



# Solano Christian Academy



# Student and Family Handbook

# Table of Contents

WELCOME TO SOLANO CHRISTIAN ACADEMY.....	5
INTRODUCTION TO THE STUDENT AND FAMILY HANDBOOK.....	7
PHILOSOPHY AND OBJECTIVES .....	8
SOLANO CHRISTIAN ACADEMY TENETS OF BEHAVIOR.....	8
MISSION STATEMENT.....	9
VISION STATEMENT .....	9
OUR PHILOSOPHY OF LEARNING .....	9
LIFESTYLE STATEMENT.....	9
STATEMENT OF FAITH.....	10
PURPOSE AND GOALS .....	11
ADMISSIONS .....	11
ADMISSION CRITERIA.....	11
ADMISSION STATEMENT .....	11
CALIFORNIA IMMUNIZATION REQUIREMENTS.....	12
What You Will Need at Registration.....	12
FINANCIAL RESPONSIBILITY.....	12
TRANSFER OR WITHDRAWAL FROM SCHOOL .....	13
PARENT INVOLVEMENT.....	13
PARENT ADVISORY COMMITTEE (PAC).....	14
FUNDRAISING.....	14
FAMILY VOLUNTEER HOURS.....	14
ARRIVALS AND DEPARTURES .....	14
PARKING .....	14
AUTO-OPEN GATE.....	15
LATE PICK-UP.....	15
ACADEMICS.....	15
CURRICULUM .....	15
TECHNOLOGY .....	16
BEHAVIOR GUIDELINES.....	17
OBJECTIVES AND EXPECTATIONS.....	17
DISCIPLINE AND BEHAVIOR POLICY.....	17
DISCIPLINE DEFINED.....	17

Positive Reinforcement.....	17
Redirection and Consequences.....	17
Out of School Suspension.....	18
BEHAVIOR CONTRACTS .....	18
Behavior Guidelines:.....	18
EXPULSION .....	18
PROGRESSIVE DISCIPLINE.....	19
GENERAL COMMENTS ABOUT DISCIPLINE.....	19
COMMUNICATION PROCEDURE.....	20
FACTS FAMILY PORTAL.....	20
SCHOOL CONTACT PROCEDURE .....	21
Teacher Conference .....	21
Administrator Conference .....	21
EFFECTIVE PARENT TEACHER CONFERENCES.....	21
During the Conference: .....	21
After the Conference: .....	22
VISITING THE CLASSROOM .....	22
FAMILY CONTACT INFORMATION.....	22
CHANGES IN ROUTINE .....	22
HEALTH AND SAFETY.....	23
SCHOOL HEALTH SERVICES .....	23
FAMILY EMERGENCY FORM.....	23
CHANGES IN CHILD’S HEALTH CONDITION .....	23
ILLNESS DEFINED.....	23
DESCRIPTION OF COMMUNICABLE DISEASES.....	24
Chicken Pox .....	24
Colds and Influenza .....	24
Conjunctivitis (Pink Eye).....	24
German Measles.....	24
Hand, Foot, and Mouth.....	25
Head Lice.....	25
Hepatitis.....	25
Impetigo .....	25
Measles.....	25
Mumps .....	25
Ringworm.....	25
Ringworm of the Scalp .....	26
ALLERGIC REACTIONS .....	26
TEMPORARY ILLNESSES .....	26

REST AND NUTRITION.....	26
PERSONAL HYGIENE.....	26
CLOTHING.....	27
DAILY CLOTHING.....	27
EXTRA CLOTHING .....	27
NAP NEEDS .....	27
DAILY SCHEDULES.....	28
PRE-SCHOOL DAILY CLASS SCHEDULE.....	28
PRE-KINDERGARTEN DAILY CLASS SCHEDULE.....	29
EARLY KINDERGARTEN DAILY CLASS SCHEDULE .....	30
SNACK AND LUNCH.....	31
STUDENT LIFE .....	31
CHAPEL.....	31
STUDENT CONDUCT.....	31
LOST AND FOUND .....	32
TOYS FROM HOME.....	32
CELEBRATIONS.....	32
SCHOOL ASSEMBLIES.....	32
STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL .....	32
PERSONAL INVITATIONS.....	32
SECURITY MEASURES .....	33
FRONT DOOR.....	33
PEDESTRIAN GATE .....	33
LEAVING THE SCHOOL GROUNDS.....	33
STUDENT RELEASE POLICY.....	33
VISITOR’S SIGN-IN/SIGN-OUT POLICY.....	33
WAYS TO HELP YOUR CHILD BE SUCCESSFUL .....	34
IS YOUR CHILD READY FOR KINDERGARTEN?.....	34
DISCLAIMER .....	35
Handbook Acknowledgement Form.....	37



## Solano Christian Academy

2200 Fairfield Avenue ..... Phone (707) 425-7715  
Fairfield, CA 94533 ..... Fax (707) 429-2999

[www.solanocenter.org](http://www.solanocenter.org)

WELCOME TO SOLANO CHRISTIAN ACADEMY.

This year marks our 47<sup>th</sup> year of service to the children of this area. Established in 1977, our mission is to partner with families to develop the minds, bodies, spirits, and souls of students.

Our success and excellent reputation are based on the dedication of our teachers, staff, and our board members. Our school parents have been truly supportive of the school, and they have worked with us to provide a quality Christian education for our students.

This handbook is presented to assist you in understanding the philosophy, policies, and regulations that serve as a guideline for those attending. This book does not attempt to cover every imaginable situation that could occur but will cover most topics of greatest interest.

Solano Christian Academy is a nonprofit organization. Members of the Fairfield Church make up the board of directors. The board is devoted to promoting goals and philosophy outlined in this handbook. All gifts to the school are tax deductible. Thank you for giving us this opportunity to serve you and your children.

*Administration*

# SOLANO CHRISTIAN ACADEMY

*Dear Parents,*

*Welcome to the Solano Christian Academy Early Childhood Education (ECE) Department, Childcare Learning Center, which consists of Preschool, Pre-Kindergarten, and Early Kindergarten. We are grateful that God has brought us together. The daily care and training of your child is very important to us.*

*We place strong emphasis on a cooperative home and school relationship. This helps to assure a happy and positive experience for your child. Please do not hesitate to contact us with any questions or concerns.*

*May the Lord richly bless us as we work together to train your child in the way he/she should go. (Proverbs 22:6)*

*Alicia Reed*

Director

Early Childhood Education Department  
Childcare Learning Center

***Lead me in Your truth and teach me.***

**Psalm 25:5**

## INTRODUCTION TO THE STUDENT AND FAMILY HANDBOOK

This handbook contains very important information for students, parents, and guardians. All Solano Christian Academy families are given a copy of this handbook and are responsible for knowing and understanding the content. If you do not understand any of the statements or need more clarification, please contact the administration.

