

Sweethaven Christian Academy

Preschool Handbook

Revised for Fall 2023 Enrollment

Sweethaven Christian Academy, a ministry of Sweethaven Baptist Church

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School hours: 6:30 a.m. to 5:00 p.m.

School website: www.sweethavenchristian.org

Church website: www.sweethavenbaptist.com

Sweethaven Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs. However, as a religious institution and a direct ministry of Sweethaven Baptist Church, Sweethaven Christian Academy reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions, or otherwise do not align with the church's statement of faith, standard of conduct or other policies of the church and school.

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1 PURPOSE, PHILOSOPHY, OBJECTIVES, DOCTRINE, AND MORAL ISSUES

1.1 PURPOSE

Sweethaven Christian Academy was established in 1971 as an educational outreach ministry of Sweethaven Baptist Church. We desire for each student to have a personal relationship with the God of the Bible and then to understand Him more deeply through the study of His Word and the natural universe. Therefore, our purpose is to prepare our students for a life of service to God and a joyful eternity with Him.

In our preschool, it is our goal to build the right foundations for active minds and happy hearts. As our students continue through elementary and high school, we provide them with an excellent education in a nurturing environment so that our students will graduate from high school equipped to enter college and begin a life of successful service to God, family, and country.

1.2 PHILOSOPHY

Sweethaven Christian Academy believes that because the fear of God is the beginning of wisdom, the greatest education is a Biblical education (Pro 9:10). A proper understanding of God's holiness and our responsibility to Him as our Creator leads us to see our need for salvation in Christ. When Christ is exalted as preeminent in our lives, all the deepest questions of life are answered in Him (Col 2:3). All the universe finds purpose only in relationship to Christ. "For by Him were all things created that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by Him, and for Him: And He is before all things, and by Him all things consist" (Col 1:16-17).

1.3 OBJECTIVES

A student of Sweethaven Christian Academy will:

- Value the Bible as the inspired Word of God and the source of wisdom and instruction for life
- Have opportunity to receive Jesus Christ, the Son of God, as his personal Savior
- Receive sound academic training integrated with a Biblical view of God and the world
- Develop the fundamental skills in reading, arithmetic, and English needed to become a life-long learner
- Develop strong moral character and self-discipline
- Grow into a wise and patriotic citizen

With a vibrant, organized learning environment and rigorous, yet attainable academic standards, Sweethaven provides opportunity for each student to reach his full potential.

1.4 DOCTRINAL STATEMENT

The foundation of Sweethaven Christian Academy and all its programs is the infallible Word of God, the Bible, as interpreted in the Doctrinal Statement of Sweethaven Baptist Church. The Doctrinal Statement in its entirety may be secured from the church office. A brief summary is as follows:

1. **We believe** in the verbal inspiration and authority of all Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. **We believe** in God the Father, God the Son, and God the Holy Spirit.
3. **We believe** in the deity, virgin birth, and bodily resurrection of Jesus Christ our Lord.
4. **We believe** that salvation is “by grace” plus nothing and minus nothing. The conditions of salvation are repentance and faith.
5. **We believe** that men are justified by faith alone and are accounted righteous before God only through the merits of our Lord and Savior Jesus Christ.
6. **We believe** in the visible, personal, and pre-millennial return of Jesus Christ.
7. **We believe** in the everlasting, conscious punishment of the lost.
8. **We believe** in the freedom of religion, and the autonomy of the Baptist Church. Sweethaven Baptist Church is to be self-governed by the local body and is never to be dictated to, or controlled by any outside persons or forces.
9. **We believe** that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that all forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance.
10. **We believe** that the Sweethaven Christian Academy and Preschool programs are a direct ministry of Sweethaven Baptist Church and have the mission to preach and teach Jesus Christ in order to fulfill the Biblical commission of a daily ministry (Acts 5:42).

To this end, no student will be permitted to express or promote any faith or belief contrary to the doctrinal statement of Sweethaven Baptist Church either by conversation, dress, jewelry, or symbolism. All such matters will be subject to the discretion of the administration.

1.5 MORAL ISSUES

Our purpose as a Christian school is to promote Biblical standards. Certain sins have become acceptable in our society and are clear violations of Scripture. The following is a list of Scriptural statements on important moral issues. This is not an exhaustive list.

