



## DAYCARE HANDBOOK – Infant to 4K

2026-2027

*Midland Valley Christian Academy is a Christ-centered school guiding students  
to DESIRE the kingdom of God and DISCOVER their place in His world.*

## ADMINISTRATION & STAFF

Daycare Director	Michelle Kight	<a href="mailto:mkight@mvcaonline.org">mkight@mvcaonline.org</a>
Administrative Assistant	Jennifer Widener	<a href="mailto:jwidener@mvcaonline.org">jwidener@mvcaonline.org</a>
Registrar / Admissions	Melissa Ward	<a href="mailto:admissions@mvcaonline.org">admissions@mvcaonline.org</a>
Student Billing	Jennifer Chipley	<a href="mailto:billing@mvcaonline.org">billing@mvcaonline.org</a>
Head Custodian	Andy Fralix	Contact school office
Elementary Assistant Principal	Britni McKinney	<a href="mailto:bmckinney@mvcaonline.org">bmckinney@mvcaonline.org</a>
Middle School Lead Teacher	Brian Howard	<a href="mailto:bhoward@mvcaonline.org">bhoward@mvcaonline.org</a>
Principal	Stephanie Napier	<a href="mailto:snapier@mvcaonline.org">snapier@mvcaonline.org</a>

## OFFICE HOURS

### Daycare Office

Birth to 3K	7am - 6pm
4K (Half-Day)	7am – 12pm
4K (Full-Day)	7am – 4pm
4K Aftercare	4pm – 6pm

### MVCA Main School Office

M-F, 7 am – 3:30 pm (August 1-May 30)

Summer Hours for June and July are posted on the office door

## 1. ABOUT MVCA

Midland Valley Christian Academy exists to provide a Christ-centered education that guides students to desire the kingdom of God and to discover their place in His world.

Midland Valley Christian Academy offers a wide variety of educational experiences that build a strong foundation that prepares students for future learning and success in life. Through an emphasis on academic excellence combined with curiosity, discovery, experience, and growth, each student is lovingly challenged to realize the full potential of his or her abilities.

We believe that all truth is God's Truth and revealed through the Bible as the foundation for properly understanding and living with God and His world. Only by recognizing God as the Creator, Designer, and Organizer of the universe can a proper understanding and mastery of facts and knowledge be possible. We believe God's Word is the highest authority and strive to bring all knowledge into a living relationship with His Truth.

### 1.1. OUR BELIEFS

- We believe in one God as Father, Son, and Holy Spirit.
- We believe that the Bible is God's inspired Word and holds the answer for man's needs.
- We believe that all men have sinned and come short of the glory of God.
- We believe that God offers forgiveness, salvation, and eternal life through faith in Jesus Christ.
- We believe that the believer, through the infilling of the Holy Spirit, can live a holy, radiant, and useful Christian life.
- We believe that the Church exists for the purpose of evangelizing the world and helping the Christian grow in grace and knowledge of our Lord and Savior, Jesus Christ.
- We believe that the Lord will return, the dead will be raised, and the final judgment will take place.

#### STATEMENT REGARDING GENDER, MARRIAGE, AND SEXUALITY

We recognize that because of human sinfulness, humanity's brokenness is demonstrated in many various ways that are contrary to God's ways. However, because of the attention given to gender, marriage, and sexuality in today's public discourse, we find it necessary to address these issues in the following statements.

We believe that God wonderfully and immutably created each person as distinctly male or female (Gen. 1:26-31; 2:18-25; 5:1, 2). These two distinct and complementary genders together reflect the image and nature of God. Rejecting one's biological gender is a rejection of the image of God within that person and is a sin against God. Some believe an individual can find themselves trapped in a body of the opposite gender and may seek to deal with this disconnect in a variety of ways including sex-change operations. We believe that God's design in creation is clear and that seeking to change one's gender identity through surgery or any other means is prohibited, as well as any form of transgender expression, such as cross- dressing. Those associated with Midland Valley Christian Academy should not advocate for any form of transgender expression.

We believe that God has established marriage as a lifelong, exclusive union between one biological man and one biological woman (Gen. 2:24; Matt. 19:4-6) and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin against God (1 Cor. 6:15-7:6; Eph. 5:3-7). Sexual immorality includes, but is not limited to, adultery, homosexual behavior, bisexual conduct, transgender or gender non-conforming relationship, incest, and use of pornography. The belief that members of the same sex can marry is contrary to Scripture.

Accordingly, Midland Valley Christian Academy prohibits any form of homosexual behavior, as well as any public expression of support for such behavior or same-sex marriage.

We believe that God offers forgiveness, redemption, transformation, and restoration to all who confess and repent from their sin and humbly ask for His forgiveness through Jesus Christ (1 Cor. 6:11).

We believe that all people are to be shown compassion, love, kindness, respect, and dignity (1 Cor. 13, Gal. 5:22-23) regardless of whether they agree with us or behave in ways we see as sinful based on Scripture. We intend as a

school to always reflect these qualities and any behavior or attitudes not displaying these qualities should be renounced, as they are not in accord with scripture or the Spirit of Christ.

