sweatshirt with CJCA Logo (Gold)

3. Gym Short (Navy w/logo)

4. Sweatpants (Navy w/logo)

**Note:**

1. Tennis shoes or navy, black or brown shoes may be worn

2. Socks must color coordinate

3. Label the school sweatshirt with your child's name

**UNIFORM REQUIREMENTS FOR GIRLS**

**Casual Uniform**

1. Polo shirt w/ CJCA Logo (Red or Green or Gold)

\*Short sleeve or long sleeve available

2. Navy or Khaki twill pants or walk shorts

3. Belair plaid skort or navy or khaki 2 tab skort

4. Belt

### **Cold Days**

1. Navy Crew-neck Cardigan or Gold Sweatshirt w/logo

**Chapel Uniform** - Mandatory on Wednesday - optional all other days

1. Peter Pan Blouse
  - \*Short sleeve or long sleeve available
  - \* 5th grade and above - white polo/logo
2. Belair plaid jumper
  - \*5th grade and above - belair plaid skirt
3. Red crossover tie
4. Bobbie socks, knee-hi socks or tights

### **Cold Days**

1. Navy Crew-neck Cardigan

### **P.E. Uniform - Monday 3rd & above, Friday all grades**

(Mandatory for 1st Grade and above - Optional for K5)

1. Gym T-Shirt with CJCA Logo (Gold)
2. Sweatshirt with CJCA Logo (Gold)
3. Gym Short (Navy w/logo)
4. Sweatpants (Navy w/logo)

### **Note:**

1. Tennis shoes or shoes that color coordinate may be worn
2. Socks/Hosiery must color coordinate
3. When dresses are worn, shorts MUST be worn under them.
4. Label the school sweatshirt with your child's name

## **Early Dismissal**

A written note should be sent to the school office requesting early dismissal. The note must contain the reason for dismissal and the time the student needs to leave. Parents are to report to the school office for a staff member to get your child from class. Please try

to schedule medical and dental appointments after school hours as to limit disruptions to the class. CJCA will serve lunch for 1st lunch only on early dismissal days. Late pick-up fees will apply on early dismissal days.

## **Field Trips**

Field trips are designed for the students and the teacher to enjoy a fun outing off school grounds, and this is a special time for the class and parent's assistance is not always needed. We request that parents do not invite themselves to attend the field trips. Parents who would like to volunteer to assist on field trips should inform their child's teacher of their availability and the teacher will request your help if needed. Field trips are not mandatory so, if for any reason, a parent is not comfortable allowing their child to attend, parents can opt to have their child remain at school, pick their child up during field trip time (so that their child does not miss valuable class time), or request a day of family leave and keep the child at home.

## **Financial Policies**

To maintain a high quality education for your child, it is necessary that certain guidelines be strictly enforced in regard to the financial policies of the school. These policies have been established in order to be fair to the parents as well as to protect our own financial structure. All tuition and fees received by check may be processed as an EFT transaction and funds immediately debited from your bank account.

**1. Registration Fees:** Fee must accompany registration forms at the time of enrollment. Registration fees are not refundable unless the student

is denied admission to the school. If student moves out of town prior to starting school, refund will be sent to new address and is subject to administrative fees (K5 and above). Registration fees are not transferable.

**2. Tuition:** Tuition fees are assessed on an annual basis and cover a particular “school year.” However, to reduce the strain on your family budget, tuition may be paid in ten (10) payment periods. If you elect to pay over the ten payment periods, the first payment is due August 1st and the last payment is due May 1st. Monthly tuition payments are due on the first of each month. Tuition paid **after the close of business** on the 5th of the month will be assessed a late fee. Late fees will be assessed per child. **If the last day to pay tuition falls on a weekend, payment must be made on the Friday prior, by close of business, to avoid late fees.** If the tuition is not paid on the 10th of the month, the student will be withdrawn from class on the 11th and remain so until the tuition is paid. **REGARDLESS OF THE AMOUNT OF TIME A STUDENT IS WITHDRAWN, A FULL TUITION PAYMENT AND LATE FEES ARE STILL DUE!**

CJCA processes payments made by check electronically. When paying with a check, please provide your driver’s license. If you pay with a credit or debit card, to avoid the tuition payment line, you may set up to have your payment processed automatically each month. Stop by the office to make these arrangements.

