

# Enoch Academy Parent Handbook

**A Stellar Educational Program Building Character, Values and Skills for  
Life-Long Learning**

I hereby acknowledge receipt of the Enoch Christian Academy Parent Handbook. I have read and understand the enclosed information. By my signature, I agree to uphold the policies and procedures as stated.

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Child's Name

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Parent/Guardian Signature

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Date

**Revised 8/7/18**

**Parent Handbook  
Enoch Academy  
5685 Herbert Moore Road  
Virginia Beach, VA 23462  
(757) 552-7020**

**Table of Contents**

<b>Academics.....</b>	<b>Page 3</b>
<b>Administration.....</b>	<b>Page 3</b>
<b>Admission.....</b>	<b>Page 4</b>
<b>Attendance.....</b>	<b>Page 4</b>
<b>Child Abuse/Neglect.....</b>	<b>Page 9</b>
<b>Class and Home Work Policy.....</b>	<b>Page 3</b>
<b>Class Size.....</b>	<b>Page 4</b>
<b>Discipline.....</b>	<b>Page 5</b>
<b>Dress Code.....</b>	<b>Page 7</b>
<b>Emergency Plan.....</b>	<b>Page 8</b>
<b>Field Trips.....</b>	<b>Page 8</b>
<b>Hours of Operation.....</b>	<b>Page 3</b>
<b>Inclement Weather.....</b>	<b>Page 8</b>
<b>Liability Insurance.....</b>	<b>Page 8</b>
<b>Meals.....</b>	<b>Page 6</b>
<b>Medications.....</b>	<b>Page 6</b>
<b>Mission Statement.....</b>	<b>Page 3</b>
<b>Naptime.....</b>	<b>Page 8</b>
<b>Possessions.....</b>	<b>Page 8</b>
<b>Records.....</b>	<b>Page 4</b>
<b>Religious Exemption Licensing.....</b>	<b>Page 9</b>
<b>Safety.....</b>	<b>Page 7</b>
<b>Sick Child.....</b>	<b>Page 6</b>
<b>Staff.....</b>	<b>Page 3</b>
<b>Tuition Payments and Fees.....</b>	<b>Page 4</b>
<b>Visitation and Conferences.....</b>	<b>Page 8</b>
<b>Withdrawal.....</b>	<b>Page 5</b>

**Mission:**

To provide a safe caring environment in which children are challenged to explore their God-given talents and maximize their mental and physical abilities toward excellence as 21<sup>st</sup> century learners in a global and technologically advancing society while offering stellar educational programs building character, Christian values and skills for life-long learning

**Beliefs/Purpose:**

Our belief is that all students can learn. Our focus is rigor, high expectations, and relationships. Our goal is that all students achieve above grade level in reading and math

**Administration:**

Enoch Christian Academy is an educational ministry of Enoch Baptist Church under the leadership of Dr. Michael G. Daniels. Dr. Tanya Faulk is the principal of the academy and oversees the staff, academic programs, before and after school programs and all school operations.

**Staff:**

Each teacher is academically qualified to direct each student in his/her quest to become life-long learners in a globally challenging academic environment. Please rest assured that each staff member is subjected to a thorough background and medical check prior to employment.

**Hours of Operation:**

Before School Care- 6:30 A.M. -8:00 A.M.

School Hours- 8:00 A.M.- 3:00 P.M.

After School Care- 3:00 P.M.- 6:00 P.M.

**Academics:**

Students will complete a series of pretests/entrance exams to determine academic standing. The Enoch Christian Academy follows the A Beka curriculum. A Beka is a proven and widely accepted program designed to provide an excellent Christian education from preschool to grade 5. Not only is A Beka known for its strong academic foundation, it fosters Biblical, moral, and character development. Biblical teaching is woven throughout each subject and is based upon the foundational truths of the Scriptures to reflect God's glory. The highly acclaimed phonics-first reading program leads to early independence in reading by developing early word-analysis and comprehension skills. Using the A Beka curriculum, Virginia's Foundation Blocks for Early Learning and with Virginia SOLs ensures academic success for all. PALS (Phonological Awareness Literacy Screening), TerraNova, and on-going assessments are testing tools used gain continuous academic achievement data. STEM (science technology engineering and math) activities are also incorporated in each classroom.

**Class and Home Work Policy:**

Students should strive to be responsible citizens in and out of the classroom completing class work and home work fully, neatly and on time. Parents are expected to support their child's learning and be actively involved to form an academic partnership with teachers and Enoch Academy as a whole. All parties must fulfill the following duties:

Teacher responsibilities:

- Provide clear written or verbal direction for classwork and homework assignments.
- Notify parents in a timely manner if student fails to complete or submit assignments.
- Provide meaningful feedback to students and parents.

