

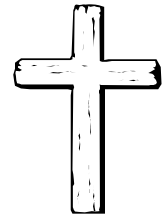
# **Christian Day Child Academy Handbook**

## **2024-2025**

16075 Hawthorn Path  
Lakeville, MN 55044

952.431.2025

[CDCA@mnvalley.org](mailto:CDCA@mnvalley.org)  
[www.christiandayacademy.com](http://www.christiandayacademy.com)



Christian Day  
Child Academy  
Mission Statement:

To glorify God by  
nurturing the spiritual  
growth and academic  
development of children  
with Biblical truth in a  
Christ-centered  
environment.

# Parent Handbook

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## Christian Day Child Academy

16075 Hawthorn Path, Lakeville, MN 55044 • 952-431-2025

Dear Parents,

“Grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever. Amen.” 2 Peter 3:18

Welcome to Christian Day Child Academy! We are glad you are a part of our preschool family! We begin this school year with prayer and are looking to Jesus for His equipping to teach and guide each of us as teachers for the school year ahead. We pray that this school year will be a time of growth and learning for each precious child that we have been entrusted with. We also pray that this school will be a “home away from home” for each child and their family. Our goal is to provide a loving, safe and Christ-centered environment where children can grow in all areas – spiritual, emotional, social, physical and intellectual. Each school day the teachers join together in prayer before the classroom door is opened. Please feel free to share any prayer requests with us that your family might have. It would be a privilege for us to pray for you.

Clear communication is one of the keys to a successful preschool year. This handbook is designed as a handy reference for you throughout the school year and we hope it will answer many of the questions you might have about our school. Please reference the parent orientation slides on our website for detailed information. Parents will be receiving weekly group emails called “CDCA Snippets” for curriculum information and other updates. We welcome any questions that you might have at any time during the school year.

Again, we extend a loving welcome to your child and family as you all begin this exciting preschool journey. To God be the glory!

Debbie Karban – Director

Teachers:

Cheryl Ladendorf  
DeVon Sadowski  
Tanya Grawe  
Kathy Osthus  
Jennifer Koles  
Rebekah Olson  
Karen Koles - substitute

Board Members:

Steve Karban  
Dave Osthus  
Christy Jaeger

## **CDCA Information & Policy** **School Year 2024/2025**

### **Goals of Christian Day Child Academy:**

Our goal is to provide a Christ-centered nurturing environment where children can learn, discover and create. We believe that God's Word, the Bible, is the foundation of all learning. We desire that like the child, Jesus, our students will "grow in wisdom, in stature and in favor with God and man." (Luke 2:52) Our curriculum areas include: Bible verses, pre-reading and math activities, social studies, health, science, large and fine motor development, outdoor play, music, stories, and creative art activities. Our daily schedule includes both creative playtime and structured activity time. The center's program plan is available for review on request.

### **Age of Children, Days & Hours of Operation**

Christian Day Child Academy is licensed for preschool children, ages 3 years through 5 years, 5 days a week (Monday through Friday.) Sessions are 9:15 a.m. to 11:45 a.m.

### **Parent Conferences & Communication**

Parent conferences are planned and offered for each student. A pre-admission conference (form) and two parent /teacher conferences during the school year (fall & spring) are offered informing parents of the child's developmental progress intellectually, physically, socially and emotionally. A newsletter is sent home each month. Daily information will be written on a parent message board in the arrival area. Parents will receive weekly school information emails. Updates of school information will also be on our website at [www.christiandayacademy.com](http://www.christiandayacademy.com)

## **Insurance**

Christian Day Child Academy carries liability coverage on all children and personnel on the premises.

## **Health Care Summary & Immunization Form**

**Immunization records and health care forms are required before the child's first day of attendance at school.** If these forms are not submitted as required, the child will not be able to attend until the forms are brought to school.

## **Absent & Illness Policy**

**If your child will be absent from school, please email the school office. If your child is absent due to illness, please let us know as soon as possible. We are required to notify all parents of communicable diseases. Parents will be informed through group email.**

## **Illness Exclusions:(requiring a student to stay home)**

- **Diarrhea**
- **Vomiting**
- **Fever**
- **Cold with nasal secretions**
- **Sore throat**
- **Coughing**
- **Eye redness and/or drainage should be checked by a doctor to rule out infection**
- **Rash (unless caused by an allergy)**
- **Any contagious illness**
- **Child not feeling well, such as lethargic behavior.**

**If a student becomes ill while at school:**

**The child will be separated from the other students with the supervision of a teacher. The parents will be contacted and expected to pick up the child as soon as possible.**