**3. Extended School Days:** CJCA does not offer Before and After School services. Families in need of these services will be required to enroll in Bibleland Childcare Center located in the lower level of the



campus building. As a reminder, school hours are 8am-3:30pm.

**4. Late Pick-Up:** There is a \$10.00 charge for each 15 minute period after 3:45 PM for each child (3:46-4:00). Students who are not enrolled in the After Care program and accumulate charges in excess of \$160.00 during a one month period will be billed the After Care registration fee of \$45.00 in addition to the accumulated fees. The late pick-up fee will be billed with the next month's tuition.

**5. Returned Checks:** A \$30.00 service fee will be billed for returned checks. After the 2nd occurrence, future payments will need to be made by cashiers check, money order, or cash.

If a tuition payment check is returned, both the \$30.00 service fee and the \$35.00 late payment fee will be assessed. Upon notification, the student will be withdrawn from class until the account is made current. Full payment including fees will need to be made by cash, cashiers check or money order.

**6. Holidays:** Regular tuition is due during months with holidays.

**7. Annual Re-Registration:** Registration fees are yearly and will need to be submitted with students re-enrollment package if student is to return for the next school year. Students are not considered as enrolled until the registration fees and forms have been submitted to the school office. After the re-registration deadline is over, enrollment is open to new students. For those families who make approved payment arrangements for the registration fee, you must have the total fee paid in full prior to June 1st. If registration fee is not paid by June 1st, your child's slot is considered forfeited.

**8. Tuition Discounts:** Tuition discounts are given to

active members of Christian Joy Center(as per criteria determined by the Board of Directors), to families with more than one student enrolled, and to families who pay for the entire school year on or before July 31st. No discounts are given towards registration fees. ONLY one discount per family. Any student who is withdrawn from school prior to end of school year and has had their tuition paid in full will forfeit discount. A refund will be provided minus the discount, administrative fees and any outstanding balances owed to the school. All other policies will be applied (if student attends class one day of the month, parents will be responsible for that month's tuition) when determining refund amount.

**9. Statement of Cooperation:** Parents must agree to hold the school and its agents harmless for the liability to their child or any guardian or parent thereof because of any claims on behalf of their child against the school or any agent thereof because of any injury or alleged injury to their child. Should legal action, for any reason, be taken against Christian Joy Center Preschool/Academy or any employee or agent thereof on their child's behalf and the school or its agent not be found at fault, the parent agrees to pay any attorney fees, court fees, damages or other costs that Christian Joy Center Preschool/Academy or its agent should incur to defend itself against such action.

**10. Delinquent Accounts:** Account must be kept current. Monies due from previous month (late fees, late pick-up fees, lunch money, etc.) must be paid on or before the 10th of the month or the student will be withdrawn from class on the 11th and remain so until the account is brought current. A late fee of \$15.00 will be charged on any account showing a balance of \$10.00 or more after the close of business on the 10th

of the month. (When the 10th falls on a Saturday or Sunday, payments may be made on Monday with the \$15.00 penalty.)

**11. Handbook Replacements:** There will be a \$5.00 charge assessed to parents requesting a replacement of their Family Handbook.

**12. ACSI Event Fee:** In the event that a student is selected to participate in an ACSI event and selected student fails to attend the event, a \$10.00 fee will be charged.

**13. Tax Statement Replacement:** In the event that an additional copy of the end of the year tax statement is required, CJCA will charge \$3.00 per copy.

**14. School Supplies:** Parents are provided a school supply list at the beginning of the school year and may be provided a request for replacement supplies throughout the school year. If your student does not have the proper supplies and must be provided by CJCA, you will be billed for the cost.