### Student responsibilities:

- Complete all assignments fully, neatly and on time to the best of his/her ability.
- Be attentive in class but ask questions when clarification is needed.
- Adhere to deadlines and make up all missed work after an absence.

### Parent responsibilities:

- Understand homework assignments offer valuable opportunities for interaction between parent and child linking school and home while providing a snapshot of the child's progress.
- Review all homework assignments for accuracy and completion.
- Provide a suitable place and time to study free of distractions.
- Encourage and support child's efforts.
- Remember that homework is the child's responsibility and not the parents.
- Contact the teacher regarding questions or concerns surrounding assignments or progress.

### Class Sizes:

Enoch Academy offers small class sizes in an effort to provide an individualized instructional program for each student. Preschool classes are limited to 10 students per teacher. Kindergarten and elementary classes are limited to 15 students per teacher.

### Admission Policy:

Enoch Christian Academy accepts children irrespective of race, creed, religion, marital status of parent(s), sex, ethnic or national origin in need of a quality Christian education program and/or before and after school care. Additional admissions criteria can be found on the school website.

Parents must submit a copy of their child's immunization record, current physical and raised-seal birth certificate. It is the parent's/guardian's responsibility to update medical records for their child during the year. Other required information is obtained by completing the school's enrollment packet, which must be submitted prior to the first day of attendance. All records are kept safe and confidential.

### Attendance Policy:

Attendance is integral to all educational programs. In an effort to provide a quality educational program, instructional time is highly valued and guarded. Please check your school calendar, which is aligned with Virginia Beach Public Schools, for expected days of attendance. If your child is absent, please submit a signed note upon the day of return. Only doctor's notes are accepted for excused absences. Students, who are absent for twenty (20) or more days, are subject to retention. As late arrivals are disruptive to the teaching and learning environment, we encourage on time arrival each day. Three late arrivals are equivalent to one day absent. Attendance is documented daily. Absences resulting from extended illness will be considered on an individual basis. Parents may also submit an attendance waiver for administrative review.

### Records Policy:

Each student has a cumulative record of attendance, grades, behavior, and test scores. Records are maintained and kept in a confidential location and retained for 5 years. After five years post-graduation or withdrawal, all records will be expunged. Parents can request copies of records. Upon transfer to another school, records requests for the transfer school will be honored without a parent's signature. The student's present grade or the grade to which the child is promoted upon transfer will be stated in records.

### Tuition Payment and Fees Policy

The following policies have been established for the payment of tuition and fees:

Tuition is calculated monthly from September to June. Payments can be paid monthly or weekly; however, payment must be received prior to the upcoming month or week for which you are contracted to pay. If payments are scheduled monthly or weekly, then tuition must be paid one month or one week in advance respectfully. The same holds for bi-weekly payments. For example, if contracted to pay weekly, at the time of enrollment the registration fee, the first week and all other fees are due. On the next Friday, another tuition payment is due. Consequently, all late payments will be assessed a \$10.00 late fee. A late fee of \$10 will be assessed if all tuition payments are not received by the close of business (6:00PM) on Friday. Failure to pay on time may result in dismissal.

A fee is assessed for late pick-up. Ten dollars (\$10) will be assessed for the first 10 minutes late and \$1.00 per minute after that. Parents are requested to call if they are going to be late in picking up their children. However, this does not negate the late pick up charge. **Please note that we reserve the right to notify Child Protective Services/Virginia Beach Police if children are not picked up in a timely manner.**

Tuition is the same regardless of holidays. No refunds are given for absences, illnesses or closures due to inclement weather or emergencies. Textbook/materials fees are non-refundable.

Enoch Academy strongly recommends using the online payment system via the website. However, payment envelopes are available for making all payments (including field trips and/or activity and materials fees. Checks are to be made payable to Enoch Baptist Church. If payment is made in person, a staff member will receipt payment. A computer- generated receipt will also be issued after processing.

Each school year, parents /families shall be notified of all tuition rates, registration fees, related school fees, billing/payment policies/schedules, parent enrollment commitment requirements, available financial assistance, available scholarships and deadlines. All this information must be in writing and may be made available via the school's website.

In advance of students returning with outstanding tuition debts from a prior school year, a written agreement must be reached with applicable parents/families to resolve prior tuition balance(s). Additionally, applicable parents/families shall stay current on tuition for the current school year.

#### **Withdrawal Policy:**

Please allow at least a one week written notice for withdrawal. Weekly payments are expected until the expiration of the one week notification period. Otherwise payment is expected as agreed. If there are concerns, please feel free to contact the director at any time.