## 2. ADMISSIONS POLICIES

Enrolling at MVCA for all levels and programs is a two-step process: application and final enrollment. Application is done online at [mvcaonline.org/apply](http://mvcaonline.org/apply). Interested families first submit the online application packet and pay the application fee. As daycare slots become available (some classes have ongoing waiting lists), the admissions office will review the application and make admissions decisions. Once accepted, the parent completes the online enrollment packet, sets up payment plan options, and pays the enrollment fee.

### 2.1. ADMISSIONS PHILOSOPHY

MVCA is a distinctly evangelical Christian school. We have an open admissions policy which means we do not require parents or students to be adherents to the Christian faith or practice. We have and do admit families of other religions. However, we do require that parents recognize our statement of faith and agree to support MVCA in teaching these beliefs and those of the Christian faith to their child as described by our student goals listed above.

### 2.2. NONDISCRIMINATORY POLICY

Midland Valley Christian Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

### 2.3. TOUR

A tour of the daycare facilities provides an excellent opportunity for you to know your school. Visitors and parents are welcome to make an appointment to visit the daycare. Daycare staff will arrange to show you around the building, let you observe classes and activities, and give you a chance to talk with teachers. Please be aware that tours may not be scheduled during times when there is illness going around the school.

### 2.4. APPLYING TO THE DAYCARE

Application to the daycare/preschool is done online via the school's website at [mvcaonline.org/apply](http://mvcaonline.org/apply).

### 2.5. 4K ENTRY

Students entering the 4K program must have reached their fourth birthday by September 1 of the school year and be completely potted trained (see 4.4).

### 2.6. RECORDS

The following documents are required for admission into MVCA:

- valid birth certificate
- updated immunization record on South Carolina forms
- any custody-related court orders or TROs

If there are custody agreements involved with your student, you must provide MVCA with a copy of court papers  
MVCA 2026-2027 Daycare Handbook

indicating who has permission to access educational records, make educational decisions, or to pick up the student. MVCA cannot deny a parent access to their child without proper documentation.

Failure to disclose all necessary information may lead to the student's withdrawal.

## 2.7. WAITING LIST

All children are enrolled as full-time from our infant nursery through age three. Should a parent withdraw his/her child and discontinue payments during the summer, the parent forfeits the child's position in the class. Children may be placed back on a waiting list at the parent's request, but it will be at the end of the current waiting list for the desired room.

## 2.8. RETURNING FAMILY REENROLLMENT

Returning families must complete the re-enrollment process through FACTS Application and Enrollment accessed in FACTS Family Portal. MVCA reserves the right to refuse re-enrollment to any student of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, or any rules and regulations of the school. In addition, no student may be reenrolled unless all financial obligations for the previous school year have been paid in full.

## 2.9. DISMISSALS / RESCINDING ENROLLMENT

The administration of MVCA is responsible for safeguarding the mission, wellbeing, and reputation of the school. Accordingly, the school reserves the right, within its sole and exclusive discretion, to suspend, expel, dismiss, refuse or rescind enrollment and/or remove from campus any student, parent, or family member, or guest if it is in the best interest of MVCA as deemed by the school's administration to take such action.

**Please note that a child may be released from the MVCA Daycare program at any time at the discretion of the Director or Administrator due to a child's physical injurious behavior towards other students or staff.**

In the event of dismissal or expulsion from MVCA, all rights are waived to a refund of tuition and fees previously paid. Parents/guardians shall remain obligated by signed contract to pay the enrollment year's school tuition as agreed on during the enrollment process. A student will be dismissed/expelled for the following:

- Violation of school policies as outlined in MVCA/Daycare Handbook.
- Student conduct, attitude, or lack of academic effort making it mandatory for that child to withdraw from MVCA.
- Tuition is 30 days delinquent.
- Parents/Guardian/Student who are not in harmony with the mission and philosophy of MVCA or who engage in public comments, airing of grievances, or any other written or verbal expressions that are harmful, demeaning, or derogatory towards MVCA staff, students, or families.

## WITHDRAWALS

A written notice of intent to withdraw a student from the MVCA Daycare must be submitted, acknowledged, and settled prior to two (2) weeks before the last day of attendance. All grades and records will be held until all outstanding balances are paid. Withdrawal from MVCA daycare must be emailed to the daycare office. Open accounts will incur additional tuition fees and late fees until withdrawal papers are returned to the administration office.

In the event of withdrawal, all rights are waived to a refund of tuition and fees previously paid.

Parents/Guardians shall remain obligated by signed contract to pay the remaining school tuition and fees unless the following applies:

unreasonable for transporting the child to and from school.

- Agreement between the parent/guardian and the school that is in the best interest of the student to pursue his/her education with curriculum or a learning environment more suited to the needs of the student.
- Loss of income equal to the amount of tuition in the immediate family of the student.
- Student contracts a serious illness that would prevent him/her from attending school. Documentation from a physician is needed.
- Death of the student.

All records will be held until all outstanding balances are paid. No records will be released on the same day a student withdraws. **MVCA will no longer prorate tuition/fees to the day.** If a student attends MVCA any day of the month, the family is subject to the whole monthly fee.