**15. Athletic Fees:** Parents are responsible for any and all athletic fees due to Christian Joy Center when applicable. If your child competes in multiple sports, you will be responsible for paying the established fee for each sport that your child participates in. Uniforms are provided by Christian Joy Center Preschool & Academy and are the property of Christian Joy Center Preschool and Academy. Uniforms must be returned to the school at the end of each competitive sport season.

**16. Arts and Craft Fee:** All families are required to pay an Arts and Craft Fee of \$5.00 per enrolled student.

**17. Student Planners:** Students are required to purchase their Student Planner/Homework Agenda from CJCA. The cost of the planner is \$5.00.

## **First Aid**

Minor first aid is administered at the school by qualified members of the staff who are certified in First Aid and CPR. We do have a Pediatric Nurse on staff. In situations requiring a doctor's care, parents will be notified immediately; however, treatment will not be delayed if required.

## **Fund Raising**

To help defray the many costs associated with the operation of our school, we will be conducting various fund raising campaigns throughout the academic year (one per semester). As a private, non-profit institution, we must rely mainly on tuition & fees to subsidize school expenses. As this income source can not address all costs, we must explore other income producing means. To ensure the success of our fund raising programs, we are requiring 100% parental/student participation. Parental support and participation is **MANDATORY** for our Fall and Spring Fundraising Campaigns. Families may participate by either selling the designated campaign for the semester or by making a minimum \$150.00 donation per family for the first student, \$200.00 donation for families with two children enrolled, and \$300.00 for families with three or more children enrolled. The amount of items sold must retain a profit for CJCA equal to the value of the donation amount. Families opting to make a donation must do so by the end of the fund raising campaign or your school account will be considered delinquent (See Financial Policies - #12 Delinquent Accounts). Students who enroll in the once a campaign has begun will also be required to participate. New students and

families will have the same opportunity to “opt-out” or to participated by selling. Students and families who withdrawal from the academy after the campaign has begun will still be responsible for paying the “opt-out” fee or selling and paying all balances before withdrawal will be complete.

In addition to our regular fund raising campaigns, CJCA has a weekly campaign called “Jeans For the Academy.” Every Thursday students may wear jeans with their favorite athletic team jersey to school for a donation of \$1.00. If the student wears jeans but does not bring \$1.00, he/she will be considered to be in uniform violation and parents will be contacted to bring in the proper uniform. Wearing jeans and/or an athletic jersey is optional.

CJCA will not provide hand written receipts for fund raising payments.

## **Homework**

Homework begins with periodic assignments at the kindergarten level and is expected to be completed when due. Late homework will only be excepted when the student has been ill, injured or excused by school policy.

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons:

1. **For Preparation:** Students profit most from classroom explanation and discussion when

preparatory reading assignments are given.

2. **For Practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.

3. **For Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework is given so that the material will be mastered.

4. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

**We do expect parents' full cooperation in seeing that the assignments are complete to include the daily signing of the homework planner (1st grade and above and Daily Report for K5 students). Students in 1st grade and above will receive 1 "free" warning per semester concerning homework offenses. Following the first offense, every three (3) thereafter will result in one (1) point being subtracted from the student's nine (9) week grade average. In addition, any student who has six (6) marks in a grading period for failing to turn in homework will be issued a detention. Repeated delinquent homework could result in a student's expulsion/suspension. Parents will be notified when a student is not keeping up with homework.**

**Students in 1st Grade and above are required to purchase the school approved planner for \$5.00. This is to be brought to class daily and taken home daily. Once the homework is complete, we expect parents to sign the planner indicating that they**

**agree that the homework is complete. In addition to the signing of the daily homework steno/notebook/planner, weekly progress reports are to be signed and returned the next school day. Parent's signature is required on Progress Report. NO additional marks or comments of any kind are to be made on the Progress Report.**

## **Hours Of Operation**

Kindergarten thru Elementary School- 8:00AM - 3:30PM, M-F

Extended School Day - through Bibleland 5:30 AM - 6:30 PM, M-F

CJC Preschool and Academy observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday (Easter Holiday)
- Spring Break
- Memorial Day
- Fourth Of July
- Labor Day
- Veteran's Day
- Columbus Day
- Thanksgiving Break
- Christmas Break
- Summer Break

(or alternate days if holiday falls on Saturday or Sunday)

\*A "Summer Fun" Program will be offered at Bibleland Childcare Learning Center.

