



Christian Academy  
OF LOUISVILLE <sup>with</sup>  
Junior Academy 

# Family Handbook

2022-2023

English Station Campus  
700 South English Station Road  
Louisville, KY 40245  
(502) 244-3225

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Louisville, KY 40258  
(502) 753-4633

***The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men.***

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***NOTE:*** The policies and procedures in this handbook supersede all other directives and are under review at least annually. Additions, deletions and changes may occur at any time, including during the school year. Neither this handbook nor anything in it is a contract.

# Section I

## G.1.0 INTRODUCTION TO CHRISTIAN ACADEMY SCHOOL SYSTEM

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*For no one can lay any foundation other than the one already laid, which is Jesus Christ.*

I Corinthians 3:11 NIV

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### G.1.1 Christian Academy School System

The Christian Academy School System is a family of Christian schools that share a philosophy, mission, and commitment to providing quality Christian education in a Christ-centered environment. Each school reflects the needs and desires of the Christian community it serves.

Our schools have a rich history that testifies to God's grace and provision. Please click [here](#) to read more about the history of Christian Academy School System.

### G.1.2 Statement of Faith

We believe that the Bible is the only inspired, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

We believe man was created in God's image and being descended from Adam inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

We believe men and women are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy, and discipline, the Superintendent, subject to review by the Board of Directors as appropriate, is the school's final interpretive authority on the Bible's meaning and application.

### G.1.3 Statement of Sanctity of Life and Statement on Gender, Marriage and Sexuality

#### Statement on Sanctity of Life

We believe that all human life is sacred beginning at the moment of conception and ending at a person's natural death. Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

#### Statement on Gender, Marriage and Sexuality

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

We believe that the term “marriage” has only one meaning, which is marriage as created and sanctioned by God in which God joins one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

We believe that any form of sexual immorality is sinful and offensive to God. Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex.

We believe that in order to preserve the function and integrity of the Christian Academy School System’s, and its member institutions, commitment to traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide Biblical instruction and modeling to the System’s students, faculty, staff, families, and the community, it is imperative that all persons employed by Christian Academy School System in any capacity, who serve as volunteers, or independent contractors, should abide by and agree to our Statement of Faith and to this Statement on Gender, Marriage, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity; behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, the doctrines of the Church, or the policies of Christian Academy as reflected in our Statement of Faith.

#### **G.1.4 Mission Statement and Vision**

##### **MISSION STATEMENT**

*The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. As such, Christian Academy considers its employees to be ministers of Christ to the students and families they serve.*

##### **VISION**

*The vision of Christian Academy is to ignite and transform students to impact our communities through world-class, Christ-centered educational experiences.*

#### **G.1.5 Philosophy**

The educational philosophy of the Christian Academy School System is based on a Biblical view of God, man, truth, and education. To read more about the philosophy and goals of Christian Academy School System, please click [here](#).

#### **G.1.6 Biblical Worldview**

The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. To this end, students at every level are taught from a biblical worldview. A worldview is the framework from which each person views life. It represents their most fundamental beliefs and assumptions about the world in which they live.

As students develop a biblical worldview they will accept that scripture is the final authority concerning God's character, God's creation, God's truth, God's love and God's design. This biblical worldview is developed through the knowledge of Bible truths, application of scripture and the leading of the Holy Spirit. The goal of Christian Academy is to lead students to commit to biblical principles and truth as the structure for all that is taught: physically, mentally, socially, emotionally, and spiritually.

### **G.1.7 Diversity Commitment**

In Genesis 1:26-27, God created humanity in His own image and gave them dominion over the earth. Christian Academy Schools provide students with an excellent education in a Kingdom-focused environment. Recognizing that God has created individuals in His image, Christian Academy values and cherishes the uniqueness and dignity of each person believing a diverse community creates a dynamic school.

Christian Academy opposes all forms of racism and prejudice that may cause anyone to feel undervalued and unworthy of human dignity. We pledge to intervene if we see moments in our classrooms, meetings, conferences, discussion boards, or students' work that may threaten and/or harm through stereotyping or silencing fellow image-bearers.

Diversity in our student body, families, staff and community builds a school environment where all are respected, valued and appreciated. A diverse community at Christian Academy supports sensitivity to ethnic backgrounds, feelings and individual physical characteristics of others, while developing appreciation for the God-given talents and abilities of those encountered throughout the world.

The Christian Academy beliefs are based on Galatians 3:28 that we are one family in Christ enhanced by embracing the differences God has designed in all of his creation.

### **G.1.8 Accreditation**

All schools in the Christian Academy School System are accredited, certified or licensed by the following organizations:

#### Kentucky

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/Southern Association of Colleges and schools) (PreK-12)
- National Council of Private School Accreditation
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

#### Indiana

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/North Central Association) (PreK-12)
- National Council of Private School Accreditation
- State of Indiana

### **G.1.9 Board of Directors**

A Board of Directors governs Christian Academy. To read more about the role of the Board and to meet the members, please click [here](#).