(Late fees will be added to your account according to what due date you have chosen. You may choose the 5th of each month or the 20th of each month.)

**Late Payment Fees:** A late fee of \$10.00 per month will be applied starting the date specified in contract.

**Unresolved Payments:** Any payment unresolved because of failure to pay, returned/declined payment will be turned over to legal and be prosecuted through the local magistrate courts in the county of residence for collection. This will include all court costs and accumulated fees with the unpaid balance. *No returning student may begin the new school year with an outstanding balance from the previous year.*

**Declined/Returned FACTS Payment:** A \$30.00 return check fee will be charged for each returned check. A late fee of \$10.00 per month will be applied if returned/declined payment has not been settled by specified dates in contract.

**Forms of Payment:** All tuition and fee payments will be made through our FACTS service and must be set up on auto-draft.

## 2.10. CUSTODY AND SEPARATION AGREEMENTS

Specific custody arrangements or instructions will only be recognized and administered by the school if the school has been provided with a copy of the appropriate legal agreements. If there are specific custody/separation instructions that apply to your student, please discuss this with your principal and make sure they have the appropriate documents on file. The Daycare will release children to parents with natural, biological rights or other designees, unless legal documents are provided instructing differently. Verbal instructions are insufficient to deny access.

## 2.11. DISCOUNTS

MVCA does not provide financial aid or scholarships for Daycare students. Please know, each family is only eligible for one discount. Daycare discounts cannot be combined with the academy's financial aid.

However, the following discounts are available to daycare families:

- **MVCA Student** — 10% tuition discount if an older sibling is enrolled in MVCA or daycare.
- **Church Members** — active MVCN church members receive a 10% tuition discount
- **Clergy** — full-time ministers or pastors receive a 10% tuition discount
- **Active Military** — active duty military parents receive a 10% tuition discount

## 3. BUSINESS POLICIES

### 3.1. TUITION AND FEES

The tuition for Midland Valley Christian Academy is determined each year by the school board and is payable  
MVCA 2026-2027 Daycare Handbook

by options described under payment plans. The following tuition and fees are for students enrolling for the 2023-2024 school year beginning August 2023.

### **DAYCARE (Infant to age 3)**

Application Fee _____	\$ 40
Registration Fee _____	\$ 160
Materials/Resource Fee _____	\$ 110

#### RATES

Infants / Toddlers _____	\$ 9,180/year (\$765/month)
2/3 year-olds _____	\$ 8,670/year (\$722.50/month)

### **4K PRESCHOOL**

Application Fee _____	\$ 45
Registration Fee _____	\$ 160
Materials/Resource Fee _____	included in tuition
Afterschool Care Standard (until 4 pm) _____	included in tuition
Afterschool Care Extended (until 6 pm) _____	\$ 500

#### **TUITION (for regular school year, 10 months)**

Half-day 4K (until noon) _____	\$ 4,640	annually
Full-day 4K (includes Afterschool Care Standard) _____	\$ 6,770	annually

*Holiday care is not provided for 4K students.*

*Our 4K program is a regular academic program, much like kindergarten. Summer camp opportunities will be available when school is not in session. Application and enrollment fees are non-refundable.*

### **3.2. PAYMENT PLANS**

Parents will select one of the following payment plans in FACTS Financial at the time of enrollment:

1. One annual payment – the total annual tuition is due on or by August 20 of the school year. No discount is given for annual payment.
2. Two bi-annual payments – half tuition is due on or by August 20 of the school year with the remaining half of tuition due on or by February 20 of the school year. No discount is given for bi- annual payment.
3. Twelve (12) equal payments – The first payment is due or by August 20 of the school year or at the time of registration. This is non-refundable. The remaining payments are due on the 5<sup>th</sup> or 20<sup>th</sup> each month, August - July.

### **3.3. 4K EXTENDED AFTERSCHOOL**

For 4K families, MVCA provides an afterschool program for the convenience of working parents.

Afterschool care is included in tuition up until 4:00 pm. For an additional fee, of \$500 a year, parents may sign up for extended afterschool care until 6:00 pm. Because 4K follows the same calendar as the Academy, **holiday care is not provided for 4K students.**

### **3.4. ACCOUNT STATUS**

The ongoing success of our school hinges on the commitment of families to make Christian education a financial priority. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

## PAST DUE ACCOUNTS

A Christian education is an eternal investment and one of the most valuable assets parents can afford their children. Tuition at MVCA is the parental investment associated with educating students in a private Christian academy. Our school's ongoing success hinges on families' commitment to make Christian education a financial priority. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter. It is imperative that student billing accounts remain current throughout the school year. The school understands that unexpected situations can and do arise and the school strives to work with families in those situations. If unforeseen financial circumstances arise, families are responsible for contacting the Student Billing Director and/or the Principal of MVCA as soon as possible to review the financial hardship.

