



2026-2027 Academic School Year
Policies and Procedures

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Calvary Chapel Academy Overview

Calvary Chapel Academy is an outreach of Calvary Chapel of the Hudson Valley that seeks to support and partner with parents in an educational setting. Our primary objective is to provide Christ-centered teaching that acknowledges the Lordship of Jesus Christ in every subject and in every area of life in a developmentally appropriate manner that meets the educational and spiritual needs of each student.

Calvary Chapel Academy's Mission Statement

At Calvary Chapel Academy, we are dedicated to creating a nurturing environment where young hearts and minds grow in the grace and knowledge of our Lord and Savior, Jesus Christ. Through creative activities, hands-on experiences, and Biblical teachings, we aim to inspire curiosity, build character, and develop a love for God, learning, and each other. In partnership with parents, we seek to encourage each child to grow in faith, wisdom, and kindness, and to prepare them for a successful future in Christ.

We believe that every child is created by God with unique gifts and purpose. Therefore, we strive to cultivate a love for learning while laying a strong foundation in Biblical truth. We teach from a Biblical worldview, integrating faith into every subject and activity.

Calvary Chapel of the Hudson Valley's Mission Statement

The mission of Calvary Chapel Hudson Valley is the same mission Jesus gave his followers: Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit. The vision of Calvary Chapel Hudson Valley is to create a community of authentic believers and to witness a city transformed by the life-changing reality of the gospel, as people come to know Jesus as their Lord and Savior.

Statement of Non-Discrimination

It is the commitment of Calvary Chapel Academy to provide Bible-based education based on the Truth. In that context and for that purpose, Calvary Chapel Academy does not discriminate based on race, color, gender, or ethnic background. This policy of nondiscrimination applies to student admission, hiring of faculty and staff, and all school-administered programs.

Non-Academic Special Needs or Severe Learning Disabilities

It is our objective that each child receives a sound, complete, and appropriate education. Since Calvary Chapel Academy is not a special needs learning center, we are unable to accommodate students with special needs or severe learning and/or medical disabilities.

Admissions

Requirments

- Students must be fully potty-trained.
- Students applying for the 3-year-old program must be 3 years old by December 1st.

Procedure

- All students are required to go through the application process before admission. Once the application is received in its entirety and preliminary acceptance is given, a board member may contact the family for an interview before final approval. Application forms are available on the website <https://ccohv.org/calvary-chapel-academy>. Applications will be reviewed strictly on a first-come come first first-served basis.
- Steps:
 1. Submit a completed application with the nonrefundable application fee.
 2. The board will review the application.
 3. An interview with an administrator may be scheduled.
 4. An acceptance or non-acceptance letter will be sent.
 - i. More information will be provided upon acceptance in a welcome packet.

General Information

Contact information

- School address: 36 Fireman's Way, Poughkeepsie, NY 12603
- School phone: (845) 867-4014
- School email: office@academy.cchv.org
- Church office: (845) 454-0467

Class selection

- Meeting the individual needs of our families is a primary goal at Calvary Chapel Academy. In the 2026-2027 academic school year, we are offering Pre-K 3, Pre-K 4, and Kindergarten programs. Classes will be divided based on age. To accommodate diverse family situations, we are offering the following class selections:

	Time	3-Year-Old	4-Year Old	Kindergarten
5 Day Full	8:30 AM-3:30 PM			
5 Day Half	8:30 AM-12:30 PM			
3 Day Full (MWF)	8:30 AM-3:30 PM			N/A
3 Day Half (MWF)	8:30 AM-12:30 PM			N/A

- To ensure all Kindergarteners are receiving the necessary instruction that will equip them for 1st grade, Kindergarteners must attend 5 days a week.
- Class selections can be made in the Student Application.

Length of school day

- School Hours: 8:30 AM – 3:30 PM
- Half day: 8:30 AM – 12:30 PM.

Length of school year

- The academic school year will closely follow Arlington School District's academic calendar. The academic calendar will be made available for the preceding school year in April, after the board's Annual Meeting.

Drop off/pickup

- Students must be dropped off and will be dismissed at the door of the Children's Wing. Parents are not permitted to walk the students to the classroom door. Teachers or teaching

assistants will usher students to their classrooms at drop-off, and students will be ushered by teachers or teaching assistants to the Children's Wing doors at dismissal.

- Morning drop-off will begin at 8:30.
- Half-day dismissal will begin at 12:10; all half-day students must be picked up no later than 12:30.
- Full-day dismissal will begin at 3:10; all full-day students must be picked up no later than 3:30.
- If a student is to be picked up by someone other than the person who is indicated on the transportation or emergency contact list, a signed note must be provided.

Absences

- Regular and on-time attendance is one of the greatest contributing factors to success in school. Students are expected to be in school every day by 8:45 AM unless they are sick.
- If a child is absent, a parent or guardian must notify their child's teacher before 8:45 AM.
- All students must bring a note from a parent or guardian giving the reason for the absence when they return to school.
- The student has one day to make up work for every day that they are absent. For example, if your child is sick for two days, they have two days once they return to make up any class work, homework, or tests that they missed while absent.