## **G.2.0 GENERAL POLICIES AND PROCEDURES**

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*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*  
Colossians 3:17

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### **G.2.1 Admission**

Subject to the faith-based standards and beliefs stated in the Christian Academy policies and procedures, Christian Academy School System admits students of any race, gender, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

Christian Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. Christian Academy's policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children. The Christian Academy staff partners with families who also teach their children what it means to have a Christian lifestyle regarding personal and family relationships, such as demonstrating love for others, exhibiting a teachable spirit and sharing the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4). (See Section G.1.3)

Notwithstanding anything else in this handbook, Christian Academy reserves the right to select students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with our administration and policies. Therefore, Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the school and/or the inability to maintain a lifestyle consistent with the Christian Academy statement of faith, mission, values, philosophies and goals, and any related policies and procedures. (Romans 1:24-32, Galatians 5:19-21)

### **G.2.2 Fundraising**

The costs involved in operating Christian Academy School System significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. Christian Academy School System's ALL IN Campaign is designed to bridge the gap between tuition and operating costs by supporting the Annual Fund. This is achieved each year through voluntary tax-deductible gifts from parents, grandparents, staff, alumni and the community. Through these gifts, we are able to provide students with an academically advanced Christ-centered education.

The Christian Academy Gala is the main fundraising event for the school system and proceeds go to support the Annual Fund to benefit each campus. Everyone is invited to be part of this event. There are other campus specific fundraising events throughout the year led by the Development Office, the athletic departments, and the PTO for each campus. There are other opportunities to give back to the school through in-kind donations, volunteer opportunities, fundraising events or planned giving to assist in meeting needs in the future.

Approval from the Director of Philanthropy and Communication must be obtained for all school-related fundraising projects prior to any sales or activities being conducted. All fundraising inquiries should be directed to the Director of Philanthropy and Communication at (502) 244-3225.

### **G.2.3 Marketing, Public Relations, Branding and Logo Usage**

The Director of Philanthropy and Communication provides oversight to all Christian Academy School System branding, logo usage, marketing, communications and public relations efforts, and is the official media contact for

Christian Academy. All media inquiries should be directed to the Director of Philanthropy and Communication at (502) 244-3225. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff and coaches are not authorized to issue press releases or otherwise communicate for or on behalf of the schools or any school program, team or group unless specifically authorized to do so by the Superintendent, Executive Director or Director of Philanthropy and Communication.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Philanthropy and Communication for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

Permission to use the Christian Academy School System logo, or any other logo associated with the school system for an individual campus, athletics, fine arts, Jr. Academy, or any other area must be obtained by submitting a Brand Request Form on [www.caschools.us/brandconnection](http://www.caschools.us/brandconnection), and following the process set forth to accurately display and represent the Christian Academy School System with excellence.

Christian Academy encourages communication among its families. However, use of the Christian Academy of Louisville, Christian Academy of Indiana and Christian Academy School System name and logos without written permission is prohibited in the creation and promotion of new social media groups or websites (for example, creating a *Christian Academy of Louisville xxxx Facebook page*) as this implies approval and support of Christian Academy School System. Approval of spin off groups may be obtained through a written request to the Director of Philanthropy and Communication. Christian Academy School System reserves the right to require discontinuance of any network reflecting Christian Academy if, in the opinion of Christian Academy, the network is not consistent with the philosophy and standards of Christian Academy.

#### **G.2.4 Safe School Commitment**

Christian Academy School System is committed to establishing and maintaining a safe learning environment for each of its campuses. Therefore, Christian Academy School System reserves the right to routinely inspect and specifically search school buildings, grounds, and lockers, as well as anything brought onto school property or school facilities in accordance with the laws of each state.

#### **G.2.5 School Facilities Notices**

##### Integrated Pest Management Program

Christian Academy School System provides a safe and sanitary school environment. One way that is accomplished is through an Integrated Pest Management (IPM) program to prevent pest infestations. Inspections are conducted monthly. Should any remedial action be necessary, every effort is made to do so when students and staff are not present. Should that be unavoidable, 24-hour notice will be given prior to any IPM applications on school property and all appropriate precautions will be taken according to safety guidelines and standards. When requested, this information is available to all parents and school employees.

#### **G.2.6 Security**

Christian Academy School System is fully committed to providing a safe and secure learning and working environment for all stakeholders, including students, employees, and visitors. Each school has fully developed and routinely practiced security protocols which have been reviewed and endorsed by local and state law enforcement agencies. See Section P.3.6 for security measures regarding visitors to campuses.

Access to school buildings will be denied during security drills. On some campuses, traffic will be stopped during drills until students have re-entered the building.

### **G.2.7 Traffic Safety**

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe speed limit signs, stop at all crosswalks, refrain from all forms of distracted driving, and be vigilant in watching for children. Do not pass school buses with stop signs extended. Do not park in fire lanes. Vehicles parked in fire lanes may be cited by LMPD/NAPD and/or the State Fire Marshal (or his designate). At the English Station campus, please observe the proper traffic pattern for the roundabout. The safety of our students is a great concern.

All students are to be dropped off and picked up only at locations designated for each school level on each campus. Refer to the school-specific section of this handbook for details. Please observe all traffic and parking instructions and zones on campuses, and use marked crosswalks when crossing the flow of traffic. During carpool hours, cars should not be parked or abandoned in the drive lanes for any reason, especially at school entrances.

### **G.2.8 Website**

The official website of Christian Academy is located at <http://www.caschools.us>.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Philanthropy and Communication for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

### **G.2.9 Reporting and Investigating Suspected Child Abuse**

Christian Academy schools comply with all state laws and regulations in reporting and investigating cases of suspected abuse. Policy details are available to families upon request. Allow three business days for processing.