### **Accounts will not be allowed to exceed more than 30 days past due.**

MVCA students will not be allowed to attend class if tuition becomes past due by more than 30 days. Families who do not keep a current account or have not discussed and made an alternate arrangement with the Student Billing Director and Principal will be asked to withdraw their child(ren) from Midland Valley Christian Academy. No records will be released if the account is not current. After withdrawal, any payment unresolved because of failure to pay, or returned/declined payment will be turned over to a collection agency, and the parent/guardian will be responsible for all costs of collection, including 50% collection fees, attorney's fees, and court fees, in addition to the past due tuition and fees.

## 3.5. PAYMENTS

### ATTENDANCE AND PART-TIME FEES

No reduction of fees will be made for absences. All fees are due whether your child attends part of a week or the entire week. Part-time fees are not available.

### REFUNDS

Refunds for weekly tuition are not given in cases when students have to be sent home or classes have to be closed due to inclement weather, illness, or natural disaster.

### LATE PAYMENT FEES

A late fee of \$10.00 per month will be applied starting the date specified in contract.

#### Unresolved Payments

Any payment unresolved because of failure to pay or returned/declined payment will be turned over to legal and be prosecuted through the local magistrate courts in the county of residence for collection. This will include all court costs and accumulated fees with the unpaid balance. *No returning student may begin the new school year with an outstanding balance from the previous year.*

### DECLINED/RETURNED FACTS Payment

A \$30.00 return check fee will be charged for each returned check. A late fee of \$10.00 per month will be applied if returned/declined payment has not been settled by specified dates in contact.

## FORMS OF PAYMENT

Payments will be made through our FACTS service: FACTS Online (E-Check, Credit/Debit Card & Automatic Withdrawal).

***Updated and correct banking information must be maintained in your FACTS financial account at all times.***

## TAX FORMS

Childcare expenses are tax deductible. At the end of the year, tax statements can be printed from within your FACTS Financial account, which you can access through the FACTS Family Portal. Contact FACTS at 866-441-4637 for any help or questions related to tax forms.

### **3.6. LATE PICKUP FEES**

A late fee of \$1.00 per minute per child will be charged when a parent or guardian is late picking up the child past closing time. **Once you are late three (3) times within a thirty (30) day period, the fee increases to**

**\$5 per minute.** (At this point, the late fee will only revert to \$1 per minute once you have gone 30 days without a late pickup fee.) Late fees will be automatically added to your account.

### **3.7. STUDENT ACCIDENT INSURANCE**

Student Accident Insurance is provided by the school for all students. This coverage is for covered injuries which occur while an enrolled student is: (1) Participating in activities sponsored and supervised by MVCA in the United States, and (2) Traveling during such activities as a member of a group in transportation furnished or arranged by MVCA in the United States.

## **4. PROGRAM INFORMATION**

### **4.1. DAILY SCHEDULE AND CALENDAR**

#### HOURS

4K (Half Day)	7:00 am – 12:00 pm
4K (Full Day)	7:00 am – 4:00 pm 4K
Extended Aftercare	4:00 pm – 6:00 pm

#### HOLIDAYS

The Daycare (all programs) will observe the following holidays and be completely closed with no childcare programming on these days: New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Wednesday, Thursday and Friday of Thanksgiving week, Christmas Week and New Years Week. If a holiday falls on a weekend, an alternate day will be assigned for staff to observe this day.

#### ARRIVAL TIME

**All children are required to arrive on-site each day before 9:00 am.** This arrival deadline helps ensure a structured day for your child, reduces disturbances in the classroom schedule of activities, and assists in staffing and lunchroom needs. If you arrive after 9:00 am without notification to office staff, **then your child will not be allowed to attend that day.** We understand that issues arise, but the office staff **MUST** be notified in order for your child to attend daycare that day. If your child needs to arrive after 9 am, you must contact the daycare office **prior to 9:00 am.** **If your child is coming in after 9:00 am due to a doctor's appointment, families must provide a doctor's note.** **If you call to inform the office staff that your child will arrive after 9 am, please note that your child cannot arrive on campus after 12:00 pm.**

## MORNING DROP-OFF

**Children are to be dropped off at the front door of the daycare.** Staff will meet the child there and escort them to class. In accordance with DSS, each child will be logged into the Lillio app upon arrival. The Lillio app is used in the classroom throughout the day to track and record the child's coming and going from the classroom.

### 4.2. DRESS CODE

MVCA Daycare's goal is to create a comfortable, positive environment for children. Simple play clothes and shoes, appropriate for weather conditions and outdoor play, are recommended. We suggest clothes with convenient fastenings that will also encourage self-help for children. A complete change of clothing, appropriate for the season, including undergarments and socks, must always be kept at the daycare in case of accidents. Each item of clothing should be labeled with the child's name.

**All children are required to wear tennis shoes or casual shoes with closed toes and backs. Cowboy boots, flip-flops, and slides are not allowed. Girls who wear dresses must wear a pair of shorts underneath. This will help with modesty on the playground.**

We realize that children at the ages of 2 or 3 are beginning to express clothing preferences and may sometimes use clothing selection as a means of asserting their individuality. This may result in some off but perfectly acceptable combinations. However, we do ask that there be no commercial cartoon or other characters or negative slogans on the clothing, shoes, or other articles the child brings to MVCA unless teachers are having a themed day in their classrooms. Children in the daycare should not wear any jewelry that can become a choking hazard from them or other children. Children with pierced ears are allowed only to wear stud earrings. Children can only wear pajamas if approved by the child's teacher in his/her class.