## **Illness**

It is extremely important that a sick child not be brought to school in order to protect the other students. Also, if a child does not feel well, the time at school will not be productive. If a child becomes ill during the day, the parents will be notified and will need to pick up the child within a reasonable time (1 hour maximum). **Please keep your child home if he/she exhibits any of the following symptoms:**

- chills
- diarrhea
- ear ache
- inflamed or swollen eyes
- fever (100.0 and over, students must be free of fever for 24 hours prior to returning to school)
- headache
- red or swollen joints
- listlessness
- skin rashes or sores
- sore throat
- vomiting

The school is not staffed or licensed to attend to sick children. If a child is not picked up within 1 hour from the time the parent is notified, a \$10.00 per fifteen minute period fee will be charged.

## **Immunizations**

Texas state law requires that a student's shot record be placed on file in the school prior to attendance. All immunizations must be in compliance with the regulations of the Texas Department of Health.



## **Lost and Found**

The lost and found is located in the school office. Please mark personal property and books with the student's name.

## **Lost or Damaged Property**

Parents are responsible to pay the replacement cost for school property or equipment that is lost or damaged. (To include books, which are the property of Christian Joy Center Preschool/Academy)

## **Lunch**

**All students enrolled in CJCA are eligible for FREE BREAKFAST. LUNCH will still be available for \$2.00 per meal. Breakfast is served from 7:45am-8:00am in the school cafeteria.**

**On predetermined early dismissal days set by CJCA, all students in the First lunch period will have lunch at their regular time in the CJCA cafeteria.**

Hot lunch is provided daily for all students for a fee of \$2.00 per meal.

## **Medications**

Medications should be administered at home when at all possible. All medication brought to school must be checked in with the Administrator. All medications will be kept in a locked cabinet or the refrigerator.

1. A permission and instruction form must be filled out and signed by the parent. Without this form we can not administer ANY medication.
2. All medication must be in the original container labeled with the student's name and date the medication was brought to school. Medication will only be administered between the hours of 10AM-2PM.
3. Prescription medication must be in the original container, labeled with the pharmacy's label clearly showing the student's name, date the prescription was filled, dosage directions and the physician's name.
4. No over the counter medication will be administered.
5. No medication will be administered after the expiration date.

## **Naps**

Students who are in K5 will be required to rest quietly during nap time. We will provide the cots; however, parents **MUST** supply a **small** blanket and pillow which will fit in their cubbie. Please limit to only one of each item. The blanket and pillow will be sent home on Friday so that blankets and pillow cases can be washed. They must be returned on Monday. please remember to label all items with the student's name.

## **Partnership With Parents (PWP)**

Christian education must adhere to the principles taught in the word of God. Deuteronomy 6:5-7 states, "Love the Lord thy God with all thy heart, and with all thy soul, and with all thy might. And these words

which I command thee this day shall be in thine heart; and thou shalt teach them diligently unto thy children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up..." Proverbs 22:6 admonishes us "to train up a child in the way he should go." Teaching is training and training for life must include training for eternity.

The objective of the school staff is to work closely with the parents to train the whole child, spirit, soul, and body. We are here to work with parents, not to take the place of parents. This requires a collaborative effort! Parent orientation meetings and conferences promote a good understanding between parents or guardians and the faculty/Administrator of this school. At least one parent is required to participate in these informative and helpful programs. Thus enabling us to help each other facilitate the social, emotional, mental, physical, and spiritual development of our children. A parent who fails to attend the mandatory parent orientation night will have their account charged \$25.00 for failing to attend. Reminder, only one parent is required to attend.

Parents are to respect policies, procedures, faculty and staff or withdrawal of the student may be necessary.