Sickness/Medication

- Any child who is ill or exhibiting symptoms of an illness or who has a fever must be kept home.
- When your child has been ill, he/she should remain home for 24 hours after his/her temperature has returned to normal WITHOUT the use of medications such as Tylenol or Ibuprofen.
- There should also be a 24-hour period with no vomiting or diarrhea before returning to school.
- If your child becomes ill during the school day, a staff member will contact you to make arrangements for his/her pick up.
- In cases of accidents or potential epidemics, emergency decisions about attendance will be made by the school.
 - Parents/guardians will be contacted to be made aware of the situation as soon as possible.
 - Please be aware that should your child have an allergic reaction and an EPI-PEN is administered, 911 will be called and your child will be sent by ambulance to the nearest hospital for further treatment.
- Medications should never be in the possession of a student. A prescription for medications from a physician must be submitted to the school office. No medications will be given without a prescription. Parents must hand-deliver all medications to be

administered to students during the school day to the administrator/board member. These will be kept in a locked cabinet and will be administered per the physician's script.

- Teachers may not administer medication to students.

Treats

- Please notify the classroom teacher prior to bringing a snack to school so that arrangements can be made for students with food allergies.

Personal items

- Please label all clothing and school supplies with your child's name.
- While it is expected that all children are potty-trained, accidents happen. Please send in a complete change of weather-appropriate clothes to be kept in your child's cubby. This may need to be replaced as your child grows or if s/he has an accident.

School Policies

Email

- Email is the primary means of communication between Calvary Chapel Academy and families.
- Parents should check their email regularly and respond promptly if required.
- Avoid excessive emails or inappropriate tone. Communicate respectfully as you would face-to-face.

Lunch

- Calvary Chapel Academy does not provide lunch.
- Full-day students must bring a bagged lunch. Parents may also pack a snack for both half-day and full-day students.

Homework

- The purpose of homework is to practice and reinforce the skills taught in the classroom. Students in Kindergarten will receive homework at the teacher's discretion.

Payment and fees

- Preferred payment: automatic payment through FACTS account (this will be set up upon acceptance).
- Cash payments over \$20 must be made directly to a board member (receipt provided).
- Late tuition (more than 3 days overdue) will incur a \$50 late fee.

Visitors/Volunteers

- All visitors must:
 - Enter through the Children's Wing doors
 - Sign in at the front desk
 - Show ID and receive a nametag
 - Be pre-approved by the board
- Visitors may only use the Resource Center restrooms, not student restrooms.
- Dropped-off items should be left at the front desk.

Inclement weather/closing

- Calvary Chapel Academy follows the Arlington School District closures and delays.
- If Arlington School District closes, Calvary Chapel Academy closes.
- A two-hour delay cancels half-day programs.
- Full-day student drop-off on delayed openings is 10:30 AM.

Grievance and Due Process

Calvary Chapel Academy follows the biblical principle in Matthew 18:15–17 when addressing grievances. If a concern arises, the individual (parent, student, staff, or volunteer) should first speak directly with the person involved. If the matter is not resolved, the school principal will mediate. If the issue continues, a CCHV pastor will provide biblical counsel, and the pastor's decision will be final. A pastor may also join any meeting at any stage at the request of either party in order to help facilitate a resolution.

Student Conduct

At Calvary Chapel Academy, we believe young children thrive in a loving, safe, and structured environment. Our goal is to help each child learn how to make good choices, care for others, and grow in Christ-like character. Children will learn self-control, kindness, and respect for others in a way that reflects God's love.

General Expectations

- Be Kind – Use gentle hands and kind words with friends and teachers.
- Be Safe – Walk inside the classroom, use materials carefully, and keep your hands and feet to yourself.
- Be Respectful – Listen when others are speaking, follow directions, and take turns.
- Be a Helper – Clean up after play, care for school materials, and encourage others.

Guidance and Support

- Teachers will guide children in understanding right and wrong through loving redirection and positive reinforcement.
- If a child struggles with behavior, teachers will:
 1. Gently remind the child of the expectation.
 2. Redirect the child to a new activity or space.
 3. Offer calming strategies (deep breaths, quiet time, prayer).
- If unsafe behavior continues, parents will be informed so that we can partner together in correcting the child's behavior.
- If unsafe behavior continues after parent contact, Calvary Chapel Academy reserves the right to remove any student.

Prohibited Behaviors

- Any behavior that may inflict physical harm to another student, staff member, or the student themselves. Some of these behaviors include, but are not limited to: hitting, pushing, spitting, biting, wrestling, etc.
- Foul language, name-calling, and back talk to staff are strictly prohibited.
- Students may not elope.

Removal of Students

- Calvary Chapel Academy reserves the right to remove any student at any time for any reason.

Toileting

- All students must be fully potty-trained.
- All students must be able to independently robe and disrobe when using the bathroom.

Dress code

- Students must wear clean, weather-appropriate clothing and footwear.
- Uniforms are not required. Spiritwear will be eligible for purchase online or through the CCHV bookstore.