Once you have read and understood the handbook, please sign and return the acknowledgement form(s) at the end of this handbook.

## PHILOSOPHY AND OBJECTIVES

### SOLANO CHRISTIAN ACADEMY TENETS OF BEHAVIOR

For over 45 years, Solano Christian Academy (SCA) has provided private education services for preschool through high school students living in the Napa / Solano region of Northern California. Our mission at SCA is to partner with families to develop the minds, bodies, spirits, and souls of students. Our board of directors, faculty, and staff, and our student body adopted a set of “Tenets of Behavior.” Tenets are the core values held by an individual or group. In this case our faculty, staff, and students have all agreed to follow 10 Tenets of Behavior as a custodian of our behavior and conduct in our classrooms and on campus.

#### **The 10 Tenets of behavior are:**

- 1. Respect**
- 2. Honesty**
- 3. Cooperation**
- 4. Participation**
- 5. Inspiration**
- 6. Preparedness**
- 7. Positive Attitude**
- 8. Love**
- 9. Joy**
- 10. Peace**

I want to encourage each of you as parents to review each tenet with your student, sharing your personal support, understanding, and value of each tenet, while encouraging your student(s) to fully comply with the tenets of behavior as we intend to take all necessary and available steps to ensure compliance with our Tenets. Our goal is to maintain a learning environment that is conducive to academic, spiritual, and social growth, supported by self-control and respect, and free from all unnecessary distractions. The following quote underscores and further defines our intention and goal to truly make SCA a world-class learning opportunity.

*“A person who is trained to consider his actions, to undertake them deliberately, is in so far forth disciplined. Add to this ability a power to endure in an intelligently chosen course in the face of distraction, confusion, and difficulty, and you have the essence of discipline.”*

*-John Dewey-*

Thank you,

*John Reed*

Head of School



## MISSION STATEMENT

It is the mission of Solano Christian Academy to partner with families to develop the minds, bodies, spirits, and souls of students.

## VISION STATEMENT

It is the vision of Solano Christian Academy to have a positive influence in the Fairfield/Suisun community by providing affordable, high-quality Christian education.

Solano Christian Academy endeavors to accomplish its mission by:

- Presenting an academically challenging curriculum.
- Modeling and expecting compliance with Biblical principles.
- Allowing students to learn from the consequences of their decisions.
- Responding to student behavior in a loving and empathetic manner.

## OUR PHILOSOPHY OF LEARNING

Solano Christian Academy is a supplementary agency commissioned to support, but not to replace the home. In a caring and positive atmosphere, we create a warm environment for students to learn. As we bridge the gap from home to school, we guide children to a continued positive self-image while building social skills in a school setting.

Recognizing that children grow in varying stages, we treat each child as an individual, working from the level that he/she has attained and moving forward a step at a time. We allow children to experience their own stage of development and help them to experience success without undue pressure.

## LIFESTYLE STATEMENT

The Bible, not personal judgement, determines what is true and right. Scripture provides instructions for how we are to live, both privately and publicly. The New International Version (NIV) is the version of the Bible used by Solano Christian Academy.

## STATEMENT OF FAITH

Solano Christian Academy is a ministry of the Fairfield Church of Christ. SCA, was founded and function on the fundamental PRINCIPLES OF THE WORD OF GOD, and it espouses the Historic Christian view of life as presented in the Bible.

The world has widely varying religious doctrines and personal points of view. It is important to define some of our core beliefs. A core belief is something that we consider to be foundational and of central importance to our faith. While our convictions may extend past what we mention here, these are the essentials.

**We believe** the Bible is God's Word and it is the final authority in all matters of faith and life. Bible References: 2 Timothy 3:15-17 & 2 Peter 1:20-21.

**We believe** God is the Almighty Creator of everything that exists. He is the only true God and lives eternally in three persons (Father, Son, and Holy Spirit). The essence of his being is love. Bible References: Genesis 1-2; John 1:3; Romans 1:20; 1 Corinthians 8:5-6; Ephesians 4:4-5; John 17:3; 1 Peter 1:2; 2 Corinthians 13-14.

**We believe** Jesus is the Son of God and the promised Messiah. He was sent to this world for the purpose of redeeming us from our sins and restoring us to a relationship with God. Jesus was miraculously born to a virgin, lived a sinless life and died on a cross as a sacrifice for our sins. He was buried and on the third day arose from the grave to claim victory over sin and death. After that, He appeared to many witnesses and ascended into heaven where He sits at the right hand of God and serves as our mediator. Jesus promised to return to this earth one day to judge the world and establish a New Heaven and a New Earth where all believers will live eternally with Him. Bible References: John 1:1, 14; Matthew 16:15; John 4:24-26; Matthew 17:5; John 3:15-17; Romans 5:8-10; 1 John 4:10; Matthew 1:18-23; Hebrews 5:15; 2 Corinthians 5:21; Ephesians 2:13; 1 Peter 3:18; Mark 10:45; 1 Timothy 2:5; 1 Corinthians 15:3-8; Acts 1:1-11; Hebrews 9:15; John 5:24-29; 1 Thessalonians 4:13-18; 1 John 4:17-18; 2 Thessalonians 1:7-10; Revelation 20-21.

**We believe** the Holy Spirit is God's presence today. He is given to us for the purpose of spiritual transformation. The Spirit works within us to make us more Christ-like and to produce the fruit of the Spirit (Galatians 5). The Spirit also works to teach us, remind us of what Jesus taught, comfort us, convict us of our sins so we will repent, empower us to help others, and guarantee our inheritance (eternal life). Bible References: John 14:15-27; Romans 8:1-17; Galatians 5:16-25; John 16:5-15; 1 Corinthians 12:1-31; Romans 12:4-8; 2 Corinthians 1:21-22.