**Allergy Policy**

The school must be informed of any allergies that a student has and a plan will be made for prevention and response to an allergic reaction. All staff have been trained in Allergy Prevention and Response by Minnesota Medical Training. **Each student with allergies must have an Individualized Child Care Plan (ICCP) and an Allergy Action Plan signed by their health care provider. Forms are available at the school. If a student as any changes in the allergy plan during the school year – a new form is required with updated information. All staff will be informed of any changes.**

**First Aid Administration & Authorization**

**Parents are required to complete an emergency medical information form for their child including their preference of doctor, hospital, clinic and dentist with complete contact information. CDCA's source of emergency medical care is calling 911. Parents must authorize Christian Day Child Academy staff to administer first aid. Staff shall call the parent and 911 as deemed necessary. All staff have been trained in CPR and First Aid.**

**Medication**

No medication will be given to a child at school. **Exception to this rule – please contact the director for forms that must be signed by the parents and the child's doctor.**

## **Snacks**

Snack and 100% juice are served mid-morning. All snacks will be provided by the school. For the child requiring a rigid diet because of diabetes, sodium restriction, allergies, food sensitivities, diet preferences, etc. - then snack must be brought from home. Please talk to the director about details related to bringing snacks from home. **Parents must inform the school if their child has food allergies and a written Allergy Action Plan signed by the student's doctor must be in place before the first day of school.** We must have a new Allergy Action Plan every year – more often if any changes in allergies.

## **School Clothes**

Children should dress in comfortable play clothes for school. Children should not wear shirts that depict weapons, violence, skulls or any themes not in keeping with the Christian philosophy of our school. School t-shirts will be provided for the students. Tennis shoes are encouraged for outside play.

## **Holiday Parties**

Throughout the school year all classes have 4 holiday parties – Thanksgiving, Christmas, Valentine's Day, and Easter.

## **Behavior Guidance & Disciplinary Procedures**

Teachers will use positive guidance, redirection and the setting of clear-cut limits that encourage the child's own ability to become self-disciplined. Teachers will encourage children to respect other people, property and learn to be responsible for their actions. Teachers will guide children to develop self-control and appropriate



conduct in relationship to peers and adults. Teachers will use discipline that is consistent, clear and understandable to the child.

**Discipline Action Standard:**

- 1) Teacher/child discussion of the problem situation.
- 2) Statement of expectations and consequences.
- 3) Teachers consistently following through with the stated consequences.
- 4) Inform parents of the behavior situation and develop a behavior plan.

In rare instances, it may be necessary to suspend a child from the program due to disruptive behavior. The following procedures will be administered as needed:

- Step 1: Teacher talks with the child and attempts to modify behavior. Behavior is documented.
- Step 2: Teacher talks with the parents and child and involves the family in bringing about the desired behavior change with a behavioral plan.
- Step 3: If disruptive documented behavior continues, the director talks to the child and parents and discusses the behavioral plan.
- Step 4: If disruptive documented behavior continues, the child is excluded for one day.
- Step 5: If the child still exhibits unacceptable documented behavior, the option of extra teaching staff on a trial basis might be provided to give one-to-one support for the child upon parents' consent. This cost would be the responsibility of the parents – above regular monthly tuition costs.

- Step 6: If the child still exhibits unacceptable documented behavior, he/she may not be allowed to continue in the program.

If you have any questions about our behavior guidance procedures, please talk to your child's teacher or the director.

### **Pets**

Pets or pet visits in the classroom or school building are not allowed for allergy and safety reasons.

### **Toys**

Students are not allowed to bring toys into the classroom.

### **Volunteers/Visiting the School**

Parents will be informed when volunteer opportunities are available in the classroom. Please call the school at anytime if you want to pick up your child and he/she will be brought upstairs to the arrival area with a teacher.

### **Outdoor Play**

Weather permitting we will play outside each day at school. Please dress your child appropriately for outside play. Please label all outerwear.

### **Field Trips**

Parents will be informed if field trips are scheduled. A field trip permission form will be required to attend the trip.