### 4.3. FOOD SERVICE AND LUNCH

A monthly menu of meals can be found on the MVCA Family App or by logging into the FACTS Family Portal. Morning snack, lunch, and afternoon snacks are provided by the Daycare. Food and snack items may be brought from home if the parent desires. **Fast food is not allowed.**

Our kitchen serves breakfast from 8:15 AM - 8:50 AM. Children who arrive before 8:00 are allowed to bring a snack of appropriate early morning breakfast foods such as fruit bites, biscuits, pop tarts, milk, juice, or granola bars. Items such as soft drinks, candy, chips, and other inappropriate snacks will not be allowed for breakfast or lunch.

Please notify the Daycare Office if your child has food or juice allergies. Parents will be asked to provide safe alternative foods/snacks in case of severe or multiple allergies.

### 4.4. POTTY TRAINING

Potty training is a vital part in the growth process of a child. Our teachers work hard to help aide in potty training. At MVCA, students must meet certain criteria in order to be considered "fully" potty-trained. Students must:

- Go 2-3 weeks without having an accident during the day or at naptime
- Be able to wipe themselves without assistance from a teacher
- Be able to verbalize the need to go to the bathroom to his/her teacher

### 4.5. AGE LEVEL EXPECTATIONS

**Baby:** Must be 6 weeks of age and have all age-level shots.

**Toddler:** Must be drinking whole milk out of a sippy cup and eating table food.

**2's:** Must be two years of age, eating table food, and drinking out of a cup.

**3's:** Must be completely potty trained (see 4.4). In order to move to the 3's department, the child has to

be potty trained no later than 3½ years old. If the child is not potty trained by 3½, the child will be dismissed from MVCA.

#### 4.6. NAPTIME

Naptime is a scheduled part of your child's day as well as a DSS requirement. Although the children do not have to go to sleep, each child must lie down on a mat and remain quiet during naptime. In accordance with DSS mandates for daily naptime, parents must provide a blanket each week for their child. All bedding needs to be labeled with the child's name.

#### 4.7. TOYS

Children may not bring toys from home. Toys cause confusion and misunderstanding for children and teachers. Toys often get broken, and the Daycare cannot be responsible. Toys from home are permitted only on days that the teacher has designated as "Show and Tell" days. These toys must be labeled with your child's name and must be small enough to fit into your child's cubby. All toys will be taken home the same day. Play guns, ropes, and knives are not permitted at any time.

Please do not send your child to the daycare with candy or gum. This can be a choking hazard to your child as well as others. This can also be harmful to children with allergies.

#### 4.8. BIRTHDAYS

Your child's birthday may be celebrated with his/her classmates. Parents will need to provide refreshments and/or party favors. ***Arrangements must be made at least 3 days in advance with your child's teacher.***

Birthday invitations may not be given out at school unless the invitations include every child in the classroom. No personal information on any child will be given out.

Any refreshments provided for holidays or birthday parties cannot be homemade. **All food items must be store bought. Items cannot be homemade.**

#### 4.9. RELEASE AND DISMISSAL

Children will only be released to authorized adults. Parent(s) or guardians must identify in writing to the school all adults who are authorized to pick up the child from MVCA. Individuals may be required to show photo identification when picking up the child. If special circumstances arise and you need someone to pick up your child that is not on their pickup list, you must provide the school with written permission before your child will be released. Identified biological parents will not be denied from picking up a child unless a court order on file with the school office expressly forbids them from doing so.

#### 4.10. FACTS SIS

MVCA uses the FACTS SIS web-based school management system. FACTS Family Portal provides parents and students a convenient way to access student grades, attendance, and behavior reports. The FACTS Family Portal can be accessed through a link on the school webpage or, more conveniently, through the MVCA School App available for both iOS and Android.

#### 4.11. LOST AND FOUND

Lost and found items are kept in the daycare front office. Students or parents seeking missing items should check there. Lost and found items will be cleared out at the end of each semester. MVCA is not responsible for lost items or items left unclaimed in lost and found at the time of disbursement.

#### 4.12. CHRISTIAN TEACHING

We are a distinctly Christian daycare. Each child will receive teaching and training through Bible stories, scripture, music, and curriculum. 4K students attend the MVCA Elementary Chapel held once each week. Elementary chapel lasts approximately 30 minutes and usually involves worship, singing, and movement along with an object lesson, prayer, and birthday blessings. Attendance at chapel is mandatory for all students. Parents and student families are invited and encouraged to attend chapel each week.

#### 4.13. CHURCH PARTICIPATION

Church participation is not a requirement for enrollment at MVCA because of our admissions policy. However, we strongly encourage all families to find, join, and be active in a local church community committed to biblical faith, life, and practice. MVCA teachers and staff will regularly encourage families to attend and will openly extend invitations to their churches or others in the area.