## **Personal Property**

Personal property must be marked with the student's name. The school is not responsible for damage or loss of personal property (to include electronic items) or clothing items. Students are not to bring personal

toys to the school unless instructed to do so by a teacher (i.e. show-n-tell). If the teacher allows a show-n-tell day, the following toys are not to be sent: expensive, weapons, (guns, knives, swords, etc), super action heros, or toys that have an evil connotation such as skeletons, witches, etc. If we determine that a toy is not appropriate, we will not permit the toy to be brought into the classroom. **For students who bring a cell phone to school, the phone is not to be used until the end of the day and must remain on silent or off during school hours. If the student needs to contact their parents during the school day, they will be permitted to use the school phone. Any cell phones that are out and seen by a teacher will be confiscated and turned into the office. The parents will be required to pick up the phone from the office and a \$15.00 fee will be charged.**

## **Problem Resolution**

(See Communication)

## **Report Cards**

Report cards are issued every six weeks during the school year for Kindergarten and every nine weeks for Elementary/Middle School. Teachers will make every reasonable effort to notify parents or guardians when a student's progress is poor and to suggest remedial intervention. Remedial intervention may require additional parental involvement. Failure to return report cards as instructed due to being lost or misplaced or returned in poor condition will result in a replacement charge of \$5.00.

## **Re-Registration**

(See Financial Policies)

## **Tardy Policy**

Students are considered tardy when roll is called at 8:05 AM. Lunch count and roll call will be taken in the cafeteria before the children are dismissed to their classroom. Three un-excused tardies in one week will be counted as an absence. Each five un-excused tardies within a six week or nine week grading period will count as an absence regardless of whether or not there are three within one week. Please be mindful that tardiness is disruptive to the class structure. Make every effort to have your child in class at the appointed time. Excessive tardies will affect “Perfect Attendance Awards” and “Principal Awards”. Excused or unexcused excessive tardies will result in withdrawal as per Administrative decision.

**As stated in the Absence Policy, parents are required to call and report the absence by 8:30am. Parents should call in to report a tardy and inform the office if the student will be bringing lunch or eating cafeteria that day.**

## **Teacher Conferences**

(See Communication)

## **Traffic**

Please be mindful when driving in the parking lot; you are on school grounds. There is to be no parking in the fire lanes, handicap spaces and spaces reserved for Pastor parking. Please pull into the parking spaces

following the directional lines provided. Violators risk being towed or ticketed. The speed limit is 5 miles per hour. For the safety of all our students,

**BE ALERT AND DRIVE WITH CAUTION!**

## **Transportation**

No school transportation is provided to or from home or school. Car pools may be formed by parents; however, car pools are not the responsibility of the school.

## **Visitation**

Parents are welcome to visit the classroom during school hours. However, we ask that parents report to the school office prior to entering the classroom. For security purposes, we need to know who is in the school area at all times. We also ask that parents be mindful that visitation can disrupt class work and may not always be timely (example: during a test). If your child becomes unproductive or unruly during visitation, we may request that you observe from outside the classroom for future visits. Parents are asked to drop their children off at the classroom door as to help alleviate congestion and confusion in the classroom. As a reminder, class releases at 3:30PM. Please do not gather outside of the classroom door prior to this time in order to alleviate distractions for the students and congestion in the hallways.

## **Volunteer Help**

All volunteer help must be coordinated through the school office and is generally limited to one hour per day per family **IF NEEDED**. Assistance may be best utilized in a class other than your child's class. If you desire to offer your time, you must be flexible and

serve where you can best meet the needs of CJC  
Preschool/Academy.

## **Weather**

In the event of snow, ice, or any other severe weather condition, we will generally follow the decision of the Ysleta Independent School District. Please check our website, Twitter, Facebook, or listen to your local radio or television station for specific instructions. If no instruction is given for CJC Preschool/Academy, the decision of the Ysleta Independent School District will stand. When the outside temperature is 40 degrees and above, the children will have recess time as scheduled. Please dress your children appropriately (hats, gloves, jackets, sweaters, etc).