## **Arrival & Dismissal Policy**

**On arrival at school parents should bring their child to the double doors at the front of the church building. The student will be checked in by a teacher. Parents will then escort their student to the classroom door. On dismissal parents should arrive again at the south church double doors and students will be brought upstairs to depart with their parent through the north church doors. Signs will be used to help direct parents and show the flow of traffic on arrival and departure.**

Parents are required to make known in writing authorized personnel bringing the child to and from the center. Parents are required to notify the center if someone other than a parent is allowed to pick up the child from the center. The child will not be released until the teacher is given permission by the parent. Parents are responsible to be alert to weather conditions while the child is in attendance at the center. Parents are encouraged to pick up their child from the center at any time they feel the weather is threatening. Please call the school whenever picking up your student early and a teacher will bring him/her up to the dismissal area. **Weather related school closings will be announced on our website at [www.christiandayacademy.com](http://www.christiandayacademy.com) or email the school with questions at [cdca@mnvalley.org](mailto:cdca@mnvalley.org)**

## **Emergency Plans**

Monthly fire drills and tornado drills (in the fall & spring) are practiced at school. Safety drills will also be practiced. A copy of the CDCA Emergency Plan will be available to all families at the time of enrollment.

Human Services Division of Licensing telephone is 651-431-6015

### **GRIEVANCE POLICY & PROCEDURE:**

A parent may bring a grievance (if unhappy or have questions) about the manner in which a situation involving their child is handled to a staff person. The staff person will listen attentively and discuss the situation with the parent. The staff person would then immediately inform other staff of the issue. The full staff would meet and discuss the situation and review reasons for actions according to the program's standards. After discussion, the head teacher would contact the parents and share the staff's discussion. If the parent is still not satisfied, he/she may contact the director. A conference with the parents, staff and the director would be set up to address the issue in the best interests for all concerned. The grievance of each issue shall be addressed and resolved within the week of notice.

### **CHILD PROTECTION LICENSING REGULATIONS**

Licensing regulations require parents to be informed of policies and procedures regarding the Maltreatment of Minors Act. Teachers in a licensed facility are legally required to report suspected child maltreatment, but any person may voluntarily report abuse or neglect. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused, you may make a report to an outside agency such as the police (telephone: 911) or DHS - Maltreatment - #651-431-6600.

## **Tuition Policy**

Tuition is based on the actual cost of operating the school. CDCA depends on each month's tuition to pay current expenses and staff salaries. All children attending CDCA will pay full tuition each month unless financial aid provisions have been arranged through the director and board.

Parents must sign a financial agreement before the school year begins.

- 1) Parents agree to pay the first month's tuition by the first day of school.
- 2) Tuition is due the first day of each month.
- 3) If monthly tuition is not paid by the 10<sup>th</sup> of each month, you will receive a late notice.
- 4) If monthly tuition is not paid by the last day of the month, you will be required to meet with the director and/or CDCA board to discuss your financial commitment.
- 5) If monthly tuition is not paid by the last day of the subsequent month, your child may be dismissed from the preschool.
- 6) Families with multiple children enrolled will receive a 5% tuition discount for 2<sup>nd</sup>, 3<sup>rd</sup>, etc. children.
- 7) Members of Minnesota Valley Church will receive a 10% tuition discount.
- 8) Only one option of 6 or 7 can be used.

Tuition: 2-day classes - \$185    3-day classes - \$240

## **NON-DISCRIMINATORY POLICY**

Christian Day Child Academy admits students of any race, color, 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and any school administered programs.

## **BIBLICAL LIFESTYLE POLICY**

Christian Day Child Academy (CDCA) is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4—6).

## Learning Goals for Pre- K 3 Class

### Social Skills

- Learning to talk with children and teachers
- Learning to share
- Learning to play cooperatively
- Learning to ask a child to play
- Learning to listen when others are talking
- Learning to act independently with self-confidence
- Learning to be respectful of others
- Learning to be responsible
- Learning to follow directions
- Learning self-control

### Reading Readiness & Language Arts

- Names basic colors
- Recognizing his/her name
- Recognizing likeness/differences
- Following two step directions

- Understanding positional concepts
- Understanding sequencing – what happens first, second, etc.
- Participating in group discussions – contributes ideas
- Classifying colors, sizes, animals, foods, etc.
- Memorizing – Bible verses, songs, fingerplays

### Writing Readiness & Fine Motor Skills

- Can hold a pencil
- Can trace a line
- Holds scissors and can cut on a line
- Can string beads
- Can put on his/her own coat

### Math

- Can put things in order from small to large
- Understands concepts – some, many, more, alike, different, big, small, etc.
- Can put together 6-8 piece (or more) puzzle
- Can count by rote to 10 or higher
- Can identify numerals 1-10
- Can count 10 objects or more
- Can identify circle, triangle, square & rectangle

### Large Motor Skills

- Can walk across a balance beam
- Can hop
- Can run & jump



- Can pedal a trike
- Participates in group large muscle activities

## Science

Learning that:

- God made our world.
- God made plants/animals.
- God made me and I am special.