Marriage is the joining of one man and one woman in a single, covenantal union as delineated by Scripture. (Genesis 2:24, Mark 10:6-9)

Any sexual activity outside of marriage, as defined above, is sin. (Hebrews 13:4)

God created the human race male and female. All conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin. (Genesis 1:27, Deuteronomy 22:5, Mark 10:6)

2 OPERATIONS

In compliance with the Code of Virginia, Section 22.1-289.031, our preschool is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

2.1 FACILITY

Our preschool is one unit of a much larger identity. Sweethaven Christian Academy is an educational facility for over 200 students ranging from preschool through twelfth grade. The capacity of the designated preschool rooms in the early childhood wing is 80. The preschool students also share the school gym, playground, and cafeteria.

2.2 HOURS OF OPERATION

Sweethaven Christian Academy opens daily at 6:30 a.m. and closes at 5:00 p.m. The school year runs September through May.

The regular preschool hours are 7:30 a.m. to 3:30 p.m. Monday through Friday. The main educational instruction takes place during the morning hours.

For an additional cost, Sweethaven also offers Early Care (6:30-7:30 a.m.) and Extended Care (3:30-5:00 p.m.). If you need care for your child during these extended hours, please contact the Business Office to enroll in Early Care/Extended Care.

The Business Office opens daily at 8:00 a.m. and closes at 4:00 p.m. Payments can be left at the front desk and receipts sent to you upon request.

2.3 HOLIDAY CLOSINGS

A schedule of the official holidays for the current school year will be provided at the beginning of the school year. Unless otherwise notified, the Preschool will be closed on the following holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July

Please refer to the yearly calendar for additional closings such as Christmas Break, Spring Break, and In-Service days. There will be no care during these times.

2.4 EMERGENCY CLOSINGS

In case of snow or inclement weather, we will try to remain open if possible. Emergency closings will be emailed through RenWeb, posted on our school website, and listed with the television station channel 10 (WAVY).

2.5 PUBLIC LIABILITY INSURANCE

Sweethaven is covered by public liability insurance which provides coverage if someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

3 ADMISSIONS AND WITHDRAWAL

Steps for applying for admission into Sweethaven Christian Preschool are as follows:

1. After receiving the information packet, the following needs to be turned in to school office:
 - a. Completed preschool application
 - b. Registration fee
 - c. Copy of birth certificate
 - d. **Note:** Prior to attending class, we will need the Virginia Health Form.
2. The administration will review the application.
3. Our Business Office will contact the parent to explain payment options. At this time, a contract will be offered to the parent.
4. Parents need to sign the contract to ensure placement in the classroom.
5. Before the first day of school, the school will send the parent Open House dates and other information.

Registration is not considered finalized, or space reserved in a class until the required application fee has been paid, the completed signed financial contract has been returned to the office, and FACTS tuition draft account activated.

3.1 GUIDELINES FOR 3-YEAR-OLD ACCEPTANCE.

Student must have had third birthday before attending class. Students turning three after October 31 must wait for the following fall session to attend. For students turning three after September 30, progression to the 4-year-old program the following fall will depend on maturity and academic progress.

3.2 GUIDELINES FOR 4-YEAR-OLD ACCEPTANCE

Students previously enrolled in our 3-year-old program will be moved to a 4-year-old class at the beginning of the fall session. For students **reenrolling** and turning four after September 30, progression to 4-year-old program will depend on maturity and academic progress.

To enroll into one of our 4-year-old classes, **new** students must have had their fourth birthday by September 30.

After completing the 4-year-old program, students will be evaluated for entrance into Sweethaven's kindergarten program.

3.3 POTTY TRAINING GUIDELINES

All students must be completely potty-trained. No pull-ups are allowed. Students must be able to attend to bathroom needs without assistance.

Sweethaven is not licensed to accept students that are not potty trained. However, we do understand occasional accidents and will help a child change himself if needed.

Parents will be notified of the possibility of dismissal if it becomes clear that their child is not ready for our program and needs more time to be trained at home.

3.4 WITHDRAWAL PROCEDURES

Students and parents must remain in full agreement with the policies and procedures of Sweethaven Christian Academy. If at any time it becomes evident that agreement is lacking, withdrawal from school is expected. Any student who has withdrawn because of philosophy differences will not be eligible for reenrollment.

Withdrawal from school must be made by the parent or guardian in person. This is to be done through the director. A Withdrawal Form must be completed in full by the parent for the family to be released from the financial contract.