## **Section II**

### **P.1.0 INTRODUCTION TO CHRISTIAN ACADEMY OF LOUISVILLE JUNIOR ACADEMY**

The Family Handbook has been prepared to help you understand the policies and procedures of Junior Academy. Please read each section carefully and refer to it for reference during the year.

To assure that Junior Academy achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Christian Academy of Louisville, Junior Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

#### **P.1.1 Welcome**

Welcome to Christian Academy of Louisville Junior Academy. We're excited to have your child with us this year. May God bless our Junior Academy family as we work together to serve our Lord and Savior.

#### **P.1.2 Philosophy**

Junior Academy joins with the Christian family to provide for the individual needs of each child entrusted to our care. We strive to focus on the individual needs of each child in the light of God's Word. We desire for each child to learn about Jesus and how HE wants us to live.

The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men.

#### **P.1.3 Curriculum**

We believe that young children learn best by doing. Our curriculum includes "Handwriting Without Tears" and "Phonemic Awareness" as well as biblically-based "Scripture Bites". The curriculum is based on the understanding that young children's play is their "work". Junior Academy trains children to develop through a balance of child-initiated and teacher-directed activities to help prepare the children for future academic growth and development. The Brigance Screening Tool is used twice a year to help assess children's growth and development.

## **P.2.0 GOALS**

### **P.2.1 Spiritual Formation Goals**

In Junior Academy we believe that building a strong biblical foundation begins at a young age. The goal of the Junior Academy program is for students to gain an understanding of God's character and design for their life stemming from three biblical principles:

1. God loves me.
2. God wants me to love Him.
3. God wants me to love others.

### **P.2.2 Social Goals**

1. To lead the child to an awareness and an understanding of the Bible, God, the Holy Spirit, Jesus and His sacrifice for us.
2. To help the child learn how to get along with others.
3. To help the child learn self-control.
4. To help the child increase in independence.
5. To help the child learn to give and receive empathy, kindness, and forgiveness.
6. To help the child begin to understand and appreciate the world around him.
7. To help the child develop a good self-image.
8. To help the child develop language skills for good communication.

### **P.2.3 Academic Goals**

1. To say and recognize shapes, colors, numbers and letters.
2. To understand concepts such as first, last, next, middle, same, etc.
3. To be able to share things in front of peers.
4. To print their first name correctly.
5. To listen attentively.
6. To follow directions in order.
7. To be able to perform fundamental movements such as walking, running, hopping, skipping, and galloping.
8. To develop body awareness: knees, head, shoulder, elbow, hip, front, back, side, etc.
9. To develop memory skills and phonemic awareness through poems, rhymes, and songs.
10. To develop fine motor skills.

Academic goals are based on age and vary for each classroom.

***\* We reserve the right to observe and/or evaluate each child periodically as scheduled or needed.***

## **P.3.0 HOURS AND ATTENDANCE**

### **P.3.1 Hours of Operation**

English Station: Full Day: 7:00 AM – 4:00 PM; After-school Care\*: 4:00 PM – 6:00 PM

Southwest: Full Day: 7:00 AM – 4:00 PM; After-school Care\*: 4:00 PM – 6:00 PM

\*(See P.3.2 After-school Care Program)

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*Instructional time for all programs is 8:00 AM – 3:00 PM.*

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**All** Jr. Academy programs will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving (Wednesday, Thursday, and Friday)

If the holiday falls on a Saturday, it will be observed on Friday. If it falls on a Sunday, it will be observed on Monday.

Teacher in-service dates and holidays are scheduled yearly. **Please refer to the [Christian Academy of Louisville JA-12 school calendar](#).** Junior Academy follows the K-12 Christmas and Spring break schedule.

### **P.3.2 After-School Care Program**

The After-school Care Program is offered for Junior Academy students who need care between the hours of 4 PM - 6 PM. There is a separate fee for After-school Care that is included on the Junior Academy tuition and fee schedule posted on the website. Registration for the After-school Care program opens in the spring when parents must commit to use this service for an entire semester. The After-school Care program is not intended for drop-in or occasional use.

### **P.3.3 After Hours**

Please promptly pick up your child at the end of the program in which your child is enrolled. If you are late to pick up your child, there will be a late charge of **\$2.00 per minute per child** billed through FACTS Tuition Management. If you know you are going to be late for pick up, please call the Junior Academy office immediately to inform the staff of your late arrival. (English Station: 753-4504; Southwest: 753-4633)

Please promptly pick up your child at the following times:

4:00 PM for students NOT enrolled in the After-school Care Program

6:00 PM for students enrolled in the After-school Care Program

### **P.3.4 Attendance**

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardiness are a hindrance to your child, other students and the teacher.

- Classes begin at 8:00 AM.
- Students may arrive as early as 7:00 AM.
- If there is a special circumstance that requires a later drop off, parents should contact the Jr. Academy office.

### **P.3.4 Enrollment**

We operate on a first come first served basis. Others may be placed on a waiting list. All children must register properly before admission. Registration includes an up to date Immunization Certificate, Parent Partnership Commitment, Application, and Policy Approval Form (See policies in sections G.1.2 and G.1.3).

For enrollment questions, please contact the Admissions office at 502-244-3225 ext. 1075 for English Station and 502-244-3022 for Southwest.

