

# Heritage Christian Academy Elementary/Preschool/Child Care

(Effective February 1, 2008)

919 E. Guadalupe Road  
Gilbert Arizona 85234  
(480) 926-1141

## INTRODUCTION

Heritage Christian Academy is an educational facility, which offers a unique opportunity for your child to grow physically, emotionally, and intellectually in an environment where children are valued as a *“Heritage of the Lord” Psalm 127:3*. As an extension of your home, it is our goal to help parents meet their God given responsibility to bring their children up “in training and instruction of the Lord” (Ephesians 6:4).

Our programs were shaped by parents like you, who recognize the importance of providing their children with the security of a family atmosphere, while preparing them to succeed academically. Program material and curriculum were developed by experts in the field of early childhood education, and have been used nationally in schools, which consistently exceed average standardized achievement test scores for public and nonpublic schools.

## OBJECTIVES

The philosophical objectives of all lessons and activities shall be to provide opportunities of development in the following areas: social skills, self-help skills, physical coordination, responsibility/independence, positive self-concept and creativity.

Administration of the program will be carried out in such a manner as to ensure:

- A safe, secure, healthy environment.
- Opportunities for individual involvement.
- Lessons and activities are tailored to accommodate the developmental age of each child and their special needs.
- Adequate, appropriate and nutritious meals/snacks are provided.
- Verbal and/or written information upon reasonable request about each child’s progress in acquiring skills, emotional development or unusual behavior.

## CURRICULUM

Heritage uses the “A Beka” curriculum along with ACSI as a guideline for all formal academic instruction. Materials include visual as well as audio-visual teaching aids. All curriculums shall include outside learning opportunities, as well as exercises to develop interpersonal skills and allow for creative self-expression. Activities include music, creative play, Bible, hands-on activities, centers, field trips (elementary grades only), and special events. Parents are invited and encouraged to observe and/or participate in all or any of the programs in which their children are involved.

## ENROLLMENT POLICY

Heritage seeks to provide quality services to children regardless of race, religion, sex, national origin, or other ancillary factors. To maintain the integrity of services provided, the Center shall comply with State regulations and other licensing restrictions, and establish programs for defining the requirements for enrollment including the following:

### A. *Personal Information Including:*

1. Child's name, address, sex and date of birth.
2. A birth certificate is required for each student enrolled in Kindergarten through 8th grade (if transferring from another school, all records will be required).
3. Name of parent/guardians, home and work addresses and telephone numbers.
4. Name, addresses, and telephone number of at least **two** additional persons to be notified in the event the parent/guardian cannot be located. Emergency contact numbers must be different from the house, work and cell phone numbers of the child's parent/guardian.
5. Name and telephone of the child's primary source of medical care.
6. Written instructions of the parent/guardian or physician for any dietary needs.
7. A record completed by the parent/guardian or physician notifying the child's susceptibility to illness and special requirements for health and maintenance. Incomplete emergency card can cause refusal of admittance to the Academy.
8. Immunization record as required by the State. Failure to supply or maintain updated records can result in termination of childcare services for your child.
9. A written plan for the child's care and any special requirements shall be clearly defined upon enrollment.

### B. *Authorization Including:*

1. Instructions for emergency medical care of the child when parents or guardian cannot be contacted.
2. Designation of at least two persons other than the parent/guardian to whom the child can be released.

### C. *Field Trips (Elementary)*

1. Parents/guardians must sign a permission slip for field trips (Elementary).
2. Parents will be notified in advance of field trips and any fees that need to be paid.
3. Children should purchase a Heritage Christian Academy T-shirt from the school office to wear on field trip and special activity days. Students may only wear Patriot Shirts to certain types of field trips as approved by the administration. Please check with your child's teacher prior to the event day.
4. If a child is in attendance at Heritage on the day of field trips they will be required to attend the field trip.

### D. *Special Needs*

We do not receive federal or state assistance to help provide care for children with special needs. Therefore, students with special needs, including ADHD, etc., will be considered on an individual basis.