**We believe** all people are created in the image of God for the purpose of living in eternal relationship with Him. However, our sinfulness separates us from God and makes it impossible for us to live with Him. The only way that this can be undone is through the mercy and justice of God, which was shown by sending His Son (Jesus). His death is the only sufficient payment for our sins. Salvation is a free gift of God, it

only comes by grace through faith, and it has the power to free us from the effects of sin and death. It is available to all who put their trust in Jesus and those who do so must repent of their sins, confess their faith in Him, and be baptized. Bible References: Genesis 1:27; Ephesians 1:4-5; Romans 3:22-26; Romans 5:12-21; Romans 6:22-23; Ephesians 2:4-9; John 3:16; Romans 10:9-10; Acts 2:38; Romans 6:3-7; 1 Peter 3:21.

**We believe** the church is the body of Christ. There is only one church, but it is comprised of many parts. The head of the church is Jesus Christ and, as such, He is the foundation and center of everything we do and believe. The purpose of the church is to follow Christ by living out the greatest commands to love God and love people. Bible References: Ephesians 4:4-5; Ephesians 4:15-16; 1 Corinthians 3:10-11; 1 Corinthians 12:12-27; Mark 12:28-34; Matthew 22:34-40; Acts 2:42-47

## PURPOSE AND GOALS

We are a Christian school and are deeply interested in the spiritual development of your child. We teach Christian principles through the everyday experiences of the student. We try to create an atmosphere of love and understanding in which your child may come to know of God's love for him/her through Bible lessons and prayer. We provide a healthy, happy environment with materials providing as many first-hand experiences as possible. We offer a well-rounded education that will better prepare your child for life's journey.

## ADMISSIONS

### ADMISSION CRITERIA

**Solano Christian Academy admits students regardless of race, religion, color, and national or ethnic origin.** Parents and students are expected to accept and abide by the policies and regulations of the school. These are summarized in this handbook and in the application packet.

The school is unable to accept students who have physical, emotional, or behavioral disabilities for which a specially trained staff is needed. Programs that require excessive expense are not available. Admission assessment will be conducted for all incoming students. Criteria for admission are clearly outlined in the school's registration packet provided at the time of application.

### ADMISSION STATEMENT

It is a privilege, not a right, to attend the Academy. This privilege should be highly regarded and recognized by all students and parents. Our students should realize that they are responsible, at all times, to conduct themselves in a manner which brings credit to the name of Christ, their family, their school, and themselves.

Parents must agree and fully support, verbally and in action, all school policies, teachers, administration, board, and procedures, including discipline procedures. This includes supporting and fully cooperating with the teachers and administrative staff of SCA. Lack of positive support of policies and procedures or violations of the complaint procedure may result in removal of the student from the Academy.

## CALIFORNIA IMMUNIZATION REQUIREMENTS

The California School Immunization Law requires that children be current on their immunizations to attend school or childcare centers. Because childhood diseases like measles can spread quickly, children need to be protected before they enter. Most children need booster immunizations before entering kindergarten.

Check your child's Immunization Record to make sure you have a full date for each vaccine dose required.

Age When Enrolling	Immunization Shots Needed:
2 Years and 0 Months	3 Polio
	4 DTaP
	3 Hep B (1 <sup>st</sup> birthday)
	1MMR (on or after 1 <sup>st</sup> birthday)
	1Hib (on or after 1 <sup>st</sup> birthday)
	1 Varicella (chicken pox)

### What You Will Need at Registration

When you register your child for school, you will need to submit an Immunization Record, Birth Certificate along with other state required documents. It must show the date (month, date, and year) your child received each dose of the required immunizations. Your child will not be admitted to school until an Immunization Record is presented. If you do not have an Immunization Record or your child has not received all the required immunizations, contact your doctor or local health department immediately to arrange an appointment.

Physician's Report. The State Department of Social Services (our licensing agency) requires a physical examination when enrolling. It must be updated each year with evidence given of up-to-date immunizations for diphtheria, tetanus, pertussis, polio, and measles.

## FINANCIAL RESPONSIBILITY

Enrolling your child in SCA is an investment in his/her education and character. With this privilege comes the responsibility for making all payments on time and keeping your account up to date.

- Tuition Payments are required ahead of services provided. Your first payment will be due on the day your student(s) start school. If your child's first day is not at the start of the month, tuition will be prorated.
- You are required to enroll in the FACTS Tuition Management Company for subsequent tuition payments. FACTS Management is a third-party tuition drafting service that will draw tuition payments from your bank account, credit card or debit card. FACTS Management charges an enrollment fee of \$50.00 annually.
- Any returned or missed payment will result in a \$30.00 fee (assessed by FACTS Management and due with the next tuition draft) as well as a \$50.00 late fee, which will be added to the next regularly scheduled payment.
- Payment's not received as agreed will compel Solano Christian Academy to prohibit your child(ren) from attending school until payment is made in full. All cost incurred by SCA to collect on past due accounts will be billed to you.
- In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection.
- A penalty fee of \$25.00 will be assessed on all checks returned by the bank. Re-payment of the returned check must be made by cash, cashier's check, or money order.
- All payments, including registration fees, will be applied to the oldest balance.
- Re-enrollment will not be permitted if the delinquent account has not been paid in full.

## TRANSFER OR WITHDRAWAL FROM SCHOOL

Should it become necessary to transfer or withdraw a student from Solano Christian Academy, the parent or person who is responsible for the account must complete a withdrawal form (available in the school office). A two-week notification is required for withdrawal of a student.

**The school reserves the right to take the appropriate steps necessary to collect any outstanding charges or fees. Students missing a significant amount of instructional time due to exclusion (including a lack of payment) will receive an incomplete mark for the appropriate grading period(s) and may not be eligible to move on to the next grade level at SCA or another school.**

## PARENT INVOLVEMENT

Parent participation is essential to the success of each child and Solano Christian Academy and is vital to a strong partnership in the education of your child. Your participation will allow you to remain informed of your child's progress. Attendance at

school activities, furnishing supplies or refreshments for school functions, and participation in the Parent Advisory Committee (PAC) are ways in which parents can stay involved.

## PARENT ADVISORY COMMITTEE (PAC)

All SCA parents are encouraged to be a part of the **Parent Advisory Committee (PAC)** which conducts monthly meetings to allow parents to collaborate with the school and other parents to support, encourage, and advance the communications and fundraising activities of SCA and provide feedback regarding school improvement to the administration, faculty, and staff. PAC meetings are held regularly throughout the year.