## **Withdrawals**

When a student withdraws from CJC Preschool/Academy after the first of the month, the parents remain responsible for the complete month's tuition. The same applies to students who are dismissed. Students who were enrolled but never attend a class forfeit the registration fee but are refunded any tuition paid. All account balances/refunds will be cleared within 30 days of withdrawal or dismissal. Refunds will be mailed within 30 days of withdrawal. **ALL DEBTS MUST BE CLEARED BEFORE RECORDS CAN BE RELEASED. TEXTBOOKS ARE THE PROPERTY OF CJC PRESCHOOL/ACADEMY.**

**Students who have incomplete enrollment packets even after notices have been sent home will be**

**withdrawn from school until the enrollment packet is made complete.**

Students who withdraw to attend another school will not be provided records. The new school must request records and then records will be forwarded.

**Families who paid the tuition for the year and received the Early Pay Discount, forfeit the discounted amount when student withdrawals.**

## **Year End Promotion/Retention**

### **Kindergarten(5 Yr) students:**

To be promoted to first grade a student must:

1. Have no less than a C average in Reading, Phonics, and Math
2. Be able to follow directions
3. Be able to blend sounds
4. Be able to complete seat work on time
5. Be self sufficient

### **Elementary**

A student will be promoted to the next grade level when an average of 65% or more is achieved in the academic subjects. Academic subjects to be considered for promotion are: Phonics, Reading, Language/English, and Math. Students with grades below 70% may be recommended for Summer School.

1. If a child fails in any core subject, it will require retention in the students current grade level. Any student with borderline failing grades may be retained per administrative decision.
2. A student who has failed any 3 nine weeks grading periods in Math, Language/English, or Reading may be passed to the next grade



level providing Summer School is offered and successfully completed.

3. An academic evaluation will be given to the student who has borderline grades and who has excessive absences (more than 3 in a nine week grading period) to determine promotion eligibility.

4. Summer school may be recommended by the teacher with Administrative approval. Any student who attends this program will be required to attain a **65%** in all subject areas to pass to the next grade.

## **FYI Section**

Christian Joy Center Academy occasionally has an exterminator come in and spray for pests. The chemical used is odorless. The exterminators come in after hours once students are gone from the building.

In the event of inclement weather that may cause school delays or closures, you will receive a text message informing of the closure or delay. The local news station will also be notified and will post the delay or closure.

The elevator is not to be operated by any student or child without an adult being on the elevator with the child. Parents and students are required to use the stairwell first.

## **Emergency Management Plan**

CJCA has an emergency plan in place. We run emergency drills on a regular basis. These drills include, but not limited to, fire drills, lock downs, and

school evacuations. In the case of a real emergency, parents are asked to tune in to the local radio and television stations. We ask that you refrain from calling as this will bog down the phone lines and school personnel. Do not come to the school to pick up your child unless you have been instructed to do so. These steps will help to eliminate any congestion and confusion on campus. In the event of a real emergency, CJCA will contact the parents via automated phone calls, text message, or CJCA Social Media (Facebook, Twitter, or Website) as soon as the situation is deemed safe. Join our Texting Community by texting “**cjcademy**” to **292929**.

### **Photo Release**

As students and staff participate in field trips and various school activities, photos and videos are often taken. These photos and videos may be used for future advertisements on printed material or social media sites. By signing the Handbook Acknowledgment Form, you are giving CJCA permission to use any photo of your child.



# CJC PRESCHOOL ACADEMY FAMILY HANDBOOK

I UNDERSTAND as a parent that it is not only important for my family to be familiar with the policies, procedures and programs of the school where my children are enrolled, but it is also our responsibility.

With my signature below, I am stating that I have read this Handbook and am willing to abide by the policies and the procedures outlined therein, as set by CJC Preschool/Academy, and that I have joined the CJCA Community to receive important school information.

---

Student's Name (Printed)

---

Parent Signature

---

Parent Signature

---

Date

---

EMAIL Address

---

Mother's Cell #

---

Father's Cell #

(Please cut this page with scissors and return this form to the school office. This form **MUST** be on file for each family.)