### D. *Elementary Transfer Students:*

1. Sign a release form for records to be sent, including Standardized test scores and medical records.

2. Complete an assessment: A fee of \$25.00 for testing will apply to registration if student is enrolled.

## TUITION POLICY

Heritage operates as a ministry of the Heritage Free Will Baptist Church, to provide affordable services while generating revenues and maintaining sufficient cash flows to meet current obligations. To ensure it continues as a viable, going concern, the Academy shall establish and maintain schedules and programs for collection of fees for services provided.

### A. Registration Fees:

1. Due annually (Re-enrollment is **NOT** automatic).
2. Non-refundable.
3. Will cover books and materials used by the student. Books and materials do not transfer with students if withdrawn during the school year.

### B. Tuition

1. Weekly Tuition: Due and payable on Monday or the first scheduled school day of each week.
2. Monthly Tuition: Due by the 15th of each month. Prior statements are not sent to parents.
3. There will be **NO** refunds or credits for holidays or days absent.
4. A discount will be given for additional children of the immediate family.
5. Kindergarten and Elementary (8:30-3:15), and Preschool (9:00 – 11:30) tuition is based on an annual rate and divided into 10 convenient monthly payments. There are **NO** credits for days missed, school closings, holidays, Thanksgiving break, Christmas break, spring break or vacations.
6. Tuition paid in full, for the year, by July 15th, will receive a 5% discount. If a student withdraws during the school year, a portion of the tuition minus the 5% discount may be refunded. Scholarship funds are not refundable to the parent/guardian.
7. Tuition is due in 10 payments – July 15th thru April 15th. No portion of monthly and weekly paid tuition will be refunded if child is withdrawn.

### C. Late/Penalty Fees:

Shall be imposed for late payment of tuition.

1. **Weekly** - Late fee of \$10.00 will be assessed if payment is not received by 6:00p.m. on Monday (or the 1st scheduled school day of each week.)
2. **Monthly** - Late fee of \$10.00 will be assessed if payment is not received by the 15th of each month. Additional fees may be assessed if payment is not received within 5 days of due date.
3. Tuition not received within 5 days after the due date can result in termination of child care and school services.
4. Shall be imposed on checks returned for insufficient funds. (If more than two checks are returned, cash or money order will be required).
5. Shall be imposed for each child picked up after 6:00 p.m.
6. Shall be imposed for each child picked up after 11:40 a.m. for a.m. Preschool classes, and 3:20 p.m. for all Elementary. Kindergarten and Elementary students may not be on the premises prior to 8:15 a.m. and after 3:15 p.m. without supervision.
7. **Consistent tardiness in picking up children will result in termination of child care and school services.**

#### *D. Holidays and School Closings*

1. The Academy will be closed on the following days, and **no other days will be substituted for these days**. Regular weekly and monthly tuition is due. The days are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday. Should one of these holidays fall on a weekend, the Academy will be closed either the preceding Friday or the following Monday. Heritage is closed the entire week of Christmas and no child care is available.
2. Other holiday closings may be observed by the Morning Preschool (9:00 – 11:30), Kindergarten through Junior High grades such as Christmas break and Spring break. However, child care services may be available. (Please refer to school calendar).
3. Elementary classes will be closed for the ACSI Teacher's Conference. See calendar for dates.
4. Elementary classes will observe additional holidays in accordance with the Gilbert area school system. On these days, childcare **will not be provided**.

#### *E. Credit Card Payment*

1. Tuition may be paid by MasterCard or Visa. You may authorize Heritage to automatically charge your weekly or monthly tuition by completing the proper form. A \$3.00 fee will apply. Please inquire at the front desk or the bookkeeper.
2. Tuition may also be paid on line through the Heritage website, [www.heritagefwbc.org](http://www.heritagefwbc.org). A fee will apply.

#### *F. Arizona Scholarship Fund - Elementary*

In 1997, the Arizona state legislature passed the "Private Scholarships Tax Credit". In January of 1999, the Arizona Supreme Court upheld the legislation as constitutional...and in October of 1999, the US Supreme Court added its stamp of approval. It's the first law of its kind in the nation and being hailed as "revolutionary".

The new law **allows every taxpayer in Arizona to REDUCE their state income tax liability** (the amount owed to the Department of Revenue on April 15<sup>th</sup>) by up to \$1000.00 (per married couple) or \$500.00 (per single person) for making a voluntary contribution to any scholarship funding organization (STO) in Arizona that allocates at least 90% of its annual revenues for K-12 scholarships to allow children to attend the non-governmental school of the parents' choice.