Learning about:

- Seasons – fall, winter, spring, summer
- Plants
- Animals
- Water
- Weather

Learn to:

- Observe, investigate, explore, discover and acquire information

## Other Areas Covered:

- Wee Wisdom Group Time – Bible time & story time
- Music Appreciation – Singing, group participation with instruments, listening to music.
- Art Appreciation – creative expression with a variety of art materials – easel painting, finger painting, collages, chalk, markers, sponge painting, etc.
- Book Appreciation – listening skills and participating in group discussions.
- Health – cleanliness, hand washing, good nutrition, taking care of my body.

## Learning Goals for Pre-K 4 Class

### Social Skills

- Learning to talk with children and teachers
- Learning to share
- Learning to play cooperatively
- Learning to ask a child to play
- Learning to listen when others are talking
- Learning to act independently with self-confidence
- Learning to be respectful of others
- Learning to be responsible
- Learning to follow directions
- Learning self-control

### Reading Readiness & Language Arts

- Names basic colors
- Recognizing his/her name
- Developing visual & auditory discrimination
- Recognizing likeness/differences
- Following multiple step directions
- Reciting the alphabet
- Identifying upper case letters
- Identifying lower case letters
- Identifying opposites
- Identifying rhyming words
- Understanding positional concepts

- Understanding sequencing – what happens first, second, etc.
- Participating in group discussions – contributes ideas
- Classifying colors, sizes, animals, foods, etc.
- Memorizing – Bible verses, songs, fingerplays, Pledge of Allegiance

### Writing Readiness & Fine Motor Skills

- Can hold a pencil correctly
- Can trace a line
- Can copy shapes
- Can print his/her name
- Holds scissors correctly and can cut on a line
- Can string beads
- Can put on his/her own coat & button & zip

### Math

- Can put things in order from small to large
- Understands concepts – some, many, more, few, less, least, alike, different, big, small, etc.
- Can put together 8-12 piece (or more) puzzle
- Can count by rote to 20 or more
- Can identify numerals 1-10 or more
- Can count 20 objects or more
- Can identify circle, triangle, square, rectangle, diamond, oval

## Large Motor Skills

- Can walk across a balance beam
- Can hop on one foot
- Can run & jump
- Can pedal a trike
- Can throw & catch a ball
- Participates in group large muscle activities

## Science

Learning that:

- God made our world.
- God made plants/animals.
- God made me and I am special.

Learning about:

- Seasons – fall, winter, spring, summer
- Plants
- Animals
- Water
- Weather

Learn to:

- Observe, investigate, explore, discover and acquire information

## Other Areas Covered

- Wee Wisdom Group Time – Bible time & story time  
Memorizing Bible verses and working on year-long Bible project. Children will complete their Bible in May and will receive it on graduation day.
- Music Appreciation – singing, group participation with instruments, learning names of instruments, listening to music.
- Art Appreciation – creative expression with a variety of art materials – easel painting, finger painting, collages, chalk, markers, sponge painting, etc.
- Book Appreciation – listening skills, participating in group discussions, learning about concepts of print – front and back of books, reading left to right and top to bottom, author, illustrator and title.
- Health – cleanliness, hand washing, good nutrition, taking care of my body, importance of sleep and exercise, learning about germs including covering sneeze and cough.

## Learning Goals for Pre-K 5 Class

### Basic Skills

- Names basic colors
- Names simple shapes
- Identifies opposites
- Understands positional concepts
- Names days of the week in order

### Reading Readiness

- Follows multiple-step directions
- Recites the alphabet
- Identifies capital letters in random order
- Identifies lowercase letters in random order
- Matches capital and lowercase letters
- Identifies sounds made by letters
- Can name and identify objects
- Can retell a story and identify characters
- Identifies problem/solution in a story
- Reads some words by sight
- Sequencing – can put a story in order
- Classification – animals, colors, foods, sizes, etc.
- Opposites – understands and can identify
- Rhyming – can identify and understands concepts
- Memorization – Beatitudes, Pledge of Allegiance, Christmas Story from Luke, Psalm 23

## Writing Readiness

- Writes from left to right
- Leaves spaces between words
- Can trace a line
- Can copy an object
- Writes some words independently

## Math Readiness

- Counts objects to 20
- Writes numbers to 10
- Identifies numbers to 15 in random order
- Rote counts to 100
- Reads a graph
- Identifies and continues established patterns
- Can put things in order from small to large
- Understands concepts – some, many, more, few, less, more, alike, different, big, small, least, etc.