### **P.3.5 Arrival and Dismissal**

#### **English Station:**

Preschool families should park in the visitor/parent parking lot and walk their child, via the crosswalk, to Door #2 to sign their child in and sign them out at the end of the day. This door will be open from 7:00 AM to 8:00 AM for admittance and will be locked after 8:00 AM. After 8:00 AM please call the Junior Academy office at 502-753-4504.

JA Dismissal begins at 2:50 PM for students not enrolled in the After-school Care Program. JA students can be picked up from Door #2 until 4:00 PM. Students not enrolled in the After-school Care Program who are not picked up by 4:00 PM will be charged a late fee of \$2.00 per minute per child (*see P.3.3 After Hours*).

At 4:00 PM Door #2 will be locked and parents will need to park in the lot behind the Cottages on the elementary side of the building, walk to Door #5, buzz to be let in and come to the Elementary Desk. The employee there will call for your JA student to be sent to meet you at the desk. The last pick up for those not enrolled in After-school Care is 4:00. The last pick-up for After-school Care is 6:00 p.m. Any late pick-ups after those times is \$2.00 per minute per child (*see P.3.3 After Hours*).

Only those people whose names appear on the registration form or authorization of pick up form will be allowed to remove your child from the school. All individuals **must be 18 or older** in order to sign a child out of the school. We ask for a photo ID until the faces become familiar or in the case of a new individual picking up your child. **If there is a problem regarding custody, we must have a court statement regarding the custody agreement.**

If an authorized person who is intoxicated or impaired insists on removing a child(ren) from the school, the school will immediately report the incident to the local police agency.

#### **Southwest:**

All Junior Academy parents must come to the connector door (Door #7) where a staff member will greet you to sign in your child at morning drop off or sign out your child at afternoon pick up.

Preschool families should park in the secondary parking lot between the school building and the church building. Preschool parents must walk their child to the building each morning at the entrance door that connects the school and church. There will be a receptionist at that entrance between the hours of 7:00-8:10 AM (morning arrivals), 3:00-4:00 PM (afternoon dismissals), and 5:00-6:00 PM (After-school Care dismissals).

If you arrive after school starts, or if you need to pick up your child before 3:00 p.m. press the call box at the JA entrance upon your arrival or call the cell number (502-498-3500). Students not enrolled in the After-school Care Program who are not picked up by 4:00 PM will be charged a late fee of \$2.00 per minute per child (*see P.3.3 After Hours*). The last After-school Care pick-up is at 6:00 p.m. A late fee of \$2.00 is charged for every minute past 6:00 PM you are late (*see P.3.3 After Hours*).

Only those people whose names appear on the registration form or authorization of pick up form may be allowed to remove your child from the school. All individuals **must be 18 or older** in order to sign a child out of the school. We ask for a photo ID until the faces become familiar or in the case of a new individual picking up your child. **If**

**there is a problem regarding custody, we must have a court statement regarding the custody agreement.**

If an authorized person who is intoxicated or impaired insists on removing a child(ren) from the school, the school will immediately report the incident to the local police agency.

**P.3.6 Visitors**

Visitors must park and enter through the clearly designated visitor's entrance of the school. All other doors are locked and no admittance will be allowed. Please do not buzz or knock for entrance at other doors.

All visitors attempting to gain access to the building for the first time must present valid government-issued identification. This includes a driver's license, a state ID card, US Passport, US Military ID or a permanent resident card. Visitors refusing to produce such ID will be asked to leave the campus, as their identity cannot be verified.

Qualified visitors will receive an ID badge that they must wear while on campus. They must also sign out, return the badge, and leave campus through the designated entry door.

In order not to disturb classroom instruction, all parents and visitors must also check in with the school reception before proceeding to a classroom for a scheduled event.

**P.3.7 Inclement Weather Policy**

Closings and delays of Junior Academy (PreK) – 12 schools will be announced via the following media:

**1<sup>st</sup> Christian Academy Emergency Alert System**

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in FACTS Family Portal. More information about accessing and using FACTS Family Portal can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.

**2<sup>nd</sup> Christian Academy website [www.caschools.us](http://www.caschools.us)**

In addition, you may watch for closing information under the name of Christian Academy of Louisville on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from the Christian Academy Emergency Alert System.

In the event of the need to close one KY campus, or if there are any significant schedule changes such as early dismissal, the Christian Academy Emergency Alert System will be the primary source of notification. Local media sources should not be relied upon for information about single school closings.

Parents always have the option of keeping students home if they consider the roads or conditions hazardous.

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*Jr. Academy will be closed when the rest of school is closed.*

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**Delayed Schedule:**

Christian Academy has a delayed start of school protocol for all KY campuses that applies to all levels, Jr. Academy through 12<sup>th</sup> grade. Under a delayed start, the regular schedule for school will be postponed for two hours.

A delayed start of school announcement will be made via the Christian Academy Emergency Alert System.

- Bus routes for K-12 students will begin 2 hours later than daily pick up times.
- Schools will receive students 2 hours later than their daily schedule.

- Schools will start 2 hours later than their daily schedule.
- Schools will adjust their internal daily schedules to accommodate their needs.
- Schools will dismiss at regularly scheduled times.
- In rare and extreme conditions, school closing will be announced.