### **COMMON RESPECT BETWEEN PARENT AND STAFF**

**Our common goal is to educate students in a Christ centered environment. The parent/staff relationship should reflect this goal. As an extension of your home, we must maintain an atmosphere of respect and open communication. Parents are expected to address the staff in a professional and courteous manner. Inappropriate manner of speaking, language and actions will result in termination of services at Heritage Christian Academy.**

## **PARENTAL INVOLVEMENT**

Parent volunteers are encouraged. However, days and times should be scheduled in advance with the child's teacher. Having parents present in the class room can be distracting for students and disruptive to the learning process. Therefore, parents are not permitted to sit/visit with a child during school hours.

Parents are encouraged to help with parties, special activities, field trips or assisting the teacher with special projects. However, siblings or young children are not to accompany parents during this time.

## **CELEBRATION OF HOLIDAYS**

Heritage Christian Academy celebrates holidays with a Christian emphasis. Therefore, at Christmas we celebrate the birth of Jesus. We do not use Santa or related decorations. At Easter we celebrate the resurrection of Jesus and do not decorate with bunnies and eggs.

Heritage does not recognize halloween or offer any alternative for this day. Halloween paraphernalia, toys, clothes, snacks, etc. are not permitted at HCA.

Refreshments for parties & special occasions **must be stored bought** (Preschool, in accordance with State Regulation R9-509 which requires all food served at a state licensed preschool/child care facility to be prepared in a state certified kitchen). Cookies, cakes, etc. made by parents are not permitted.

## **MEDICAL RESPONSE POLICY**

### *A. Medical emergencies*

1. Accidents and injuries will be reported immediately to the parent or guardian, if medical attention is required.
2. In the event the parent or guardian cannot be located, the instructions on the Emergency Notification form provided at enrollment will be followed.
3. All notification will be documented and required reports will be sent to ADHS within two working days.
4. Incident reports will be completed by the caregiver and given to the parent.

### *B. Infections/Illnesses*

1. Parents should notify the Academy at the earliest possible date to report an enrolled child with a contagious disease or infection. Children with a contagious illness (i.e. strep throat) which requires an antibiotic may not return to school until they have been on the medication for 24 hours and no longer contagious.
2. Children showing signs of illness, infestation, fever, rash, diarrhea, vomiting or other such symptoms will not be admitted to the Academy until symptoms are no longer present.
3. Records of illness and infestation will be held at the center for two years.
4. If a child develops any of the above mentioned symptoms while at Heritage, they will be required to be picked up immediately from the Academy in accordance with the state regulations. If parent/guardian cannot be reached, emergency numbers will be called.

5. Children absent 3 or more consecutive days will require a note from their doctor before returning to HCA.
6. If a child develops a fever of 100 degrees or higher, he/she must be picked up **immediately**. He/she **may not** return to school until his/her temperature is at normal for 24 hours.

### C. *Dispensing Medication*

Heritage is **NOT** required to administer medication and may refuse to do so at our discretion. The Academy will abide by strict regulations if medication is accepted, as follows:

1. Administrative staff members only may dispense prescription medication provided by the parent or guardian, from containers with a pharmaceutical label including the child's name and proper dosage. All such medications will be kept in a lock box at the front desk.
2. The Academy shall not stock supplies of any medication for internal use. Medication will only be dispensed in accordance with and after completion of the form designed to document and authorize the dispensing of medication and must match the pharmaceutical label.
3. Medication is not permitted to be stored in the classrooms.
4. Children may not carry medicines in their backpack, purse, pockets, etc. This includes such things as vitamins, lip medication, cough drops, etc. (includes Elementary)
5. Breathing machine treatments:
  - a. Breathing machine treatments will be given on an acute emergency basis only if a child has difficulty breathing.
  - b. If routine treatments become necessary, they must be given at home or a parent may come to the school to give the treatment between 12:00 and 12:30 (before naptime).