## FUNDRAISING

Tuition alone does not completely cover the cost of educating each child, by volunteering and fundraising you help to keep tuition rates low. We partner with PAC to host a variety of fundraising activities throughout the year.

## FAMILY VOLUNTEER HOURS

Parents are required to volunteer 20 hours per family over the course of the school year. Volunteer hours must be completed by May 10, 2025. Any unsatisfied hours will be billed at \$20.00 per hour to the last FACTS Management account payment collected on May 20, 2025.

## ARRIVALS AND DEPARTURES

All children must be accompanied by an adult until released to the custody of a staff member. The adult must sign the child in providing the time of arrival and a signature (the state requests a signature rather than initials). A child will be released only to the custodial parent or to an authorized adult. Parent-authorization of an authorized transporter must be on file in the office. The adult picking up the child must inform a staff member and sign the child out providing the time and a signature. Adults not recognized by staff members as an authorized transporter will be required to show an I.D. with a photo. **Always bring your I.D.**

## PARKING

Observe all driving and parking policies while on campus. These are as follows:

- The speed limit while on school grounds is 5 MPH.
- ***Parking in the front circular drive is prohibited by California Fire Code.***
- Parking in front of the Q (named for Mrs. Quesada) Drive gates is prohibited.

- Parking in front of the preschool fence is prohibited.
- Parking in red zones along the front curb (Fairfield Avenue) is prohibited.
- Double-parking behind cars in the front parking spaces or in the main parking lot is prohibited.

## AUTO-OPEN GATE

- If the automatic gate has begun closing, WAIT at the sign until the gate closes completely.
- If the automatic gate is already closed, WAIT at the sign until the gate opens completely prior to proceeding.
- Exercise caution by allowing pedestrians to cross prior to proceeding through the gate.

## LATE PICK-UP

Because of the impact to staffing needs, required by the State, children must be dropped off and/or picked up within their scheduled times of attendance. An additional overtime charge of \$1.00 per minute will be applied to early drop-offs and/or late pickups and is due the next school day. Any outstanding fees will be added to the next scheduled tuition payment.

## ACADEMICS

### CURRICULUM

The curriculum in the Childcare Learning Center at SCA is planned in such a way as to maximize children's opportunities to reach the goals we have set for them. Through our daily, weekly, and monthly lesson plans, we take an active role in defining the environment and providing each child with a balanced and individualized program designed to reinforce each child's development.

Because children learn best through "hands on" exploration, we do not limit lessons to audio/visual learning. We use math manipulatives which includes patterning, counting, sorting, etc. The students at SCA are guided in a variety of carefully planned enriching activities.

Academic curriculum is carefully balanced with ample time for children to grow socially and emotionally through public speaking (Share Times), drama, circle times, and much more. Chapel times and Bible lessons provide the special times and stories needed to encourage spiritual growth and development.

Children learn best when learning is fun. Each teacher strives to create exciting and

worthwhile activities to bring letters, numbers, Bible times, etc. to life. Teachers plan carefully so that children will be challenged and stimulated but not frustrated or overwhelmed.

Your child will be assessed twice within the school year (if he/she begins in the fall).

Early Kindergarten and Pre-Kindergarten instruction includes but is not limited to:

**Bible Times** - Our curriculum includes Bible training and focuses on Christian character traits such as love, honesty, respect, and courage. Through the teaching of these Biblical traits, it is our goal that each child will begin to practice these qualities in his/her own life. These principles are practiced throughout the day. It is our goal at SCA to give children more than just Bible knowledge; we want the truths of the Bible to affect their lives in a personal way.

**Science** - learning about nature and our environment.

**Letters** - recognition of name, sound, and writing.

**Numbers** - recognition, counting, concepts, sequencing, and writing.

**Painting** - recognizing colors, motor skills development, pre-writing skills, and artistic expression.

**Sharing** - vocabulary, public speaking, and overcoming shyness.

**Music** - rhythm and singing, movement and dance, social interaction, games and drama, group interaction.

**Stories** - promotes interest in books, builds vocabulary, new experiences, relaxation, and enjoying quiet time.

**Coloring** – promotes pre-writing, self-expression, spatial relationships, and fine motor skills.

*\*\* Preschool instruction includes the introduction of the same curriculum at an age-appropriate level.*

## TECHNOLOGY

Students become familiar and comfortable with using technology using iPads in the classroom. All students have opportunities to engage in academic learning, draw, paint, write, record, et cetera, with iPads. This is done individually and through group activities to promote learning.



# BEHAVIOR GUIDELINES

## OBJECTIVES AND EXPECTATIONS

Objectives of the SCA Discipline Program are to:

- Ensure an opportunity for all students to progress academically, socially, and spiritually.
- Ensure the physical safety of all students and staff.
- Provide an opportunity for students to learn responsibility by owning the consequences of their behavior.

## DISCIPLINE AND BEHAVIOR POLICY

At SCA the Bible is our authority for teaching and training children. Discipline is part of that training and is designed to help students exercise self-control, develop problem solving skills, and recognize and respect boundaries and authority while learning to express themselves in socially acceptable ways.

### DISCIPLINE DEFINED

#### Positive Reinforcement

This form of discipline reinforces that which is acceptable and right. Many types of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Examples of Positive Reinforcement are: hugs, stickers, a selection from the treasure chest, verbal praise, and public recognition.

#### Redirection and Consequences

When a student displays unacceptable behavior, Redirection and Consequences are used to encourage good behavior and discourage misbehavior. Teachers work with students to help them recognize and verbalize their feelings and identify acceptable behavior. Appropriate consequences for misbehavior may be assigned. Acceptable and unacceptable boundaries of behavior and the consequences of misbehavior are clearly communicated during the student's orientation period and reinforced throughout the school term. Examples of Consequences are time-out and loss of privileges.

In the case of serious offenses, the parents are notified with a written referral. For serious offenses, or repeated offenses, a parent/teacher or parent/teacher/director conference may be called. For extremely serious offenses, or repeated offenses the child may receive an administrative referral and/or suspension.

## Out of School Suspension

Suspension is a mandatory leave assigned to a student as a form of discipline that can last anywhere from one day to several weeks, during which time the student is not allowed to attend school. Examples of acts that may result in suspension are continuous disobedience, bodily injury, property damage, serious inappropriate behavior, and deliberate acts of rebellion. Students who have one or more suspensions may be placed on a behavior contract.