#### **Discipline Policy:**

At Enoch Christian Academy, we respect each child as an individual recognizing that no single way of interacting with children is universally correct. We want to partner with our families to help our children grow and develop. Therefore, the staff will set appropriate limits, model acceptable behavior, redirect, reinforce positively, and teach problem-solving skills. Students will be encouraged to use words to settle disputes and taught to respect others by treating them like they want to be treated. Classroom rules will be set by each teacher and posted in the classroom along with consequences when rules are broken. When a student breaks a rule, they will receive the following consequences:

1<sup>st</sup> Time- Warning

2<sup>nd</sup> Time- Redirection

3<sup>rd</sup> Time- Parent Contact

4<sup>th</sup> Time- Conduct Notice

5<sup>th</sup> Time- Administrative Action (*Severe behaviors may result in advancement to administrative action.*)

Changes at home often affect a child's behavior. To assist the staff in being sensitive to special needs or circumstances, please share any applicable concerns with the director.

**Meals:**

Breakfast will be served to children enrolled in the before school care program. Students will be served lunch each day. Students will also be offered a mid-morning snack. Additionally, those enrolled in the afterschool care program will receive a snack and light dinner. Meal costs are included in tuition. A variety of nutritious foods are offered. After care meals and snacks are provided by the Foodbank of Southeastern Virginia. If your child has a dietary need or food allergy, please note this information on the appropriate enrollment form. A doctor's note is required to provide alternate meals. If your child brings lunch from home, please ensure it is healthy, nutritious and low in sugar. Please do not include gum, candy or carbonated drinks.

**Sick Child Policy:**

The health and safety of every child is a matter of major importance. Good health practices are observed and encouraged at Enoch Christian Academy. In order to protect the children who are well, the academy has stringent rules regarding sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations. The staff has been trained to follow proper sanitation habits in order to keep everyone healthy and has also been trained in the observation of children's communicable diseases.

If a child becomes ill during school hours, the parent will be contacted IMMEDIATELY. Sick children may not be left in class or in an area with other children. The sick child will be isolated until a parent or other designated adult arrives for pick up. Please understand that the staff will obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately

Please do not send your child to school if he/she has any of the following symptoms:

- A fever of 100 or higher in the previous 24-hour period
- A severe cold that is less than two days old
- A heavy or green nasal discharge
- A persistent cough
- Intestinal disturbance accompanied by diarrhea and/or vomiting
- Sore throat
- Red, sore, discharging eyes
- Head lice

Upon return, a doctor's note is necessary stating your child is free of fever and contagious conditions such as pink eye, strep throat, and intestinal virus.

If your child has been exposed to any contagious disease such as whooping cough, German or regular measles, mumps, strep throat, chicken pox, diphtheria, scarlet fever, tuberculosis, etc., it should be reported to the staff immediately. The parent/guardian must notify academy personnel within 24 hours after a child or household member has developed a reportable communicable disease as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.

**Medication Policy:**

Prescription medications will only be administered by a designated staff member. The following conditions must be met:

1. An authorization to administer medication signed by the child's doctor and parent is on file.
2. The prescription is in the current original container with the doctor's prescription instructions printed on the label. (The child's name, name of medication, dosage amount and times to administer must be printed.)
3. Medication requiring refrigeration will be stored in a locked container inside a refrigerator.
4. All medications shall be kept in a locked place using a safe locking method to prevent access by children. If a key is used, the key shall not be accessible to children.
5. All medications shall be returned to parents as soon as the medication is no longer being administered.
6. At no time will a staff member allow a child to retrieve and/or self-administer any medication.

A logbook recording the administration of medications shall be maintained including the following information:

- Name of child
- Name of medication
- Date and time of administration
- Name of administering staff member

If your child is allergic to bee or wasp stings, please provide the school with any required information including antidotes, lotions or serums.

Over-the-counter medications may be administered in accordance with a physician's written authorization only and must be in its original container. Otherwise, non-prescription medication **will not** be administered by any staff member. If a child is sick or hurt, only ice or bandages may be applied. **Please do not send non-prescription medicines with your child for self-administration.**

### **Safety:**

Information concerning substances to which your child is allergic must be noted in writing on your child's information sheet. Please report any changes or new information in writing. If your child needs to be excused from any normal activity, the appropriate information must be provided in writing and will be kept on file. Accidents or injuries occurring during the school day are recorded on an incident report, which parents will be asked to sign to ensure they have been notified. If necessary, parents will be notified immediately by telephone. Please make sure that emergency information is updated when changes occur.