*Please Note: Christian Academy of Louisville does not follow JCPS schedules or announcements.*

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*When school is on a two hour delay, Jr. Academy will open at 9:00 a.m.*

*Children will not be accepted before 9:00 a.m.*

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## P.4.0 HEALTH AND SAFETY

### P.4.1 Health Policy

Junior Academy has established the following regulations regarding children who are ill or become ill while in attendance:

1. A child must be free of any of the symptoms below for **24 hours** before returning to school. Children who develop any of these symptoms while at school will be sent home.
  - Vomiting
  - Diarrhea (more than one watery stool in the 24 hours)
  - 24 hours on antibiotics after diagnosis of Strep throat
  - Uncontrolled Croup or Asthma
  - Potentially infectious eye irritation
  - Any new skin infection and/or unidentified rash
  - Lice (head or body)
  - Symptoms of Contagious childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough, Meningitis, etc.
2. Students must be fever free (less than 100.4, unmedicated) for **24 hours** before returning to school. Unmedicated means that no fever reducing medications such as acetaminophen (Tylenol) or ibuprofen (Motrin, Advil) have been given to the child.
3. If a student becomes ill while in attendance at school:
  - He or she will be isolated from the other children.
  - A parent or designated contact person will be notified and required to pick up the child within an hour of notification.
  - Parents or designated contact persons will be asked to sign the **Permission to Return to School Form**.

Students will be sent home after only one incident of diarrhea or vomiting, with or without a fever.

4. If a student should become injured while at school, only minor first aid will be given. Parents will be notified of all significant accidents or injuries.
5. If a student requires medication, please administer the dosage prior to the start of the school day. If a prescribed medication requires a dosage during the school day, please notify the Junior Academy office and complete a **Medication Release form**. All medications will be kept in the Health Room or the Junior Academy Office.
  - Emergency medications (ie Epi-pens and/or inhalers) for life-threatening conditions will be kept in the classroom's Emergency Backpacks and will accompany the class at all times.
  - A Medication Release form must also be completed for any over-the-counter lotions, lip balm, creams, sunscreen, etc. that are sent in to be used while at school.

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#### **CDC Recommendation** *copied from CDC.gov*

Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza in K-12 Schools:

*Encourage students and staff to stay home when sick through education and policy. Teach students, parents, and staff the importance of staying home when sick until at least 24 hours after they no longer have a fever (100.4 degrees Fahrenheit or 37.8 degrees Celsius, measured by mouth) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.*

---

#### **P.4.2 Communicable Diseases**

Children are not allowed to attend school when they show signs of a communicable disease. Parents are required to notify the Junior Academy Director if your child has been exposed to any communicable disease, or if they have been diagnosed as having one. The school will notify parents of children who have been exposed to certain contagious diseases.

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE JUNIOR ACADEMY DIRECTOR WITH A DOCTOR'S NOTE so the families of any children exposed at school can be notified.

#### **P.4.3 Permanent Records**

The following items are kept in the permanent record file: Immunization Record and a current Registration Form.

#### **P.4.4 Safety Drills**

Emergency drills will be conducted on a regular basis. This is done for the safety of your child. It is good to practice fire safety at home to help your child realize the importance of drills.

#### **P.4.5 Disaster Protocol**

In the occurrence of threatening weather/emergency situation we will use the following procedures:

- Notify all staff to follow posted instructions.
- Move children

#### **Emergency phone number in case phone lines are out:**

English Station: (217) 621-7530

Southwest: (502) 498-3500

Calls made to these numbers during the normal school day will not be answered unless all other phone lines are out.

Please refer to the appendices of this handbook for campus specific reunification procedures.

Appendix A: English Station

Appendix B: Southwest

In addition, each Jr. Academy office has an Emergency binder available for parents to review. The binder contains all emergency procedures for the school.

## **P.5.0 DISCIPLINE**

### **P.5.1 Discipline Policy**

At Junior Academy, we believe that good discipline consists of positive training in the right direction. Our staff must have the right to correct a child's behavior when and if necessary in order to maintain a pleasant atmosphere and teach appropriate behavior. By providing an environment where participation in activities is both fun and rewarding, good behavior becomes a natural part of the experience. We use positive reinforcement and praise to encourage appropriate behavior. "Praise in public and correct in private" is followed at Junior Academy.

It is our policy:

1. To use positive communication techniques. We want the child to become calm, express his or her feelings and take responsibility for action.
2. To redirect the child to another activity.
3. To give the child a brief period of "time-out" (one minute per year of age, example: 2 years old – two minutes time out) to consider his or her actions and then be able to return to the activities.

If a child displays inappropriate or aggressive behavior on a regular basis, the parents will be consulted for help and support. If a child needs to be picked up due to a discipline concern, he/she will need to be picked up within an hour of parent/guardian notification. Continued offenses (physically harming him/herself, another child or teacher, safety concerns, and/or destruction of school property) may lead to suspension or removal from the program. If at any time we are unable to meet a student's behavioral, social, developmental or emotional needs, we reserve the right to refer a family to other outside agencies. The staff will never use physical punishment, ridicule, profane, threatening or abusive language, or deny food or drink as punishment.

#### Biting Policy

When a child bites, he/she is immediately removed from the situation and placed in the school office. As a consequence the child will remain in the school office for a minimum of 1 minute per year of the child's age. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

When a major offense (bites that break the skin or repeated biting) occurs, the child will be sent home. A third biting incident will require a parent conference to discuss further action. Continued offenses may lead to suspension or removal from the program.