## BEHAVIOR CONTRACTS

Behavior Contracts are documents that spell out in detail the expectations of a student, teacher, and parents in carrying out an intervention plan to correct student behavior. The contract clearly states the consequences for failure to fulfill the contract.

### Behavior Guidelines:

- Prompt and respectful obedience to all school staff is expected at all times.
- Courtesy and respect for other people, their person, and their property must be shown at all times.
- SCA has a hands-off policy. This policy includes a prohibition on rough play, wrestling, karate-type play, et cetera.
- Students must remain in their appointed places and under proper supervision at all times.
- Students and parents of students, who cause damage, whether by accident or on purpose, are expected to make full restitution in a timely manner.
- Students must get their teacher's permission before bringing anything to school that is not normally used in the school program.
- Students are expected to pick up after themselves and help to keep the school rooms and grounds clean and neat.

## EXPULSION

Expulsion is the removal of a student from school due to a student persistently violating rules, or for a single offense of appropriate severity in extreme cases. Students who receive two or more suspensions in a year may be subject to expulsion. Students who fail to improve on a Behavior Contract may be subject to expulsion.

*Note: Biting is a serious offense. Incidents of biting will be investigated, and consequences assigned accordingly. If your child's bite should break the skin of another, we reserve the right to request appropriate testing for communicable diseases.*

## PROGRESSIVE DISCIPLINE

SCA use a color-coded behavior system for classroom discipline:

**Teal** = Outstanding! This is a student who consistently demonstrates the ability to follow directions and be proactive in his/her own learning and behavior.

**Purple** = Great Job! This student has gone above and beyond the behavior expectation.

**Green** = Ready to Learn! Students starts each day with a green card, this means your child is doing what is asked and being cooperative with his/her teacher as well as the other students in class.

**Orange** = Warning! Moving to orange is a physical reminder to stop and think about the choices he/she has made. It also gives him/her a chance to choose to change their behavior without consequences.

**Yellow** = Consequence: A student who continues to misbehave will receive a consequence at the discretion of the teacher. Consequences will be logical and meaningful to help the student understand the impact of his/her behavior.

**Blue** = Consequence: Students receive a consequence at teacher's discretion (may include detention or loss of privilege). Consequences will be logical and meaningful to help the student understand the impact of his/her behavior.

**Red** = Students receive an admin referral and disciplinary action follows at the discretion of the administrator (may include out-of-school suspension). Consequences will be logical and meaningful to help the student understand the impact of his/her behavior.

## GENERAL COMMENTS ABOUT DISCIPLINE

While the progressive discipline plan outlined above is generally followed, at the discretion of the administration, SCA retains the right to move beyond the steps outlined as students' actions warrant more serious consequences. The administrator may recommend immediate expulsion of a student if the student's behavior poses a threat to others or compromises the positive school environment for other students.

Situations can develop where some level of physical restraint must be used to control a student. This may be necessary for the safety of the student, classmates, and/or staff. Physical restraint is defined as immobilization of the individual's opportunity for movement by staff members through direct contact. Physical restraint is not to be construed as corporal punishment or child abuse, but rather an act of good faith to protect from harm. In any such instance, the staff member(s) involved will report the incident to the administration and a parent will be contacted.

SCA maintains a very high level of expectation for each student. Behaviors that threaten the education or safety of other students despite the reasons or excuses for those behaviors is not tolerated. Behavior is measured by the teaching of the Bible (for example: kindness, goodness, self-control, compassion, selflessness, and consideration for others as outlined in Galatians 5 and Philippians 2).

SCA is interested in what is best for each individual child. The administration will make a good faith effort to ensure that all situations are handled justly and properly.

## COMMUNICATION PROCEDURE

Communication from the school to parents is done through weekly and monthly classroom newsletters, Class Dojo, and daily behavior reports. An auto-dialer messaging system, schoolwide emails and text messages, and the Owl Newsletter, are also used to communicate important events and school information. Information regarding assessments, school calendar, school announcements, and other useful school information can be obtained through Family Portal.

## FACTS FAMILY PORTAL

FACTS Family Portal is a private and secure parents' portal that will allow parents to see information specific to their child/children, while protecting their child/children's information from others. This school system is online and easy to set up.

Accessing our easy-to-use FACTS Family Portal:

- Go to <https://sol-ca.client.renweb.com/pwr/>.
- Click Parent.
- Type your school's District Code **SOL-CA**
- Click Create New Family Portal Account.
- Type your email address and an email is sent to you.
- Click the Click to change password link. This link is only valid for 30 minutes.
- A web browser displays your Name and FACTS ID.
- Type a Username, Password and Confirm the password.
- Click Save Password.
- A message displays at the top of the browser, "User Name/Password successfully updated."
- You can now log into FACTS Family Portal using your new Username and Password.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.

## SCHOOL CONTACT PROCEDURE

### Teacher Conference

You may contact your child's teacher by phone or email. To schedule a conference with your child's teacher, please send an email to the teacher directly or send an email to or call the school office.

*Note: Teachers may be unavailable for conversation when children are present as they are his/her first responsibility.*

### Administrator Conference

To schedule a conference with the school principal or administrator, please send an email ([sca.admin@solanochristianacademy.org](mailto:sca.admin@solanochristianacademy.org)) to or call the school office (707.425.7715). **Drop-in meetings are NOT allowed.**

## EFFECTIVE PARENT TEACHER CONFERENCES

The purpose of the conference should be clearly communicated. Whether the conference is one in a regularly scheduled series of meetings to discuss your child's academic progress or has been requested to discuss a problem or concern, remember that you and the teacher meet as adults mutually concerned about your child's achievement and his/her well-being.

Talk with your child before you go. Ask what he/she likes about school, what he/she dislikes or would like changed. What are his/her feelings about the teacher, the class environment, himself/herself?

Write down things that would be helpful for the teacher to know, such as: Any unusual stress at home, your child's relationship with brothers, sisters, and others at home, what he/she likes to do in free time at home; organized activities in which our child participates, your perception of your child as a learner and as a person, previous school experiences if you think it would be helpful.

Write down questions you have about your child such as: How is my child doing compared to his/her potential? How is my child doing socially? Does he/she get along with others? What does he/she like?

### During the Conference:

Tell the teacher the things you have listed in your notes from home that you think would be helpful for her to know.