#### 4.14. INCLEMENT WEATHER / UNSCHEDULED SCHOOL CLOSINGS

Parents will be notified through Parent Alert (call or text) of unscheduled school closing or delays. Announcements may additionally appear on the local news or the school's Facebook page.

1. MVCA does not always follow Aiken County on unscheduled school closings.
2. MVCA may, on occasion, have an unscheduled closing due to providential or safety issues. Whenever possible, the administration will attempt to inform parents in advance of such closings. When advance notice is not possible, parents will be notified by FACT's Parent Alert text/message or local TV stations.
3. There may be occasions where MVCA must close early during operational hours due to providential or safety issues (ex. Severe weather or the threat of severe weather). Parents will be notified through FACT's Parent Alert (call or text) with details and time that students need to be picked up. Please know administrative staff will contact appropriate authorities for any student not picked up by designated time.

**PLEASE DO NOT OPT OUT OF THE PARENT ALERT TEXTING SYSTEM.** FACT's Parent Alert system is our ONLY means of mass communication with parents. Please know if you opt out of this system of communication, you will MISS OUT on very important information. Those who opt out of receiving these text/messages will still be held accountable for information given in the Parent Alerts.

### 5. LEARNING SUPPORT SERVICES

#### 5.1. PHILOSOPHY

As a kingdom school, we desire to be a Christ-centered learning community "which fully includes children and young people of all abilities and creates a culture that equips each pupil to actively contribute to the life of the school community"<sup>1</sup> and to fulfill their created life purpose in God's kingdom. Midland Valley Christian Academy is committed to educating students—to the extent our resources will permit each year—with a variety of special learning or developmental needs by providing these students with an educational experience that honors their unique worth, ability, and dignity as persons created in the image of God.

One size does not fit all when it comes to good education. We recognize that each student is a unique learner and has their own mixture of needs and abilities, so our learning approach and environment must be flexible and adaptable, focused on meeting each student and family where they are. We also believe that all students have gifts and talents in a wide range of activities; good education involves discovering and developing these gifts. Thus, MVCA aims to provide meaningful opportunities which allow students to

realize their God-given potential and to live lives that glorify God in all realms of life.

Our approach is collaborative teamwork and partnership. Teachers, support staff, parents, and students work together to create the appropriate, best support environment that helps each student realize his or her full potential and experience.

We are in the earliest stages of developing learning support services at MVCA. This means that the support we can provide significantly depends upon the student and their needs and available staff and program resources. It may not be possible in given cases to provide or continue to provide the learning environment for students needing support.

Due to the highly individualized nature of learning support, limited class sizes, specialization of subject matter, support staff, and resources, *additional fees are associated with some of the Learning Support Services offered by MVCA. These fees and any charges on a student's account will be disclosed and agreed upon with parents prior to beginning any such services.*

## 5.2. LIMITATIONS

1. We are currently unable to provide alternative or significantly modified instruction such as might be found in a traditional special education or functional life skills program. We will accommodate as much as our resources will allow but the extent of need for support may prohibit admissions or continued enrollment.
2. Because of the highly specialized psychological, counseling, and environmental resources required, we are unable to accommodate students with significant behavioral struggles such as those stemming from trauma or mental health-related issues. In these situations, we are happy to work with these families as best we can to make referrals or recommendations.
3. MVCA is unable to provide embedded occupational, speech, or physical therapies as a part of the everyday classroom environment. Students needing those services as a part of the school environment – such as typically found in many special education programs – are likely better served elsewhere.
4. MVCA is a private faith-based school and receives no state or federal funding for learning support or special needs programs. As such, MVCA is under no obligation to follow federal laws such as required by the Individuals with Disabilities in Education Act (IDEA), thus not legally required to implement an IEP or 504 Plan created by public school system. However, we appreciate the valuable expertise, context, and information that these plans often provide. Thus, when such plans have been prepared for a student, we use these to help inform our decision-making and in developing our own support plans.

## 6. HEALTH, SAFETY, AND SECURITY

To protect the health of children and staff at MVCA, we will generally abide by guidelines provided by DSS and DHEC. MVCA administration works diligently to maintain a safe and healthy environment for all our students. Parent cooperation with the school health and safety policies are necessary to avoid accidents and to properly care for our students.

### 6.1. MEDICATIONS

All medication(s) must be dispensed by designated school staff. It is the parent's responsibility to provide any medication for students. Parents are not to leave medications in a child's book bag.

A medication authorization form must be completed when a parent / physician has ordered a medication (prescription or over the counter) All parent-provided medication must be brought to the school office in an approved container (see below) and accompanied by a parent note indicating the purpose of the medication and the time(s) it should be given to the student.

All medication dispensed at school must be in the original container. Prescription medication must be in a current, completely labeled (date, pharmacy, physician, student, medication, full dosing instructions) prescription container. *Expired medications will not be administered.* Over-the-counter medication must be in clearly labeled original packaging and accompanied by a parent note stating the student's name and the instructions for dispensing the medication. Limited quantities and brands of over-the-counter medications may be available in the office for emergency use.

## 6.2. SPECIAL MEDICAL TREATMENTS

When special medical treatments such as breathing treatments using a nebulizer are necessary, parents must make prior arrangements with office personnel and provide specific written instruction from the child's physician.