When a child has been bitten, the wound will be cleaned with soap and water and any other necessary first aid will be applied. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

### **P.5.2 Child Abuse and Neglect**

Junior Academy maintains an affirmative policy to protect children from abuse and neglect, as spelled out in the current statutes of the Commonwealth of Kentucky. All suspected cases of abuse or neglect will be reported to CPS (Child Protective Services) at 502-595-4550.

Please refer to "Appendix D: Child Abuse and Neglect" for more information.

## **P.6.0 SCHEDULES**

### **P.6.1 Typical Daily Schedule**

Opening with Pledges and Songs  
Days of the Week, Calendar, and Weather  
Phonics and Writing Lesson  
Bible Lesson  
Restroom Break  
Number Lesson

Learning/Play Centers  
Special Lesson (Theme of the Week)  
Art/Music Activity  
Nap  
Outdoor Play (when weather allows)  
Dismissal

### **P.6.2 Meals**

Children will be served lunch and two snacks daily. If food allergies are a concern, please note concerns on the Health Profile Form in FACTS Family Portal. Monthly menus will be provided. No packed lunches will be allowed unless the parent sends in a doctor's note indicating that the child has food allergies that cannot be accommodated by the school cafeteria. **Food allergies should be discussed at registration and noted on the medical history form.**

Staff will not offer children under four years of age foods that are associated with young children's choking incidents (round, hard, or small). In addition to food monitoring, children will always be seated when eating to reduce choking hazards. They will sit at the appropriate child-size table. Staff will ensure each child has the correct size chair (feet able to touch the floor with the backs against the chair). Children will be supervised while eating, to monitor the size of food and that they are eating appropriately (for example, not stuffing their mouths full).

### **P.6.3 Nap Time**

Children rest each day from 1:00 PM – 3:00 PM. Parents are asked not to bring children in or pick them up during this time if possible. A mat or cot will be provided. Parents will need to supply a crib sheet and blanket. These items will be sent home on Fridays to be laundered.

### **P.6.4 Pledges**

Our school day begins with the daily scripture, the National Anthem followed by the recitation of the pledges below:

#### **AMERICAN FLAG**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.

#### **CHRISTIAN FLAG**

I pledge allegiance to the Christian flag  
and to the Savior  
for whose kingdom it stands,  
one brotherhood uniting all Christians  
in service and in love.

#### **BIBLE**

I pledge allegiance to the Bible,  
God's Holy Word,  
a lamp unto my feet, a light unto my path.  
Its words will I hide in my heart  
that I might not sin against God.

### **P.6.5 Chapel**

Chapel services are held weekly. This is a great time of singing and hearing a Bible story or object lesson.

English Station: Monday mornings

Southwest: Wednesday mornings

## **P.7.0 MISCELLANEOUS**

### **P.7.1 Clothing Guidelines**

Children should be dressed in play clothes with simple fasteners allowing them to be independent in caring for personal needs. Please follow these guidelines:

1. No belts, buttons, snaps, shoulder straps or suspenders.
2. Closed-toe shoes and socks are required of all students. Velcro fasteners are preferred.
3. Long pants are best in cold weather.
4. **All students must be potty-trained and able to attend to toileting needs.** Pull-up diapers are not permitted.
5. A change of clothes, both summer and winter, including socks and underwear, needs to be sent to school in a zip-lock bag. Please label each item with your child's name.
6. Please have little girls wear shorts under dresses.
7. Clothing should be child-like and not include scary/grown-up themed attire.

### **P.7.2 Personal Items**

Parents are asked not to permit a child to bring toys, candy, gum and/or other personal items. They may bring a nap mate. We will provide a time for show and tell. All personal items must be brought in the school and taken out at specified times only.

### **P.7.3 Parties**

Due to food allergies, please check with your child's teacher before sending in any food item.

**Birthdays:** A simple **purchased** treat may be brought for snack time to celebrate (preferably individually wrapped cookies, fruit, cheese, etc.). Please advise your child's teacher when you plan to do this. If a drink is provided, please make it a box drink. A goodie bag may be supplied, but it is entirely up to the parent. Candles and balloons are not permitted.

**Special Holidays:** The Room Mother is responsible for calling to have party items sent into the room and coordinating with the classroom teacher.

\*\*Christian Academy does not celebrate Halloween, therefore no treats are allowed in the classrooms that pertain to this holiday.

\*Any party invitations distributed at school must include each student in the class.

**Reminder:** Christian Academy focuses on the biblical meanings of Christmas and Easter.

### **P.7.4 Pictures**

Every child has a school picture taken during the first part of the year. Notifications will be given a couple of weeks in advance of the picture date.

### **P.7.5 Parent-Teacher Conferences**

Parent-Teacher conferences are held in early spring. Other conferences will be scheduled as needed. Occasionally teachers will send notes or call parents to share important information.

### **P.7.6 Parent-Teacher Groups**

The purpose of parent-teacher organizations is to assist in coordinating volunteers that will serve both the classroom students and the teachers and to assist in raising funds that will directly benefit and enhance the learning experience for students. The mission of these support groups is to promote Christian education and to create a greater

fellowship among all parents, teachers, staff, and student body. They are a valuable asset to Christian Academy schools.