Ask the questions on your list. Ask other questions that come up during the discussion; make sure you discuss your child's achievements and development—academically, socially, emotionally, and spiritually.

If you do not understand something, immediately ask to have it explained.

Ask the teacher what specific activities you can do at home that would help your child's progress. In some situations, an "action plan" may be developed as a suggestion as to what you might do to help your child at home and support the educational process.

Take notes during the conference so you can remember what was said.

After the Conference:

Share what occurred at the conference with your child by:

- Expressing positive points shared by the teacher
- Giving praise for achievements
- Expressing support for the teacher

## VISITING THE CLASSROOM

**All school visitors must sign-in at the school office before proceeding on campus. Visitors without passes will be asked to return to the office.** To make the visit meaningful and pleasant, the following suggestions are given:

- The teacher should know the day and time of visit. The teacher should know in advance if there is a special reason for the visit.
- The classroom visit cannot disrupt the ongoing educational progress.
- Appointments to meet with the teacher should be made in advance and be **scheduled before or after** the school day.
- A thirty-minute visitation should suffice for most observations.

## FAMILY CONTACT INFORMATION

You must notify the school office when there is a change in your address, phone number, or email address. It is extremely important that your emergency information is current.

## CHANGES IN ROUTINE

Please notify the school office when your child will not be attending. If there is a serious change in routine at home (i.e., illness, death, divorce, etc.), please email your child's teacher or call email call the school office so we may better meet your child's needs at school.

## HEALTH AND SAFETY

### SCHOOL HEALTH SERVICES

The school does not have a nurse. All staff members are trained in CPR and first aid and each classroom is supplied with a first aid kit for treating minor cuts and abrasions. Appropriate measures are taken for students with serious injuries including the contacting of emergency services.

### FAMILY EMERGENCY FORM

Parents/guardians must complete a Family Emergency Form for each child annually. During the school year an update is required if places of employment, family doctors, or emergency contact information change during the school year.

### CHANGES IN CHILD'S HEALTH CONDITION

**It is important that parents inform the school of any changes in their child's health condition during the school year.** Newly discovered allergies, vision or hearing changes, operations, or health examination reports are examples of information that should be reported to the school.

### ILLNESS DEFINED

When a child comes to school, he/she should be well enough to participate in the total school program. Children not well enough to play out-of-doors with the class should not be in school. There is no provision at school for special supervision of a sick child.

If your child is sent home ill, your child must remain out of school for the remainder of that day and the following day (or until well) unless accompanied by a doctor's release. SCA reserves the right to refuse a child's attendance due to illness.

The following guidelines are used when determining if a child is not well enough to attend school:

- Fever
- Colored discharge from nose or eyes
- Heavy or excessive coughing
- Vomiting or Diarrhea
- Any unusual rash

Children are to be kept at home if they show any signs of the following:

- Severe cough/red throat
- Red eyes
- Earache
- Fever
- Diarrhea
- Any behavior noticeably out of the ordinary
- Tonsillitis
- Listless behavior
- Swollen neck glands
- Unexplained rash/skin eruptions
- Vomiting

An ill child may not attend school. Parents must make other arrangements for their children if they are ill. Please note the following guidelines:

- Children with fevers (99 degrees or more) may not attend school. Before returning to school the child must be **fever-free without medication for at least 24 hours**.
- Children with persistent coughs or nasal discharge, rashes, vomiting, diarrhea, conjunctivitis (pink eye), sore or strep throat, lice, pinworms, Hepatitis, childhood diseases such as chicken pox and certain injuries **may not return to school until they are able to participate in class and are free and not contagious of the above illnesses for 24-48 hours.**

*Note: All open sores must be covered.*

## DESCRIPTION OF COMMUNICABLE DISEASES

### Chicken Pox

Incubation period is 14-21 days, usually 16-18 days. Symptoms: small water blisters on back or chest, slight head cold, may or may not have a fever. Exclusion from school is seven days after spots appear and all crusts are dry.

### Colds and Influenza

Incubation period is 1-3 days. Symptoms: fever, chills, aches and pains in back and limbs, sore throat and cough. (Exclusion from school for three days) Returning to school depends upon recovery. Child should be free from heavy cough and throat and nose discharge. **NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.**

### Conjunctivitis (Pink Eye)

Any inflamed or discharging eye is considered to be contagious and the child will be excluded from school until fully recovered or until released by a doctor.

### German Measles

Incubation period is 14-21 days, usually 16 days. Symptoms: mild fever, rash, enlargement of glands behind ears and back of neck at hairline (Exclusion from school until fully recovered).



## Hand, Foot, and Mouth

Highly contagious. Symptoms include mouth sores, skin rash, and more. (Exclusion from school until your child is fully recovered.)

Permission to return to school must be signed by family doctor or the Health Department.

## Head Lice

Small, egg-like modules accompanied by small lice in hair. Itchiness occurs. Prescribed head treatment is necessary initially with home-school areas treated (such as bed linens, desk area). A repeated treatment for the larvae is required in approximately 2 weeks.

## Hepatitis

Incubation period is 10-40 days, usually 25 days. Symptoms: fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort, later there may be jaundice. (Exclusion from school until your child is fully recovered.)

Permission to return to school must be signed by family doctor or the Health Department.

## Impetigo

Incubation period is five days. Symptoms: crusted, moist sores, usually on face and hands. Exclusion from school - may attend school if under doctor's treatment and sores are covered.

## Measles

Incubation period is 9-11 days. Symptoms: rash on 13-15th day, cold with watery eyes, cough and fever, rash on face which spreads down body. Exclusion from school for seven days after appearance of rash and the absence of fever or other symptoms.

## Mumps

Incubation period is 12-26 days. Symptoms: fever, swelling of one or both glands in front of ears (occasionally glands under jaw swell). Exclusion from school until all swelling is gone, usually about 10 days.

## Ringworm

Incubation period is 10-14 days. Symptoms: flat, spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school unless under treatment and sores can be covered. We prefer ringworm is covered for the safety of others.

## Ringworm of the Scalp

Incubation period is 10-14 days. Symptoms - scaly, bald patches on the scalp. Exclusion from school – special regulations are made by the county Health Department.

Parents will be notified immediately should their child present any of the above symptoms at school. Custodial parents or an authorized adult/guardian must pick up the student within the hour.