Grading Scale and Report Card Criteria

Parents will be given a report card each trimester. The purpose of the report card is to serve as a communication tool between teachers and families, as well as a measure of learning. At Calvary Chapel Academy, it is our goal to ensure students are learning and demonstrating growth across all subject areas at their individual pace.

Progress is reported using the following performance indicators:

- 4 – Exceeds Expectations: The student consistently demonstrates skills beyond age-level expectations and applies them independently in new situations.
- 3 – Meets Expectations: The student consistently demonstrates age-appropriate skills and understands concepts with minimal support.
- 2 – Developing: The student is beginning to demonstrate the required skill with teacher guidance; progress is evident, but consistency is not yet established.
- 1 – Emerging: The student is just starting to develop the skill and requires significant teacher support.
- N/A – Not Yet Introduced: Skill or standard has not yet been addressed during this reporting period.

Preschool Report Card Criteria (Ages 3–4)

Aligned with the New York State Next Generation Prekindergarten Learning Standards

1. Social and Emotional Development

- Demonstrates self-control (manages emotions appropriately)
- Engages positively with peers (shares, takes turns, cooperates)
- Shows respect for adults and peers
- Demonstrates independence in daily routines
- Participates in group activities and discussions

2. Approaches to Learning

- Demonstrates curiosity and eagerness to learn
- Persists in tasks and completes activities
- Makes choices and explores new ideas
- Shows creativity and imagination in play

3. Language, Literacy, and Communication

- Listens attentively to stories, songs, and directions
- Speaks clearly to express needs, ideas, and feelings
- Recognizes own name and some letters
- Demonstrates early writing behaviors (scribbles, draws, writes letters/shapes)

- Engages in conversations and asks/answers questions

4. Cognitive Development & Mathematics

- Counts objects and recognizes numbers (0–10)
- Sorts, matches, and classifies objects by attributes
- Recognizes and names basic shapes and colors
- Understands concepts of size, quantity, and order (big/small, more/less, first/last)
- Demonstrates problem-solving skills during play and activities

5. Physical Development

- Gross Motor: runs, jumps, climbs, balances
- Fine Motor: uses scissors, crayons, pencils, and manipulatives effectively
- Demonstrates coordination and control in movement and play

6. The Arts and Creativity

- Participates in music, movement, and drama activities
- Creates artwork using a variety of materials
- Expresses ideas through art, music, or dramatic play

7. Science and Discovery

- Explores natural objects and asks questions about the world
- Demonstrates curiosity about animals, plants, weather, and seasons
- Participates in simple experiments or observations

8. Spiritual Development

- Demonstrates kindness and respect, reflecting biblical values
- Participates in prayer and worship
- Recalls simple Bible stories and truths about God's love
- Applies lessons of faith in interactions with others

Kindergarten Report Card Criteria

aligned with New York State Next Generation Standards

1. English Language Arts (Reading, Writing, Speaking, Listening)

- Recognizes and names all upper- and lowercase letters
- Associates letters with their sounds
- Reads common high-frequency sight words
- Demonstrates comprehension of stories read aloud
- Retells key details from stories with prompting and support
- Expresses ideas clearly through speaking and listening

- Prints letters and own name legibly
- Begins to write words and simple sentences

2. Mathematics

- Counts to 100 by ones and tens
- Writes numbers 0–20
- Compares numbers (greater than, less than, equal to)
- Understands addition as putting together and subtraction as taking apart
- Solves addition and subtraction word problems within 10 using objects or drawings
- Identifies and describes 2D and 3D shapes
- Sorts and classifies objects by attributes
- Demonstrates understanding of measurement concepts (length, weight, capacity)

3. Science

- Asks questions and makes observations about the natural world
- Uses senses and simple tools to gather information
- Demonstrates curiosity about plants, animals, weather, and the environment
- Participates in simple investigations or experiments
- Begins to recognize patterns and cause-and-effect relationships

4. Social Studies

- Demonstrates understanding of classroom and school rules
- Identifies community helpers and their roles
- Demonstrates awareness of family, school, and community roles
- Recognizes American symbols, traditions, and holidays
- Identifies basic needs (food, clothing, shelter)

5. The Arts

- Expresses ideas through drawing, painting, or sculpture
- Participates in music, singing, and rhythm activities
- Uses imagination in dramatic play
- Appreciates the artistic work of self and others

6. Physical Development, Health & Safety

- Demonstrates coordination in large motor activities (running, jumping, climbing)
- Demonstrates control in fine motor activities (cutting, writing, coloring)
- Practices healthy habits (handwashing, nutrition, rest)
- Follows classroom and playground safety rules

7. Approaches to Learning / Work Habits

- Stays focused and completes tasks
- Follows multi-step directions
- Takes care of classroom materials and personal belongings
- Participates actively in learning activities
- Works independently and cooperatively with others

8. Social & Emotional Development

- Demonstrates self-control in the classroom and social settings
- Respects adults and peers
- Engages positively and kindly with classmates
- Resolves conflicts appropriately with words
- Shows responsibility and growing independence

9. Spiritual Development

- Demonstrates kindness and respect as a child of God
- Participates in prayer and worship
- Recalls Bible stories and simple biblical truths
- Applies biblical lessons in daily interactions