### **P.7.7 Problem Resolution**

Christian Academy encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The Christian Academy staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in **MATTHEW 18:15-17**. It is the hope of Christian Academy that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and/or Superintendent.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of Directors in writing.

The intent of this policy is to enhance relationships between parents and staff for the benefit of students. Please note, however, that any potential or suspected harm to a student or illegal activity will be reported to authorities (See Section P.5.2).

## P.8.0 TUITION AND FEES

### P.8.1 Registration Fee

#### NEW STUDENTS:

**Application Fee** – A fee of \$100 per Junior Academy student must accompany each application. The application fee is non-refundable.

#### RETURNING STUDENTS:

**Continuous Enrollment Fee** – A non-refundable fee of \$100 per Junior Academy student is paid in conjunction with the continuous enrollment process through FACTS.

### P.8.2 Tuition Policy

Tuition and other fees are necessary in order for Christian Academy to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

Christian Academy Schools observe the following tuition policy for families with students in Junior Academy through Grade 12:

- The application fee, which covers processing, is non-refundable.
- The continuous enrollment fee is non-refundable unless for any reason Christian Academy does not re-admit the student. If parents withdraw their student's enrollment for any reason, the fee is non-refundable.
- **Please review the policies regarding withdrawals on the applicable Schedule of Tuition and Fees.** The schedule is posted on the Admissions page of the website at [www.caschools.us](http://www.caschools.us).
- Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.
- Tuition that becomes past due will subject a student to being withheld from attending school until such amounts due to Christian Academy are made current (see Schedule of Tuition and Fees).
- All tuition payments are collected by FACTS Tuition Management (FACTS Tuition).

### P.8.3 Tuition Assistance

The goal of the Tuition Assistance Program is to provide financial assistance to help Junior Academy – 12<sup>th</sup> grade families with tuition payments. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; it is also available to those families who may only need small awards or who have multiple children.

Each award is made for one year only. Families must apply each year because eligibility may change. Awards are based on the availability of tuition assistance funds.

Applications for tuition assistance are accepted beginning in January of the school year preceding the award. For additional information regarding tuition assistance, please see the website, [www.caschools.us](http://www.caschools.us).

### P.8.4 Additional Fees

- **Missed Payment Fees** – Missed payment fees are assessed by FACTS Tuition if payment is not received as scheduled.
- **After-hour Fee** – An after-hour fee of \$2.00 per minute per student will be charged beginning at 4:01 PM for students NOT enrolled in the After-school Care Program and 6:01 PM for students enrolled in the After-school Care program.
- **Returned Check Fee** – A \$25 returned check fee will be charged on all returned checks.
- **Miscellaneous Expenses** – During the course of the school year, other expenses may be incurred for

various services or activities. Notice of at least two weeks will be given before such a fee is due, and participation in the activity is typically optional.

#### **P.8.5 Summer Session**

Families may opt to register to attend during June and July. Registration for this program will occur each spring. Summer session hours are 7:00 AM – 4:00 PM.

An activity fee will be assessed at the beginning of each Summer Session.

#### **P.8.6 Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. Records will not be released until all debts are paid.

Please contact the Business Office with any financial questions at 502-244-3225.

## **APPENDIX A: English Station Reunification Procedure**

### **Emergency/ Disaster Preparedness Parent Information for Reunification**

Christian Academy of Louisville English Station Campus

Junior Academy

700 S. English Station Road

Louisville, KY 40245

#### **Important Phone Numbers:**

- Main preschool phone number (502) 400-5429

#### **Emergency Contacts in Preschool:**

- **Becky Davis**, English Station Junior Academy Director (217) 621-7530

#### **Emergency Relocation Site:**

##### **Location #1:**

**Christian Academy Football Stadium (directly west of the High School wing)**

700 S. English Station Road

Louisville, KY 40245

##### **Contacts:**

- **Becky Davis**, English Station Junior Academy Director (217) 621-7530

##### **Location #2:**

**Highview Baptist Church**

15201 Shelbyville Road

Louisville, KY 40245

(502) 239-7711

##### **Contacts:**

- **Becky Davis**, English Station Junior Academy Director (217) 621-7530

#### **Health Care Facility:**

In the event of injury or illness due to emergency/ disaster, any students in need will be transported to:

- Norton Children's Hospital  
231 East Chestnut Street  
Louisville, KY 40203  
(502) 629-6000

##### **Contacts:**

- **Becky Davis**, English Station Junior Academy Director (217) 621-7530

*\*Please see the Director of Junior Academy if you would like to review the complete emergency/ disaster preparedness plan*

**Updated: June 2021**

## **APPENDIX B: Southwest Reunification Procedure**

### **CAL-JR Academy Emergency/Disaster Preparedness**

#### **Parent Information Form for Reunification**

##### **Name of Provider/ Program**

CAL-JR Academy: 8307 St. Andrews Church Rd. Louisville, KY 40258

##### **Emergency/Disaster contact:**

Director: Debbie Wraley

School Phone: (502) 753-4633

School Cell: (502) 498-3500

Debbie's Cell: (502) 298-5016

**In the event the facility must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at:**

Beechland Baptist Church

4613 Greenwood Rd.

Louisville, KY 40258

Phone: (502) 935-1313

In case of fire: The School Parking Lot

In case of Tornado or Lock-down: Classroom bathroom

**In the event the facility must be evacuated because of an emergency/disaster in the immediate area the children and staff will walk across the street to Beechland Baptist Church.**

**If necessary, children will be transported to this health care facility unless otherwise documented on paper by parents or guardian.**

Norton Children's Hospital

231 E. Chestnut St.

Louisville, KY 40208

Emergency Department

(502) 629-7225

*\*Please see the preschool director if you would like to review the complete emergency/disaster preparedness plan*

**Updated: May, 2021**

## APPENDIX C: Child Abuse and Neglect

# Child Abuse and Neglect



### Intent Statement

This policy was developed to assist child care providers by providing guidelines for the detection and reporting of suspected cases of child abuse or neglect.