## 6.3. ILLNESS GUIDELINES

Children will be checked daily for their health status and signs of illness will be evaluated by Daycare staff. Sick children are not to be brought to the daycare facilities and will not be allowed to remain. Mildly ill children whose illness results in greater need for care than staff can provide at that moment without compromising the health and safety (including supervision) of the other children will be sent home

In the interest of every student's wellbeing, parents are requested to keep their child home when they are sick. Please do not medicate your child and send them to school. If a child develops symptoms during school, the parent will be called to pick up the student as soon as possible. If we cannot reach the parents, we will notify the next person listed as an emergency contact list in the student's file. In the event we are unable to reach a parent or emergency contact within an hour, administrative staff will contact the appropriate authorities.

The following is a partial DHEC exclusion list of certain illnesses requiring temporary removal of a student from school.

- **Vomiting** – Student may not attend or remain at school if vomiting has occurred in **24 hours**. If child vomits at childcare, parents will be called to pick up child. **May return 24 hours after last vomiting occurrence.**
- **Fever** – Student must not attend or remain at school if fever is **100.4 by ear**. Student may return when fever-free without medication for 24 hours.
- **Diarrhea** – A student with diarrhea may not attend or remain at school if there are 2 occurrences within a school or program day or not containable by diaper or clothing. Student may not return until symptoms are resolved for at least 24 hours of last occurrence. If the child is on any medication that causes diarrhea and the child has an accident in his/her clothes, the child will be sent home.
- **Head lice** – Head lice is not a disease but is contagious. We maintain a nit free policy. For this reason, any student diagnosed as having lice will be sent home and may only return with a parent note after one treatment with an over the counter or prescription lice elimination product and no active lice is observed crawling in the hair or after removal by combing or heat treatment methods. The school administration must inspect the student prior to re-entry. Contact administration to make arrangements.
- **Conjunctivitis (Pink Eye)** – Student may not attend with severe eye pain, purulent drainage, white or yellow eye discharge, or are too sick to participate in routine activities. Students may return 24 hours after starting medication.
- **Rash** – Faculty/Administration will notify parent when rash is observed. If rash spreads or is accompanied by another symptom, the student must leave the school. A doctor's note is required if a student returns to school with rash stating that student is not contagious.
- **Respiratory infection** – student must not attend with uncontrolled cough, difficulty breathing or wheezing. May return when symptoms subside.
- **Strep** – may return 24 hours after beginning antibiotic treatment as long as the student is fever- free.

Please do not bring your student to school with a contagious disease. They must be symptom-free for a full 24-hour period before returning to school.

#### 6.4. COMMUNICABLE DISEASE

Students diagnosed with a communicable disease (meaning an illness which arises because of a specific infectious agent which may be transmitted either by a susceptible host, infected person or animal to another person) must be kept home until the possibility of the contagious infection has passed. The school administration must be notified immediately of a diagnosis of a communicable disease. A doctor's note is required for re-entrance.

#### 6.5. INJURIES

In the event of injuries, a parent will be called to determine further treatment. If a student is injured while at school, a medical event report will be completed in FACTS SIS and logged to the student's record. In certain cases, the reporting staff member will include an automated email notification to the parent. If the situation is of a serious nature or there are questions about a course of treatment, a parent will be contacted immediately.

#### 6.6. FOOD AND NUT ALLERGIES

At times, MVCA has children with life-threatening food allergies, such as peanut allergies. We are sensitive to students with these allergies and make every attempt to keep them safe. Always consult with your child's teacher before bringing any food into the classroom. We also ask that you encourage your child *not* to share food brought from home. If you have any concerns, contact the Daycare Office.

#### 6.7. STUDENT HEALTH AND IMMUNIZATION RECORDS

It is mandatory that the school receive a copy of the South Carolina Department of Health and Environmental Control (SC DHEC) Certificate of Immunization for each new student on or before the first day of school. This form is available at a physician office or can be obtained from the health department if other proof of immunization is provided.

#### 6.8. LIABILITY AND INSURANCE

MVCA will not be responsible in cases of sickness or injury of children while in attendance at the daycare or in transit to or from the facility. Medical requirements for student injuries occurring at daycare will be the responsibility of the parent. We suggest that all children be covered under a family health insurance plan. MVCA does provide secondary Student Accident Insurance for all children on campus.

#### 6.9. SECURITY

To provide a safe and secure learning environment for your child, we take the following security precautions:

- **Visitor Access** – All facility doors are kept locked during operation hours. For the safety and well-being of our students, we require everyone entering the building to check in at the school office. Visitors, if permitted to be in the student areas, will be given a visitor's badge.
- **Intercom/Phone System** – Each classroom is equipped with an intercom or telephone, which allows faculty to communicate with the office.
- **Video Surveillance** – MVCA maintains an active, video surveillance system with cameras covering main entryways, hallways, and gymnasium.
- **All Hazard Emergency Protocols** - MVCA currently uses SRP K-12 for all hazard emergency incidents (ie Fire, Severe weather, Medical Emergency, or any other situation). All classes have a copy of the class roster and emergency procedures in their class to ensure all children are accounted for and following the proper protocols.