## **DISCIPLINE POLICY**

Heritage Christian Academy is an extension of the home. Therefore, we expect full cooperation from Parents/guardians, for the education and care of their children. Children are much happier when boundaries are established. For it is with boundaries that children learn respect and obedience.

It is our goal to help students learn self-discipline and build good character traits. However, the first responsibility of discipline is in the home. Therefore, a good relationship between the parent and teacher is very important.

As an extension of the home, parents/guardians are expected to share in the responsibility of supporting a safe and positive environment. We believe that students, parents and staff should behave in a manner consistent with Biblical instruction.

**Attendance at Heritage Christian Academy is a privilege, not a right.**

**If the school feels that student and/or parent cooperation is lacking, the student will be requested to transfer out.**

## **CODE OF CONDUCT: PRESCHOOL**

A. *Appropriate discipline shall include:*

1. Consideration of the child's age, intellectual capacity, emotional make-up and past experience.
2. The definition and maintenance of consistent, reasonable rules and limits for children.

3. Explanation to the child why certain behavior is not allowed, suggestion of an alternative, and assistance to engage the child in activities in an acceptable way.
4. Holding the child firmly until he/she regains control or composure when the child's behavior may result in self-harm or harm to others.
5. Isolating the child from other children for a period of one minute per each year of the child's age, after the child regains control or composure, but under no circumstances longer than ten minutes without appropriate personnel/child interaction.
6. Progressive consultation with the child's parent(s) or legal guardian(s) when appropriate methods have been exhausted, but are failing to bring the child's behavior within acceptable bounds required for admission.
7. Refusal to admit the child to the Center.
8. Suspension or expulsion.

**In the event of extreme aggressive or combative behavior, or continuous disruption to the class, parent or guardian will be contacted by phone to remove their child immediately from the Academy.**

**B. Termination of Childcare benefits**

1. Children are taught that verbal and physical abuse is not acceptable. Therefore, consistent aggressiveness, violent behavior, or disrespect to teachers, administration and peers, will not be tolerated. This includes, but is not limited to, biting, hitting, kicking, throwing objects, taunting, teasing, name calling, bullying, etc.
2. Children who cannot maintain self-control will be asked to leave the Academy.

**CODE OF CONDUCT: ELEMENTARY**

Students at Heritage Christian Academy are expected to be well disciplined and to maintain the highest standards of behavior at all times.

*Philippians 2:5 "Your attitude should be the same as that of Christ Jesus"*

**Students are expected to demonstrate:**

Respect: I Peter 2:17	For God, the administration, teachers, and staff, peers, school rules and policies, school property, and themselves; having an attitude for differences, needs or disabilities of others.
Honesty: 2 Kings 12:15	In all school activities and sports, completion of tests and homework, and in relationships with others.
Integrity: Titus 2:7-8	Speech, actions, and display of character which upholds good morals and is Christ like.
Cooperation: Ecclesiastes 4:12	With teachers and administration in regard to conduct, attitude and performance in order to achieve the school's goals for excellence in education.

The following guidelines have been established in order to maintain a Christian atmosphere where students may learn in a safe and secure environment. Student misconduct will be subject to disciplinary action up to and including expulsion. Students serving a suspension are not permitted to participate in any school activities or be on campus on the days of the suspension.

## **KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**

**The following guidelines have been established for grades Kindergarten thru 4<sup>th</sup>.**

1. Effective classroom discipline is necessary to maintain a good learning environment. When misconduct occurs, the following measures will be used to help the student change their behavior:
  - a. A firm, straight look and/or a firm, low, quiet voice
  - b. Deprive the student of a privilege/time out
  - c. Isolate the student/removal from class/detention (note to parent/guardian)
  - d. Meeting with principal
  - e. Parent conference
  - f. Parent called to the school to remove student/suspension
  
2. The following types of behavior will result in disciplinary action including reprimand, detention (before, after or during school), additional work assignments, parent conference, suspension, expulsion:
  - a. Inappropriate language, gestures, noises, name calling, teasing, taunting,
  - b. Violation of dress code (see Uniform Guidelines)
  - c. Fighting/physical attack
  - d. Being disruptive to teachers/staff
  - e. Disrupting class
  - f. Consistent tardiness
  - g. Theft or vandalism
  - h. Bringing inappropriate or dangerous items or toys to school
  - i. Cheating or lying
  - j. bullying