### Procedure and Practice

Any and all suspected cases of child abuse or neglect will be reported immediately to the Department for Community Based Services or the child abuse hotline without repercussion to any staff member. We follow Kentucky laws for reporting child abuse and neglect. Those who work with children are legally required to report abuse and/or neglect and cannot shift the responsibility of reporting to anyone else.

Known and suspected cases of abuse and/or neglect are reported to the **Child Protection Hot Line (1-877-597-2331)** or to the **Protection and Permanency** office of the county in which the child resides. The following link provides a local Protection and Permanency office search by county: [https://apps.chfs.ky.gov/Office\\_Phone/index.aspx](https://apps.chfs.ky.gov/Office_Phone/index.aspx)

Staff members accused of child abuse may be suspended or given leave pending investigation of accusation.

Suspicions that a child is in immediate danger will be reported to 911.

### What to report:

- A report should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment
- Include a word-for-word account, without editing, of what the child said and who was present when the child revealed the abuse
- Record the child's emotional state, gestures, and facial expressions and what was happening at the time the child revealed the abuse
- The report should also include a careful description of the size, shape, color, location and drainage of any obvious, physical injury, and, if necessary, a drawing describing the injury

### Pediatric Abusive Head Trauma

House Bill 285 requires that all child care professionals receive 1.5 clock hours of training on Pediatric Abusive Head Trauma every five years. Early Care and Education professionals must receive their first 1.5-hour training by the end of December 2013 and every 5 years thereafter.

## APPENDIX C: Child Abuse and Neglect, continued

### **Relevant Kentucky Revised Statutes**

#### KRS 600.020 (1): Introductory Matters: Definitions

"Abused or neglected child" means a child whose health or welfare is harmed or threatened with harm by his parent, guardian, or other person exercising custodial control or supervision of the child.

#### KRS 620.010: Legislative purpose

Children have certain fundamental rights which must be protected and preserved. These include but are not limited to, the rights to adequate food, clothing and shelter; the right to be free from physical, sexual or emotional injury or exploitation; the right to develop physically, mentally, and emotionally to their potential; and the right to educational instruction and the right to a secure, stable family.

#### KRS 620.030: Duty to report dependency, neglect, or abuse

A child has a fundamental right to be safe and to be nurtured. Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately make a report to the local law enforcement agency or the Department of Kentucky State Police. The following persons are required to submit a more detailed report, including but not limited to: teacher, school personnel, child caring personnel, etc. Any supervisor who receives information from an employee report shall promptly make a report to the proper authorities for investigation. Reports will be assessed and investigated. Social services provided to children experiencing maltreatment.

#### KRS 620.990 (1): Penalty

Anyone that does not report child abuse or neglect may be charged with a Class B misdemeanor, which could result in a \$250.00 fine and/or up to three months in jail.

### **Definitions of Abuse**

#### Physical abuse

This is infliction of injury, other than by accidental means, on a child by another person. Forms of physical abuse may be: hitting, biting, kicking, beating, shoving, burning, pulling of hair, or other non-accidental methods of causing bodily harm to a child would be covered under this definition.

#### Sexual abuse

Refers to sexual assault or exploitation of a minor by an adult, or between two children when one of the children is significantly older or there is a significant power differential between the children, or when coercion is used. Often included in this definition is touching of the breast, genitals, or buttocks of a child, penetration of the anus or vagina with an object, fellatio (oral sex on a male), cunnilingus (oral sex on a female), prostitution, exploitation or involvement of child in pornography.

## APPENDIX C: Child Abuse and Neglect, continued

### Neglect

This is failure of a caregiver or custodian of a child to provide adequate care and protection for the child. Neglect may involve failure to provide sufficient food, shelter, medical care, clothing, or supervision to a child. Educational neglect may fall under this category.

### Psychological or emotional abuse

This occurs when an adult conveys to a child that the child is endangered, unsafe, worthless, unwanted, or damaged. It may include verbal threats, terrorization, isolation, or frequent berating of a child by the adult.

### Applicable

This policy applies to all staff, substitute staff, parents and volunteers in the child care setting.

### Communication

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at this facility. All parents will receive a written copy of this policy in the parent handbook. A copy of this policy will be posted on the parent bulletin board in each classroom. Staff, parents, and volunteers will receive written notification of any updates.

### References

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Kentucky Cabinet for Health and Family Services. Preventing Child Abuse and Neglect Booklet. <http://www.chfs.ky.gov/NR/rdonlyres/0984FD14-A494-4055-9C10-98CDD433F8C9/0/ChildAbuseandNeglectBooklet.pdf>

Kentucky Cabinet for Health and Family Services, Division of Child Care  
922 KAR 2:120. Child-care center health and safety standards.  
<http://chfs.ky.gov/dcbs/dcc/regul.htm>

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