4 ARRIVAL AND DEPARTURE

4.1 EARLY CARE AND EXTENDED CARE

Early Care (6:30 a.m.-7:30 a.m.) and Extended Care (3:30 p.m.-5:00 p.m.) are available for an extra fee. If you need care for your child during these extra hours, **please enroll in Early Care or Extended Care through the Business Office.**

4.2 ARRIVAL

Preschool students may arrive at any time during the day. Most parents will bring their children to school on their way to work and pick up on their way home. Please keep in mind that most of the academics are taught between 8:00 a.m. to 12:00 p.m. each day.

You may bring your child any time after 7:30 a.m. for no extra charge. For students not enrolled in Early Care, **arrivals prior to 7:30 a.m. will be charged an Early Care drop-in fee.** *Students who are not enrolled in Early Care cannot be dropped off before 7:30 a.m. unless the parent first calls the school office to confirm that there is space available in Early Care. If a child is dropped off early without prior notification, an additional fee may be charged.*

Upon arrival all children **must** be signed in by the parent or guardian at the front desk. The parent must also walk their child to the appropriate classroom. Parents or guardians may pick up their children by going directly to the classroom.

4.3 DEPARTURE

Students who are not picked up by 3:30 p.m. and are not enrolled in the Extended Care program will be taken to Extended Care, and **a fee of \$5.00 per student, per quarter hour, or any part of the quarter hour, will be charged to the student account.** Students who are not enrolled in Extended Care cannot be left at school past 3:30 p.m. unless the parent first calls the school to confirm that space is available

in Extended Care that day. If space is not available, another adult on the pick-up list must be ready to pick the child up from school by 3:30 p.m. If a child who is not enrolled in Extended Care is left at school late without prior notification from the parent, an additional fee may be charged.

Rather than incurring late fees, you may wish to enroll in Extended Care. Extended Care is available from 3:30 to 5:00 p.m. Please see the Business Office to enroll and to receive more information regarding the cost. Our Extended Care program is based on the following contracted pick-up times: 4:00 p.m. and 5:00 p.m. **If a student stays past his contracted pick-up time, a fee of \$5.00 per student, per quarter hour, or any part of the quarter hour, will be charged to the student account.**

If someone other than the parent will be picking up your child, please notify the office before 2:00 p.m. Your child's security is very important to us.

No student will be allowed to leave campus with anyone other than those listed on the Pick-Up List. Written authorization needs to be sent to the office if other arrangements are necessary. Any adult must be prepared to show proper ID when picking up children. Upon arrival at the school, that person must then show his identification.

4.4 AFTER HOURS PICK UP

The school closes at 5:00 p.m. **If a student is not picked up by the 5:00 p.m. deadline, a significant fine will be charged to the student account.** You must call ahead if you are not able to pick up your child by the 5:00 p.m. deadline due to unforeseen circumstances.

If your child is not picked up by 5:00 p.m., the following steps will be taken. Staff members will begin contacting parents, legal guardians, and emergency contacts at 5:05 p.m. If no contact has been made by 5:30 p.m., Child Protective Services will be called at 5:45 p.m. to pick up your child. This can be prevented by calling the school and letting us know the reason for your delay.

5 ACADEMICS

Our preschool is an academically focused program. We use the *Abeka* curriculum, which offers a colorful and fun way to teach Bible, language arts, skills development, phonics, and numbers to 3- and 4-year-olds. Using the "Six Easy Steps to Reading" our 4-year-olds learn to read! The *Abeka* curriculum fully prepares your child for kindergarten.

The children will learn Bible themes every day. Bible verses and songs are taught to the children weekly.

5.1 EXAMPLE SCHEDULE

Daily schedule for each class may vary.

6:30	Before School Care Structured free play
7:30	Morning Routines and Restroom Break
8:30	Bible Time Bible lessons, verses, and songs
9:00	Snack and Restroom Break

9:30	Academic Time Skills Development Language Development Phonics Writing Numbers
10:45	Activity Time
11:15	Lunch and Restroom Break
11:45	Recess
12:15	Academic Review Time Games and activities to reinforce Phonics and Numbers content
12:30	Nap Time
2:30	Restroom Break
2:45	Recess
3:30	After School Care Snack and Restroom Break Structured free play
5:00	Facility closes

6 DISCIPLINE

Control is the key regarding classroom discipline. The teacher is charged with the duty to maintain control in his or her classroom consistently. Effective learning cannot take place in an uncontrolled atmosphere. Learning is an active process and activity normally has acceptable levels of movement and sound. Unnecessary, excessive, or disruptive movements or noises will not be permitted. Each child must learn the acceptable levels of movement and sound and adjust to them. The child must also learn the principles of authority. The teacher is the individual who determines the boundaries within his or her classroom. Children who improperly challenge or ignore the set boundaries will be disciplined.