Parents will be notified if the school becomes aware that children may have been exposed to a communicable disease at school.

## ALLERGIC REACTIONS

If your child is allergic to bee stings, pollen, et cetera., where immediate attention may be required, please inform the school office and your child's teacher.

## TEMPORARY ILLNESSES

The school will not administer medication to students in the case of temporary illnesses such as headaches or stomach aches. Parents are welcome to come to the school office and administer medication to their child.

## REST AND NUTRITION

Proper rest and nutrition are vital to learning. Please ensure that your child gets sufficient rest. Regular bedtimes contribute to academic success and proper behavior at school. Please make every effort to provide a well-balanced breakfast and nutritional lunch every school day so that your child will be alert and ready to learn.

The pediatrics department recommends the following amount of sleep:

Infant: 9-12 hours

Preschool: 8-11 hours

## PERSONAL HYGIENE

Children are taken to the bathroom at routine times during the day. However, a child two years old and nine months must be able to take care of his own bathroom needs. The term "toilet-trained" means that a child can go by himself and take care of his/her own needs -- fasten and unfasten his/her clothes, clean himself/herself, and wash and dry

his/her hands before returning to the group. We understand that "accidents" do happen occasionally. We suggest you dress your child in clothing that can be easily removed when using the restroom.

## CLOTHING

### DAILY CLOTHING

Roomy, washable play clothes are best for school. Paint, clay, and sand will sometimes get on clothes. All clothing, including jackets, should be washable and appropriate for play.

ALL REMOVABLE CLOTHING (jackets, hats, sweaters, mittens, etc.) LUNCHBOXES, AND BACKPACKS MUST BE PLAINLY MARKED WITH YOUR CHILD'S NAME (often children have identical jackets, sweaters, etc.). Children must wear socks and close-toed shoe. **Flip-flops, "Jellies", and slick bottom dress shoes are not safe to wear at school. We recommend tennis shoes which allow uninhibited outdoor active play.**

### EXTRA CLOTHING

All children must have a change of clothing at school. This includes a shirt, pants, underwear, and socks. We recommend that you place these items in a zip top bag, labeled with your child's name. Please replace soiled clothing or bedding by the next school day.

*Note: Parents may donate used clothing to the church to be given to those in need. Donations like clothing may count toward your volunteer hours.*

## NAP NEEDS

Children who are enrolled in the full-day program must bring a sheet and a blanket for their cot (cot supplied). Please label your child's sheet and blanket with his/her name. Please launder blankets and sheets weekly.

# DAILY SCHEDULES

## PRE-SCHOOL DAILY CLASS SCHEDULE

7:00 – 8:00 A.M.	Early morning care
8:00 – 8:30 A.M.	Free- play
8:30 – 9:00 A.M.	Circle time *
9:00 – 9:15 A.M.	Snack
9:15 – 10:00 A.M.	Seatwork 1 (Language & Writing Skills alternate w/ Math Concepts)
10:00 – 10:30 A.M.	Recess
10:30 – 11:00 A.M.	Art Projects, Science
11:00 – 11:15 A.M.	Bible/Songs/Story
11:15 – 11:45 A.M.	Lunch
11:45 – 12:15 P.M.	Clean up/Nap preparation
12:15 – 1:00 P.M.	Movie
1:00 – 2:45 P.M.	Nap, Rest Time
2:45 – 3:00 P.M.	Wake up, Toileting
3:00 – 3:15 P.M.	Snack
3:15 – 6:00 P.M.	Afternoon Program
*Fridays 8:30 A.M.	Chapel

*Note: This schedule is subject to change.*

## PRE-KINDERGARTEN DAILY CLASS SCHEDULE

7:00 – 8:00 A.M.	Early Morning care
8:00 – 8:30 A.M.	Free-Play
8:30 – 9:00 A.M.	Circle Time *
9:00 – 9:15 A.M.	Snack
9:15 – 10:00 A.M.	Seatwork 1 (Language and Writing skills)
10:00 – 10:30 A.M.	Recess
10:30 – 11:00 A.M.	Seatwork 2 (Math Concepts)
11:00 – 11:15 A.M.	Art Project, Science
11:15 – 11:30 A.M.	Bible/Songs/Story
11:30 – 12:00 P.M.	Lunch
12:00 – 12:30 P.M.	Clean up/Nap preparation
12:30 – 1:00 P.M.	Movie
1:00 – 2:45 P.M.	Nap, Rest Time
2:45 – 3:00 P.M.	Wake up/Toileting
3:00 – 3:15 P.M.	Snack
3:15 – 6:00 P.M.	Afternoon Program
*Fridays 8:30 A.M.	Chapel

*Note: This schedule is subject to change.*

## EARLY KINDERGARTEN DAILY CLASS SCHEDULE

7:00 – 8:00 A.M.	Early Morning Care
8:00 – 8:30 A.M.	Free- Play
8:30 – 9:00 A.M.	Circle Time *
9:00 – 9:15 A.M.	Snack
9:15 – 10:00 A.M.	Seatwork 1 (Language and Writing Skills)
10:00 – 10:30 A.M.	Recess
10:30 – 11:00 A.M.	Seatwork 2 (Math Concepts)
11:00 – 11:15 A.M.	Art Project, Science
11:15 – 11:30 A.M.	Bible/Songs
11:30 – 11:45 A.M.	Story
11:45 – 12:15 P.M.	Lunch
12:15 – 12:30 P.M.	Clean up/Nap preparation
12:30 – 1:00 P.M.	Movie
1:00 – 2:45 P.M.	Nap, Rest Time
2:45 – 3:00 P.M.	Wake up/Toileting
3:00 – 3:15 P.M.	Snack
3:15 – 6:00 P.M.	Afternoon Program
* Fridays 8:30 A.M.	Chapel

*Note: This schedule is subject to change.*

## SNACK AND LUNCH

Snack time and lunchtime are wonderful opportunities for children to thank God for their food, develop good eating habits, learn about food groups, and develop nice manners. Children eat their lunches at varying times (see Class Schedules) from 11:15 A.M. – 12 :15 P.M.

*Note: Please do not send soft drinks, or candy in your child's lunch.*

## STUDENT LIFE

### CHAPEL

Chapel is a time set aside each week for the school to come together to worship and praise God. Students sing songs of praise, encourage one another through Biblical lessons, activities, and games while learning of God and His love. Chapel services are held three-days per week. Parents are always welcome and encouraged to attend; simply check in at the office for Zoom information.