## **GRADES 5 THROUGH 6**

**The following types of behavior will result in disciplinary action including reprimand, detention (before, after or during school), additional work assignment, parental conference, removal from class, suspension/expulsion: class:**

1. Inappropriate conduct on school property or at a school sponsored function as determined by Biblical standards and at the discretion of the teachers/administration, including but not limited to:
  - a. Obscene, profane, vulgar or slang speech
  - b. Gesture, innuendos, noises, etc. with a disrespectful connotation
  - c. Verbal or nonverbal abuse to others
  - d. bullying
  - e. Coarse jokes and conversation involving the occult, sexual situations, racial slurs or malicious gossip
2. Classroom/school disturbances, disrespect, insubordination
3. Dress code violation
  - a. Out of uniform (see Uniform Guidelines)
  - b. Tattoos or the appearance of tattoos
  - c. Inappropriate or excessive Jewelry
  - d. Body piercing, except pierced ears for girls in moderation.  
Boys are not permitted to have pierced ears.
  - e. Possession, display and/or use of electronic devices including, but not limited to, cell phone, pagers, iPods, and other personal music players, electronic games, etc.

5. Cheating, forgery, falsification (tests, quizzes, homework, permission slips, etc.)
6. Inappropriate physical contact
  - Wholesome relationships between boys and girls are encouraged, however, students should see peers as brothers and sisters in Christ. Therefore, activities such as, but not limited to, hand holding, kissing, pairing up as couples is not permitted.
  - Rule of thumb: Leave 6 inches between boys and girls
7. Harassment, intimidation, as well as, hostile or offensive behavior will not be tolerated. It is a violation of Biblical standards and disruptive to the educational learning environment.
8. Consistent Tardiness: causes disruption to the class. Therefore the following policy has been established:

PER QUARTER (9 week period)

- 5 Tardies – 30 minute after school detention
- 6 Tardies – Parent conference with teacher
- 7 Tardies – One day suspension from school
- 8 Tardies – Parent conference with administration

**The administration, teachers and staff have the right to issue an automatic detention for infractions in the above mentioned areas if a student exhibits a disregard for the guidelines established. The following types of behavior will result in *suspension/expulsion*:**

1. **Weapons**-Knives, guns or any other instrument deemed by the administration or that poses a threat to the security of students and staff is not permitted at the school or school sponsored function.
2. **Drugs, Alcohol or Tobacco**-Use or possession of drugs, alcohol or tobacco is strictly prohibited on school property or school sponsored function.
3. **Theft or Vandalism**-Destruction, damage or stealing property that does not belong to you, will result in immediate disciplinary action.
4. **Fighting/Physical Attack**-Any act involving hostile bodily contact in school or at a school sponsored function is not acceptable and will not be tolerated.
5. **Conviction of a Crime**-If a student is convicted/found guilty of a crime on or off school property, disciplinary action will be taken by the school based on the nature of the offense and past record of offenses.
7. **Continued excessive detentions and/or behavior problems** can/ Will result in dismissal from school.

## DRESS CODE

### Preschool and Summer Camp

The following dress code has been adopted for safety and propriety:

1. Children are to wear closed-toe shoes to protect feet from injury.
2. Tennis shoes with non-marking soles are required for play in the gymnasium. Children are not permitted to play in bare feet or socks. (Children may bring tennis shoes to leave in their cubby).

3. Spaghetti strap shirts and dresses are not acceptable. Girls wearing dresses are required to wear shorts under them while playing outside on the gym set so as not to expose their undergarments.
4. Shirts and tops must be at least down to the waist. No bare midriffs.
5. Excessively baggy pants or pants that hang below the waist exposing undergarments are not acceptable.
6. Clothes with pictures and slogans must be conducive to a Christian school setting.

### **Elementary**

1. All students are required to wear school uniform during regular school sessions. Uniforms are to be purchased from Dennis Uniform.  
*Please refer to the Uniform Policy and booklet for additional information.*
2. Students in 4<sup>th</sup> -6<sup>th</sup> grade are required to have a plain white T-shirt (for boys), plain red T-shirt (for girls), and navy walking shorts for P.E. Students must be in uniform before and after P.E. class.