Disciplinary methods will vary according to the seriousness of the infraction, but will always involve firm, yet loving action. The specific action taken by the authority can range from a disapproving glance to expulsion from the school. Scripture makes it clear that a child's discipline is the responsibility of the child's parents; therefore, at certain times, parents may be requested to come to the school premises to take part in the disciplinary process.

6.1 UNACCEPTABLE BEHAVIOR

- Repeated distractions in the classroom, such as noisemaking during teaching time, touching other students, running around the classroom, yelling/screaming at staff or other children, etc.
- Kicking, spitting, hitting, slapping, pushing, and biting the staff or other children
- Self-inflicted injuries
- Daily, consistent toileting accidents
- Inappropriate use of language

6.2 DISMISSAL PROCEDURES

The following steps shall be taken for dismissal from preschool:

1. Phone calls or written daily notes will be sent home informing the parent of the child's unacceptable behavior. Expected Outcome: An improvement must be seen by the teacher in the classroom.
2. Parents and teacher schedule a conference to discuss solutions. Expected Outcome: A noticeable improvement in the child's behavior must be observed within ten (10) school days.

A conference is scheduled with the teacher, parents, and administration. At this point, parents will be asked to come and pick up their child when behavior conflicts with the program. Expected Outcome: A daily, consistent behavior change must be observed 1. within ten (10) days or the child may be dismissed from Sweethaven Christian Preschool.

6.3 CONSTRUCTIVE DISCIPLINE

- Fair and consistent limits
- Positively worded directions
- Providing reasons for limits
- Redirection for unacceptable behavior
- Assistance with expressing feelings and frustrations verbally
- Arranging equipment, activities, materials, and schedules in a way that promotes desirable behavior
- Timeouts: If needed, timeout shall be one minute per year of age, and the child must remain within sight and sound of a staff member.

7 DRESS CODE

Washable play clothes are the most suitable for preschoolers. Each child should maintain an extra complete set of clean clothing at school, including underwear, socks, pants/skirt and shirt, or dress. **Please label all clothing items sent to school with your child's full name.** Sweethaven will not be responsible for any lost articles.

These guidelines have been prepared in the interest of good grooming and make up the dress code for preschool. The following list describes styles and types of clothing that are **not** permitted:

1. No T-shirts, tank tops, underclothing, or sweatshirts which have offensive language or designs, including any anti-authority group, person, or idea. This includes rock music.
2. No flip-flop type shoes.
3. No short skirts or short shorts.
4. No jewelry on boys, such as piercings, bracelets, and necklaces.
5. No permanent tattoos.

7.1 HAIR STYLES

Boys' hair must be cut neatly to lie off the collar and ears and trimmed so it does not hang in the eyes. Permission is granted for boys to wear their hair full. However, it must be a tapered or blocked haircut. Boys may not wear extreme styles such as men-buns, spikes, razor designs, tails, corn rows, dreadlocks, braids, Mohawks, or dyes in bright colors.

Girls' hair must be cut or styled in a way to keep their hair out of their eyes. No extreme styles such as spikes, razor designs, tails, or dyes in bright colors are permitted.

8 SNACKS AND LUNCH

Mid-morning and afternoon snack are provided by Sweethaven. At the beginning of each term parents are asked to fill out an informational sheet that notifies the teachers of any allergies. Substitutions for food must be supplied by the parent and accompanied with a medical note from your child's doctor. Other dietary preferences will need to be discussed with the teacher. To prevent hardships in the classroom, we ask that you limit food replacements.

Most days, parents must pack a lunch for their children. For those wishing to purchase lunches, our lunch program offers catered/pre-packaged options two days each week. Please check RenWeb for menu and price information. Parents may order through RenWeb or when arriving at school each morning.

Lunch money is paid directly to the Business Office and is applied to the student's account. Students with delinquent lunch accounts may only order a basic lunch to keep costs manageable for parents. See the Business Office to settle all delinquent lunch accounts.

Should a child forget to bring his or her own lunch, provisions will be made by the school and charged to the child's account, or parents may bring the child's lunch to the school office, and it will be delivered to the child.

We will teach and uphold appropriate eating habits and manners. This includes thanking the Lord for our food, proper use of utensils, the use of napkins and general good table manners.

8.1 BIRTHDAY CELEBRATIONS

We welcome and participate in the recognition of children's birthdays. We ask that parents keep it simple when supplying special treats. Simple cupcakes and juice boxes are acceptable. All birthday celebrations will be at lunch time in the cafeteria. See teachers for details.