## Fine Motor Skills

- Colors within lines
- Draws shapes
- Holds pencil correctly
- Prints letters and numbers
- Holds scissors correctly and can cut on line



## Gross Motor Skills

- Balance
- Coordinate weight shift – forward, backward, side to side
- Understand and execute running, jumping, walking, hopping, skipping, crawling, etc.

## Other Areas Covered

- Living Word Friendship – Bible time and story
- Music Appreciation – singing, group participation, listening to records, instruments, rhythm.
- Art Appreciation – creative expression.
- Book Appreciation – parts of a book, author, illustrator, title, etc. Listening skills and relaxation.
- Health and Body Appreciation – self-awareness, self-image, self-acceptance. Cleanliness and eating habits.

## **TTH Pre-K 3 & Pre-K 4 Schedule**

9:10	Door opens/Arrival time
9:15 – 9:30	Beginning Activities/Morning Routine
9:30 – 9:50	Chapel & Group Time – Music & Bible Majestic Music (monthly) Fruit of the Spirit (monthly) Story
9:50 – 10:40	Curriculum Project Art Free Choice Time at Centers Library
10:40 – 11:05	Clean Up Time Bathroom & Snack
11:05 – 11:15	Letter Activities Science Sparks (monthly) Math Matters (monthly) Art Appreciation (as scheduled)
11:15 – 11:35	Large Muscle Activities Outside Play
11:35 – 11:45	End of Day Activities/ Dismissal

## MWF Pre-K 4 & Pre-K 5 Schedule

9:10	Door opens/ Arrival
9:15- 9:30	Beginning Activities/Morning routines
9:30-10:00	Chapel & Group Time – Music & Bible Story Majestic Music- (monthly) Fruit of the Spirit- (monthly)
10:00-10:20	Curriculum Activities Art
10:20 – 10:40	Free Choice Activity Centers Library Time
10:40- 11:00	Clean Up/ Bathroom / Snack
11:00 – 11:10	Letter Activities Science Sparks ( monthly) Math Matters (monthly) Art Appreciation (as scheduled)
11:10 – 11:35	Large Muscle Activities Outside Play Time
11:35 – 11:45	End of Day Activities & Dismissal

## Letter Activities for All Classes

Each week children in all classes can bring in magazine pictures of things starting with the “letter of the week.” The children will put the pictures on a poster, which the teachers will review with the children at the end of the week. Each student will also have a turn to take home the “Letter bucket”. Please keep this simple! Items placed in the bucket should be small and can also be drawn or cut out of a magazine. (Example, L week – a lego, lint, library book or card, something lavender, ladle, lace, leaf, etc.) Please see us if you have any questions. This should be a fun activity for the class and at the same time reinforce the letter sounds. Thank you for helping your child with this activity!

CDCA Staff

## Learning at Home

Parents are a child's most important teachers. Children need a variety of experiences as they progress towards kindergarten readiness. Here are a few suggestions of activities that you might want to do with your child.

- Read, read, read to your child. Bring books with in the car for your child to look at or in your purse while you wait with your child for appointments.
- Make labels for objects in your home in order to provide a print rich environment.
- Work on rhyming – “What rhymes with hat?” as you are waiting at the stop light or in the grocery line. Understanding rhyming has a correlation to beginning reading.
- Ask your child questions when you are reading a story.
- Have your child dictate a story to you & write it down. Have your child draw pictures to go with his/her book. Bring it to school to show his/her teachers!
- Provide activities for your child to develop hand/finger strength – important for writing and scissor skills. Ideas: playdough, pinch bubble wrap between thumb and fingers, use spray bottles outside with water, use eyedroppers for art projects, rip paper into small pieces for an art project or have your child cut out coupons.
- Provide activities for your child to develop shoulder strength and stability, which is also important in writing. Ideas: Paint large boxes (this works well outside!), write on a chalkboard or

paper mounted on a wall or vertical surface, digging in the dirt or shoveling snow, stacking large blocks or pulling peers in a wagon.

- Help your child to recognize their name, know the letters in their name and to begin printing their name.
- With supervision help your child begin to cut with scissors.
- Limit TV and computer time. When your child does watch TV, watch with them and talk about what they have seen.
- Help your child learn their full name, address & phone number.
- Encourage social development by inviting a friend from their class to your home for a play date.
- Talk about colors, shapes, letters & numbers during your daily routine. What letters do you see on the cereal box? How many crackers do you have left to eat? What color is a stop sign? What shape is your cookie?
- Pretend with your child – Let's pretend we are riding on a bus. Where do you think we are going?
- Children learn through play – have fun!