## **UNIFORM POLICY**

**The following policy has been used to establish the dress code for Heritage Christian Academy. Please refer to your uniform brochure for more information.**

<b>JUMPERS</b> <i>(K-4 only)</i>	Navy or Plaid – to be worn with white Peter Pan collar blouse or white long sleeve turtleneck shirt. <b>(Purchase @ Dennis)</b> No polo shirts are to be worn under jumpers. Plain white knee socks or tights are to be worn with jumpers.
<b>SKIRTS</b> <i>(4-6 only)</i>	Navy or Plaid – worn with polo shirt <b>(Purchase @ Dennis)</b> Plain white knee socks or tights are to be worn with skirts.
<b>PANTS</b>	Navy <u>twill, front pleat</u> <b>(Purchase @ Dennis)</b>
<b>SHORTS</b>	Navy <u>twill, front pleat</u> <b>(Purchase @ Dennis)</b>
<b>BELTS</b>	Black or Navy only of appropriate size that fits through the belt loops. Chains, chain belts, sashes, etc. are not permitted.
<b>SHOES</b>	Casual/Dress Shoes: Black, brown, navy, red or white. Tennis shoes must have non-marking soles. No sparkles, no ornaments, no pictures, no character names, no excessive or bright colored trim. Shoelaces must be conducive to shoe color.
<b>SOCKS</b>	White crew/ankle socks are to be worn with shorts. White knee socks or tights (plain) are to worn with dresses or skirts. <i>Navy socks may be worn with pants only.</i>
<b>SWEATERS</b>	Navy button up cardigan with the school name may be worn in the classroom. <b>(Purchase @ Dennis)</b> . Other sweaters may be worn outside.
<b>SWEATSHIRTS</b>	<b>HCA SWEATSHIRTS ONLY</b> may be worn on campus. <b>(Purchase @ Dennis)</b>
<b>JACKETS</b>	Jackets with school name may be <b>Purchased @ Dennis</b> . Jackets are

not permitted to be worn inside.

**P.E. UNIFORM**  
**(4-6 only)**

Plain white t-shirt for boys or red t-shirt for girls.  
Navy walking shorts (must be modest and loose fitting).

**ACCESSORIES**

All hair accessories for girls, etc. must be red, white or navy. Only Heritage Christian Academy hats may be worn at school, but must be removed when entering any building. Tattoos or resemblance of tattoos are not permitted.

Girls: Earrings/jewelry, nail polish, accessories, etc. may be worn in moderation; Boys are not permitted to wear earrings. Other types of body piercing is not permitted at school.

**ABSENTEEISM/WITHDRAWAL POLICY**

1. If child is absent, due to vacation or illness, it is the parents' responsibility to notify the school.
2. If a child withdraws, a two week notice is required. All accounts must be paid in full before student's records will be released.
3. If a child is absent for 5 or more consecutive days without notification, the child is automatically withdrawn.
4. If a child is withdrawn, a reinstatement fee of \$25.00 will be charged if the child returns during the same school year.
5. Elementary leave of absence (space will not be held). The student may be given priority to return, but must be assessed to re-enter the Academy. Reinstatement fees apply.
6. Elementary students must attend a minimum ½ day, to be counted present on that day.

**VACATION/SICK POLICY**

1. **Vacation Credit** may be taken by full time students who attend year round, all day, with the following guidelines:
  - a. Four weeks may be taken annually, from June 1 to May 31 of the current enrollment year.
  - b. A two-week notice must be given.
  - c. Must be for the full week, M-F.
  - d. Vacation time may not be taken more than two consecutive weeks at a time.
2. **Sick Credit** will be given to full-time students who attend all day with the following guidelines:
  - a. Child must be out all week, M-F.
  - b. Counts toward four-week vacation allowance.
3. Morning Preschool (9:00 am-11:30 am), Kindergarten, and Elementary **monthly** tuition is not affected by days missed or vacations and no credit will be given.
4. Maternity Leave – Space will not be held during maternity leave. However, a child who is enrolled at Heritage will receive priority for a space when the parent is ready to return to work.