9 NAPTIME

A designated naptime is set aside each day for all our preschoolers. This period is for rest and quiet, however it is not mandatory that each child go to sleep. It is necessary and required that all children lie still and be quiet. Most preschool-age children play hard enough that by lunch they are ready for a nap.

It is required that a top and a bottom cover such as single sheets or beach towels be brought from home; however, no sleeping bags are allowed. Child-sized pillows are allowed. Pillows must be covered with a pillowcase. Please check with your child's teacher as to her preference. All bedding is to be taken home each Friday for laundering and returned on Monday.

10 TOYS

Because the Preschool has a large supply of toys and equipment appropriate for young children, we ask that children **not** bring any toys from home. The school will not be responsible for lost or damaged toys brought to school.

11 FINANCIAL INFORMATION

Sweethaven Christian Academy seeks to maintain reasonable and affordable tuition rates for our families who desire Christian education. The school does not receive government assistance or funding and is not endowed or supported by outside organizations.

Prompt payment of tuition is vital to the organization of Sweethaven Christian Academy.

The administration retains final authority with all parent accounts.

11.1 FACTS TUITION MANAGEMENT

All parents are required to set up an online account with FACTS Tuition Management through our website, www.sweethavenchristian.org.

Payments will be automatically withdrawn from the bank account on the selected date(s) each month. Payments may also be made by credit card through FACTS but will be charged a convenience fee.

Late payments will be charged a late fee and may also be subject to overdraft fees.

All changes to accounts must be requested a minimum of 2 business days prior to the withdrawal of the payment.

11.2 DELINQUENT ACCOUNTS

If accounts are not paid, the student will be held from class. If you anticipate a problem with making a payment, contact the Business Office in advance.

No student may continue to the next grade until the previous year's balance has been paid in full.

11.3 RELEASE OF SCHOOL RECORDS

No school records will be released for any student when there is a balance owed on the student's account.

12 HEALTH AND WELLBEING

12.1 MEDICATION POLICY

Sweethaven is staffed with CPR certified, First Aid certified and Medication Administration Training (MAT) certified personnel. We will administer prescription and non-prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with standards of practice in the MAT training.

All medications must be in their original containers.

Written authorization from the child's physician and parents is required before medication can be administered. The Medicine Authorization Form must be completed and signed.

If there is a change in the student's dosing, a Medicine Authorization Form must be completed with the updated dose. If the medication is discontinued, a written request signed by the parent must be brought in and the parent must pick up the medication within 10 days of discontinuation or it will be disposed of.

Under no circumstances is a student allowed to keep any medication in his/her possession.

12.2 ILLNESS

A health observation of all children will take place daily prior to the beginning of the academic school day. The staff members screening the children will be trained by a health professional.

Children with the following conditions will be excluded from class and the parent will be asked to come and take them home:

- Both fever (any amount) and behavior change

- Fever of 101°

- Diarrhea, defined as a stool not contained by the child's ability to use the toilet

- Vomiting two or more times

- Rash with fever or behavior change

The following are considered communicable diseases: pink eye, lice, scabies, tuberculosis, impetigo, strep throat, chickenpox, whooping cough, mumps, hepatitis A, measles, and rubella. Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be dismissed from school while ill. Sweethaven reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school.

12.2.1 Lice

If lice or nits are found in your child's hair, he will be required to be treated at home before returning to school. The guidelines provided by the Portsmouth Health Department can be found at <http://www.vdh.virginia.gov/epidemiology/epidemiology-fact-sheets/pediculosis-head-lice-infestation/>

12.2.2 COVID-19

The Virginia Department of Health (VDH) provides the following guidance for children, teachers, and staff in childcare, K-12 schools, and camp settings. This revised guidance outlines that quarantine is no longer routinely recommended for asymptomatic individuals after exposure to COVID-19 infected individuals. In general masks are not routinely recommended in these settings, indoors or outdoors, except during isolation as specified below. Any individual who wishes to continue to mask, including those who face higher risk from COVID-19, may do so as an option. Masking is never recommended in these settings while the individual is eating, drinking, sleeping, or for children under the age of 2.

Symptomatic persons (regardless of vaccination status) should begin isolation at home and undergo testing as recommended by their healthcare providers. The day symptoms began should be counted as day 0.