### STUDENT CONDUCT

Solano Christian Academy is committed to the teachings of Jesus Christ; therefore, everyone connected with the school is expected to conduct themselves in accordance with the moral teachings of Jesus. A Christian standard of conduct includes such characteristics as courtesy, consideration, honor, kindness, honesty, respect for school and others' property, respect for teachers, parents, and staff members, and respect for the rights and the feelings of all students. Thus, students will conduct themselves in the classroom and on the grounds in such a way as directed in 1 Peter 1:13-16.

Repentance for unacceptable behavior is the first step toward improved conduct. As the Bible teaches, forgiveness is closely tied to repentance. Only when a student expresses sorrow and determines to change his or her behavior (repentance) can conduct improve. **Students that choose to behave in a manner that is inconsistent with Christian principles will be asked to leave SCA. Likewise, parents have signed a contract indicating support for the educational and moral standards set by this school and outlined in this handbook. Families that choose to disregard this commitment and behave in a fashion inconsistent with the stated standards of this school may also be asked to leave.**

## LOST AND FOUND

**The school is not responsible for damage to personal property or lost articles.** Check with the office for lost items. Items not claimed will be donated or disposed of appropriately. Please mark all jackets, sweaters, etc., with the student's name so that articles may be returned.

## TOYS FROM HOME

Personal toys may not be brought to school unless with permission from and direction by the teacher.

## CELEBRATIONS

### SCHOOL ASSEMBLIES

Throughout the school year, students will participate in school assemblies. Assembly themes include, but are not limited to, cultural, religious, safety, scientific, ethnic, and entertainment.

### STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL

A child's birthday is a very special day! Parents may provide a birthday treat for their child to celebrate with classmates. Such celebrations may be conducted at snack or lunch time. Summer birthdays are celebrated during the last week of school.

All celebrations must include the entire class.

1. Parents shall inform the teacher as early as possible (at least one week's notice).
2. Treats must be provided for each member of the class **(no products with peanuts may be served)**.
3. Parents shall furnish the paper goods, plates napkins cups, and utensils.
4. Teachers may develop additional guidelines for birthday celebrations.

### PERSONAL INVITATIONS

Personal invitations to attend a party may be distributed at school **only if all students (or all boys or all girls) in the class are invited**. Parents must make invitation arrangements off campus when select students are invited. This procedure avoids a personal hurt to the child who does not receive an invitation.



## SECURITY MEASURES

### FRONT DOOR

During school hours, the front door is locked and can be accessed through a magnetic remote release only. To enter, press the doorbell on the far-right door and wait for the office staff to acknowledge you. The office staff will press the release button. You will hear a click, and the far-right door only will then be able to be pulled open.

### PEDESTRIAN GATE

The pedestrian gate is locked and can be accessed through a magnetic remote release only. To enter, press the doorbell on the camera above the gate latch and wait for the office staff to acknowledge you. The office staff will press the release button. You will hear a click, and the gate will be unlocked. During school hours, access to the school may only be done through the front door.

### LEAVING THE SCHOOL GROUNDS

If it is necessary for a student to leave school, he/she must have written or direct verbal permission from the custodial parent given to the teacher or school office. In case of unavoidable medical appointments, the student should bring the written excuse to the homeroom teacher. **Before a student leaves the school property, he/she must be signed out in the school office by a custodial parent or authorized adult.**

### STUDENT RELEASE POLICY

Students will be released only to custodial parent or individuals authorized by the student's custodial parent or guardian. Restraining orders or other court documents limiting access to a child must be kept on-file with the school office.

### VISITOR'S SIGN-IN/SIGN-OUT POLICY

**All visitors (*anyone who is not an SCA employee*) are required to sign-in at the school office and wear a visitor's pass before proceeding to any other part of the campus.** The visitor's passes are good for one day and expire automatically. Sign-in is not required for custodial parent/guardian picking up students at the normal end-of-day pickup time.

## WAYS TO HELP YOUR CHILD BE SUCCESSFUL

1. Provide a quiet, unrushed home atmosphere as much as possible. Send your child to school with a happy feeling.
2. See that your child has regular hours of sleep and has a good breakfast before coming to school. Provide your child with a nutritional lunch.
3. Give your child a Christian foundation—attend church and pray with your child.
4. Have a common agreement on discipline between mother and father and be consistent in your discipline from day to day.
5. Show an interest in what your child is doing in school. Take time to discuss the work he/she brings home to show you.
6. Plan trips to places in which your child is interested.
7. Take your child to the library occasionally.
8. Give your child the responsibility for certain chores at home.
9. Help your child to respect the rights and property of others.
10. Have a definite place in the home where your child's work may be displayed. We suggest a bulletin board in a hallway, kitchen or family room, or in the child's room.
11. Read stories together with your child regularly. Fathers, as well as mothers, can enjoy this time with the child.
12. Supervise the television programs your child watches.
13. Talk to your child about behavior you are displeased with. Always remind your child he/she is loved, but it is the behavior that is not acceptable.

## IS YOUR CHILD READY FOR KINDERGARTEN?

A child ready for kindergarten:

- Must be 5 years of age on or before September 1<sup>st</sup> of the academic year.
- Is able to follow verbal directions.
- Responds well to correction.
- Has developed fine motor skills such as holding a pencil and hand/eye coordination.
- Is a self-starter, capable of working on his/her own, and able to finish tasks.
- Has achieved the emotional and social maturity necessary to communicate effectively with staff and peers.
- Completes the kindergarten readiness assessment.

*Note: Current SCA students require a teacher's recommendation before taking the kindergarten readiness assessment.*

## DISCLAIMER

### **Content Accuracy:**

**Every effort is made to provide accurate information in this handbook, however any information contained in this handbook is subject to change at any time by appropriate action of the Solano Christian Academy School Board. We reserve the right to change policies, rules and conditions at any time.**

THIS PAGE INTENTIONALLY LEFT BLANK

SOLANO CHRISTIAN ACADEMY  
Childcare Learning Center Families  
Handbook Acknowledgement Form

*Please print and return this form to the school office. It will be kept on file.*

I/we have read the Solano Christian Academy Childcare Learning Center Handbook in its entirety and understand and agree to abide by the policies and procedures outlined therein.

Child's Name (please print) \_\_\_\_\_

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