### **Dress Code:**

Uniforms are khaki bottoms with a yellow or hunter green top. Uniforms will be worn Monday-Friday of each week except the last Friday of each month. Students are free to dress casually on the last Friday of each month. Children should be dressed in clothing that is weather/season appropriate. Weather permitting, students will have physical education and/or recess outside. Hats, mittens, gloves, and coats are necessary for winter temperatures. Please make sure shoes give support and allow freedom of movement. Shoes must be worn at all times. Flip-flops, strapless shoes, thongs and slippers are not permitted. Slick bottom dress shoes, boots or sandals can be dangerous to children when running, climbing, and playing. Students may bring an alternate pair of shoes for outside activities and physical education. Tennis shoes and socks are highly recommended.

Dress and skirt hems must be fingertip length. Shorts may be worn underneath. Shorts worn alone must be fingertip length as well. Girls should not wear halter tops, strapless tops, spaghetti straps, or low-cut shirts.

Belts should be worn if there are belt loops, and there is a chance that bottoms will fall down. Students are not allowed to wear morally offensive t-shirts. Clothing shall not depict guns or weapons, tobacco products, controlled substances, sex or violence.

**Possessions:**

Please mark any removable clothing, book bags, lunch boxes, or other personal items with your child's name. Younger children will need to keep a change of clothing in case of accidents. Please place the alternate outfit in a plastic shopping bag with your child's name written legibly and visibly on the bag. Toys and games are not permitted. However, students may be allowed to bring electronic devices for class assignments upon a teacher's request.

**Nap Time:**

Preschool and kindergarten students are required to have a cot for nap/rest time during the school day. A light blanket is also recommended. Sheets and blankets must be clearly marked with the student's name. Sheets and blankets will be sent home weekly for cleaning. Please remember to return bedding after cleaning.

**Field Trips:**

Field trips are scheduled in alignment with the curriculum. Parents will be notified before each field trip regarding costs, dates and locations. A general permission slip must be signed and returned prior to field trips.

**Visitation and Conferences:**

Periodically, Enoch Christian Academy will host Open House and provide specific times for parent/teacher conferences. The purpose for Open House is to explain the curriculum, classroom routines, and give a glimpse of our overall educational program. Conferences are scheduled around marking periods and per request by the teacher or parent. Parents desiring a conference, should contact the Director to schedule a mutually convenient time. Parents are always welcome; however, the staff's first responsibility is to the safety and well-being of the children.

**Inclement Weather Procedures:**

Dismissal procedures for severe weather will be the same as the Virginia Beach Public Schools. If the public schools are not open, then Enoch Christian Academy will be closed unless otherwise notified. Delayed openings will not necessarily be recognized. You will be notified in the event of such delays.

If severe weather occurs during normal hours, we reserve the right to close early and will contact all parents to arrange pick up. It is your responsibility arrange for childcare during such circumstances.

If severe weather occurs during summer camp, you will be notified of closings as well. You may also call the school office for further information if necessary.

**Emergency Plan:**

In the event an evacuation of the premises or a lockdown is necessary due to weather or an emergency situation, the following procedures will occur:

- Immediate evacuation-Students are evacuated to a safe area near the school building.
- In-place sheltering- Sudden occurrences, weather or hazardous material related, may dictate that taking cover inside the school building is the best immediate response.

Relocation-Total evacuation of the school may become necessary if there is a danger in the building. In this case, students will be taken next door to Enoch Baptist Church at 5641 Herbert Moore Road. Parents will be contacted immediately or as soon as possible in the event of such occurrences.



**Liability Insurance:**

Each family is expected to provide their own medical insurance to cover accidental injuries.

**Child Abuse/Neglect Policy:**

Virginia law requires that child care providers report all cases of suspected child abuse or neglect to Child Protective Services regardless of relationship to the child. Any suspected child abuse will be reported to the director or other immediate supervisor. The proper enforcement agency will be contacted.

After the proper authorities make an inquiry, parents will be informed that the complaint has been filed. Should a reported incident or suspicion involve an employed staff person or volunteer, he/she will be suspended from all duties and responsibilities until the investigation is complete.

It shall be noted that all staff members have criminal history checks and receive instruction in child abuse prevention.

**Religious Exemption Licensing:**

Section 63.1-196.3 of the Code of Virginia states that a child care center or day school operated under the auspices of a religious institution may be granted exemption from licensure once documentation requirements have been met. Enoch Christian Academy has met those requirements and will continue to do so on a yearly basis. Regular health and fire inspections are maintained as well as correct staff-child ratios and staff health and criminal records.

Any parent/guardian wishing to view our church's documentation may do so at any time simply by contacting the Executive Director. We look forward to a rewarding partnership with you in providing a quality education for your child.