Persons who test positive (regardless of vaccination status) should isolate themselves at home for at least five days. If they are asymptomatic or symptoms are resolving and they have been fever-free for 24 hours, they may return to school after Day 5, provided:

- If the individual is able to mask, they should do so through Day 10.
- If the individual is unable or unwilling to mask during this time, Virginia Department of Health recommends a negative test on or after Day 6 in order to return to school OR the person should remain home through Day 10.

For exposed but asymptomatic persons (regardless of vaccination status), quarantine is no longer recommended for the above settings. These individuals may continue to attend school as long as they remain asymptomatic.

- Exposure is defined as being within 6 feet of a person who has COVID-19 for a total of 15 minutes or more over a 24-hour period or having direct contact with respiratory secretions from an infected person.
- Masks: students/staff attending during this time may consider wearing a mask around others indoors until Day 10.
- If a student or staff person in this group has ongoing household exposure to a person with COVID-19, VDH recommends students, families, and staff consider more frequent testing.

Source: COVID-19 Quarantine and Isolation Guidance from the Virginia Department of Health. <https://www.vdh.virginia.gov/content/uploads/sites/182/2022/07/COVID-19-Quarantine-Isolation-Guidance.pdf>, accessed 8-1-2022.

COVID guidelines may be adjusted as community factors and local guidance change.

12.3 INJURIES

The school or other appropriate official shall notify the parent immediately if a child is lost, experiences a serious accident, or needs emergency care. The school shall notify the parent at the end of the day of any known minor accidents or injuries.

Note: Examples of a serious accident might include unconsciousness; broken bones; deep cut requiring stitches; concussion; foreign object lodged in eye, nose, ear, or other body orifice. Examples of a minor accident might include a small scratch, cut, or scrape; minor bruise or discoloration of the skin.

12.4 CHILD ABUSE

If we suspect that a child is being abused or neglected, we are required by law to immediately report our concerns to the local department of social services or to the Child Abuse and Neglect Hotline.

We would not investigate whether abuse or neglect has taken place; local departments of social services are responsible for making this determination.

13 QUALIFICATIONS OF PERSONNEL

Our preschool teachers must have fulfilled a high school program or the equivalent, and meet one of the following:

1. Have an endorsement/degree in a child-related field.
2. Have sufficient work programmatic experience received in a field related to the care of children.

All staff employed at our preschool faithfully attend churches that hold to a Baptist doctrine and agree with the doctrinal statement of Sweethaven Baptist Church.

All staff employed at Sweethaven Christian preschool have had proper fingerprinting background checks and are certified by a practicing physician to be free from any disability which would prevent them from caring for children.

14 LINES OF COMMUNICATION

Accurate communication is a vital part of the child/parent/school relationship. It is our goal to keep everyone informed of the activities and opportunities available to them.

1. Activities, events, and classroom information will be sent home by note in your child's folder. Parents are asked to sign and return your child's folder each night.
2. All initial lines of communication regarding a student will be done through the teacher. A phone call to the office or a note containing numbers where the parent may be reached will give the teacher the convenience of a telephone conference during her planning time, or the ability to set a parent/teacher conference. If no response is received within 24 hours, contact the administration.
3. Situations or circumstances which are not resolved by the teacher will be reviewed by the administration. A phone conference or office visit may be arranged.
4. Policy reviews or other administrative circumstances will be examined biblically. All participants will be heard and an outcome will be determined through the administrative office.

We ask parents to pledge their loyalty to the aims and ideals of Sweethaven Christian Academy, and to bring any questions and criticism to the administration so that they may be properly considered by those in authority. Parents will be graciously received by the personnel of the school.

15 VISITING THE CAMPUS

All visitors must sign in at the Front Desk. Please contact the office to schedule meetings prior to visiting campus. All visitors should conform as much as possible to our school dress code and standards of modesty.

15.1 ADMINISTRATIVE OFFICES

Our administrator is available to meet with you by appointment. Appointments can be made by calling our office at 484-4082.

15.2 TEACHER CONFERENCES

Teachers welcome a visit from any parent. We do request, however, that any visit or parent/teacher conference be scheduled in advance by contacting the teacher or director.

15.3 VOLUNTEERS

Parents who can volunteer their services are greatly appreciated. Please contact the office for more information regarding volunteer opportunities. All volunteers are expected to abide by our school dress code.

16 FUTURE POLICIES

Sweethaven Christian Academy reserves the right to further refine present policies and/or to establish new policies that are deemed necessary and appropriate.

We intend to maintain a Christ-centered school where learning and character development occur. We will take necessary measures to see that this is accomplished on an uninterrupted basis.