## 7. DISCIPLINE AND CONDUCT

### 7.1. EXPECTATIONS

#### PARENTAL EXPECTATIONS

Parents/guardians are expected to know and adhere to all school policies and to demonstrate a spirit of cooperation with the administration and faculty of the Academy. Any school-related concerns need to be resolved following the biblical principles found in Matthew 18. When questions or problems arise, parents or students should speak first with the teacher or the party responsible. *Please refrain from talking to other parents about a problem; it is divisive and not unifying.* If a problem persists, then make an appointment to meet with the teacher, the Assistant Principal, or Head of School.

Parents/guardians should also be respectful of school staff and students and display Christ-like behavior in speech and actions, including in private and public communications, text or email messaging, and social media postings. *Complaints or derogatory comments about teachers, staff, or the school posted on social media accounts are a violation of the school's behavior policy for students and parents and may result in administrative withdrawal of the student's enrollment from MVCA.*

### 7.2. PHILOSOPHY OF DISCIPLINE

Discipline is the basic developmental process of learning self-control, respect for others, and personal responsibility in doing the right things the right way. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline to help students learn to choose desirable, right behaviors. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed, and better choices are made in the future. We also want students to learn to make wise choices when we are not around, not simply to control them when authority figures are present. Discipline must address attitudes of the heart and lead students toward Christ-like behavior.

### 7.3. DISCIPLINARY GUIDELINES

To help children learning good behavior, MVCA adheres to the following guidelines:

- Develop and enforce clear, concise rules and limits that are age-appropriate and promote safety.
- Anticipate and redirect inappropriate behaviors.
- Remind children of expectations, rules, and limits.
- Assist children with verbalizing the conflict resolution process.
- Speak to children in a friendly (never angry) but firm voice as a role model and disciplinarian.
- Remove a child from an activity if inappropriate behaviors persist and redirect the child to appropriate activities.
- If a child physically hurts another child, remove that child from the activity, comfort the hurt child, and assist both/all children involved with the resolution process. Parents will be informed about the incident.
- If multiple inappropriate behaviors of a disruptive or physical nature occur within a two-week period, the teacher will request or recommend with the Daycare Director to undertake a behavior intervention review.

#### BITING

Young children may bite or try to bite another child. If biting occurs, we will discipline the offending student in the form of *time-out* or by contacting parents to help with the problem. After (3) bites in one (1) day, or (1) bite that breaks the skin, the child will be dismissed for the remainder of that day. After

excessive amount of biting, parents will be notified and asked to meet with the administration to establish a plan of corrective action. If these measures are unsuccessful and the child continues to bite, the child may be dismissed from MVCA Daycare.

#### 7.4. DISCIPLINARY PROCEDURES

If multiple inappropriate behaviors of a disruptive or physical nature continue to occur even after a review, school staff will typically enforce the suspension policy below. However, MVCA administration reserves the right, at their sole discretion, to elevate the response to specific situations where behavior is more egregious or serious.

\*If a child physically hits, kicks, punches, etc. a teacher, they will need to be picked up immediately and cannot return until the next day.

- 1<sup>st</sup> offense – immediate pick-up from Daycare followed by a one (1) day suspension
- 2<sup>nd</sup> offense – immediate pick-up from Daycare followed by a three (3) day suspension
- 3<sup>rd</sup> offense – immediate pick-up from Daycare followed by a five (5) day suspension

**All fees are still due and payable during the time of suspension.** Any subsequent offense can, at the discretion of the Director or School Administration, result in immediate dismissal.

#### 7.5. REPORTING AND INVESTIGATING SUSPECTED CHILD ABUSE

South Carolina law requires that certain professionals report suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children. However, the law encourages all persons to report. The following professionals are mandated reporters of child abuse or neglect (includes but not limited to):

- Healthcare professionals: physicians, nurses, dentists, optometrists, medical examiners or coroners or their employees, emergency medical services, mental health or allied health professionals
- Educational professionals: teachers, counselors, principals, school attendance officers
- Social or public assistance professionals: substance abuse treatment staff, childcare workers, foster parents
- Computer technicians
- Clergy (subject to laws governing privileged communication)

Per the SC Department of Social Services (<https://dss.sc.gov/child-well-being/mandated-reporters/>):

*Mandated reporters must report abuse or neglect when, in their professional capacity, they receive information giving them reason to believe that a child's physical or mental health has been, or may be, adversely affected by abuse or neglect. A decision to report must be based upon a reasonable belief that a child has been, or may be, abused or neglected. Thus, mandatory reporters need not have conclusive proof that a child has been abused or neglected prior to reporting abuse or neglect to the proper authorities.*

*A person who is required to report and fails to do so is guilty of a misdemeanor. Upon conviction, he or she may be fined up to \$500 or imprisoned up to six months, or both.*

Midland Valley Christian School is committed to providing a safe, secure environment for children and their families. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the MVCA Administration, Department of Social Services, or other appropriate agency.

MVCA supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to a supervisor or a member of the MVCA staff or administration. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the MVCA staff or administration.