**MEALS**

1. Breakfast may be brought in or purchased for \$.50 to \$.75 for children who arrive between 6:00 a.m. and 7:30 a.m. Milk will be provided by Heritage.

If your child does not arrive before this time, please be sure he/she has had breakfast before arriving. There is no staff available to supervise breakfast after this time as rooms are being prepared for school. Morning snack will be served between 9:30 a.m. and 10:00 a.m.

2. **All Day** Preschool: We provide one meal and two snacks at no extra charge. Meals and snacks are prepared at Heritage in a certified kitchen and in accordance with the guidelines set forth by state regulations. However, if your child chooses to bring his/her lunch, it must be packed in a lunch box containing a blue ice cooler per state regulations.
3. **Elementary** - Students must bring their lunch and a morning snack if desired. Since there is not a refrigerator available to store lunches, a lunch box with a blue ice pack is required. If children forget their lunch, a parent will be called to bring a lunch to the child.
4. Hot Lunch – Elementary
  - A. A hot lunch may be purchased Monday through Thursday. (Subject to change)
  - B. Lunches are paid in advance monthly and extra food is not provided  
For students who forget to bring their lunch.

## QUIET TIME

1. All day preschool age children are provided with quiet time or nap time.
2. Children may bring a stuffed toy or soft doll (not Barbie type) to sleep with at naptime. All items must be labeled with child's name. HCA is not responsible for lost toys.
3. Parents must purchase a napper for **all day** students (preschool only)
4. It is parents are responsible to pick up the napper each Friday, launder and return it on Monday morning. Failure to return the napper on Monday will result in a phone call asking that the napper be brought in by noon.
5. Nappers not returned by noon each Monday will be assessed a **\$5.00 service charge**. Children are not permitted to sleep directly on the floor due to state regulations.

## VIDEOS

Videos may be used for education and entertainment with the following guidelines:

1. Videos are to be shown only on special days and must be pre-approved. Please check with the teacher or front desk before leaving videos.
2. All videos permitted at HCA must be "G" rated and contain no violence, witches, ghosts, sorcery, cult-type activity, or anything else considered offensive or inappropriate by the administration.
3. Must be approved by the administration prior to showing.

## PETS

Due to safety issues, dogs and other pets are not permitted on the school premises between 6:00 a.m. and 6:00 p.m. There have been past incidents of snarling and growling from pets which indicates a potential danger for students and staff. If you allow a pet to accompany you while picking up or dropping off students, they must remain in the car.

## DONATIONS

We welcome donations of appropriate items for the classroom. We will gladly issue you a receipt for tax purposes of approved items. (Must be approved by the administration.)

## GENERAL

It is imperative that your child's name is written on all lunch boxes, backpacks, coats, sweaters, clothes, toys, blankets and any other items your child brings to school. If children bring toys or wear watches, jewelry, etc. to school, it is not our responsibility to keep up with these items or replace them if lost or broken.

Any items left at school will be placed in lost and found box. Heritage Christian Academy is **not responsible** for lost or broken toys brought to school by your child. Items not retrieved in a reasonable amount of time will be donated to charity.

Toys other than nap toys, are not to be brought to school except on Show & Share Day, which will be decided by each class teacher. Toys, backpacks, school supplies, clothing or any other items with a violent connotation are not acceptable at anytime! This includes, but is not limited to, Harry Potter, Action Heroes, Power Rangers or similar type, Star Wars or similar type, Ninja type toys, guns, swords, knives, pokemon, digimon, Game Boys, etc. If you have any questions, please check with the school office, before bringing or wearing the item to school.

Toys, videos, books, or any other items may be removed from the classroom if considered inappropriate by the teacher or administration.

Items such as knives (including pocket knives), screwdrivers, toy guns, pellet guns, or any other item that resembles a weapon, or is deemed inappropriate by the administration, is not acceptable at school and can result in suspension or expulsion from Heritage Christian Academy.

Heritage Christian Academy carries liability insurance as required by law.

Heritage Christian Academy policies are subject to change.

This childcare facility is licensed and regulated by the Arizona Department of Health Services at 1647 E. Morten Avenue, Suite 230, Phoenix, AZ 85020. Inspection reports are available upon request.