

Family Handbook  
2024-2025



# CROWN OF LIFE

## CHRISTIAN ACADEMY

**Mission Statement:**

**Crown of Life Christian Academy exists to serve its community through the proclamation of God's Word, the pursuit of academic excellence, and the establishment of meaningful relationships with the children and families it serves.**

Main Office: 535 Berea Drive, Fort Atkinson, 53538, WI  
[www.CrownofLifeAcademy.org](http://www.CrownofLifeAcademy.org)  
[info@crownoflifeacademy.org](mailto:info@crownoflifeacademy.org)

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## A Note from the Director

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Welcome to Crown of Life Christian Academy!

I am excited to welcome you to our Academy. Raising a young child is not an easy task. There are so many aspects of development in Early Childhood and that can be daunting for parents to think about. We at CLCA are excited to partner with you as you navigate helping your young child grow and develop. You have an awesome responsibility, given to you by God.. Not only has God entrusted you with a human life that is totally dependent on you for physical needs, but He has given you the task of teaching your child to know about Him and His holy and precious Word! CLCA exists to help you achieve that spiritual responsibility. Our mission is to nurture the growth and development of the whole child from toddler through eighth grade within the framework of a Christ-centered environment. In our Early Childhood Program, we focus on the development of the young child. It is our responsibility to provide children opportunities for spiritual growth and enhancement of Christian values to begin to build a life centered in Jesus Christ.

Our Early Childhood recognizes the importance of a strong working relationship between the home and the Academy. It is this relationship that allows parents and staff to work closely together in all aspects of development with the children as the center of their efforts. By partnering together, we will provide a safe and loving environment for your child to experience spiritual, emotional, social, and physical growth.

You have made a great decision to enroll your child at CLCA! Our staff is committed to work with you to help your child learn and grow. Our loving staff is dedicated to meeting the needs of each individual child. Early Childhood development is a continuum where children grow at their own pace. Our programs are designed to meet the individual needs of each child while helping children achieve.

We are excited that you have chosen us to help your child learn in these important early childhood years.

Your Servant in Christ,

*Jennifer Ertman*

Mrs. Jennifer Ertman  
*Director of CLCA*

## Locations of Ministry

| MINISTRY                      | 5K-8                                      | ECE: 2 & 3-year-olds & 4K                  |
|-------------------------------|---|--|
| <i>Campus Name</i>            | Berea Campus                              | Bethany Building                           |
| <i>Address</i>                | 535 Berea D.                              | 404 Roosevelt St.                          |
| <i>Hours of Operation</i>     | 8:05 - 3:15                               | 8:15 - 11:15                               |
| <i>Hours of Extended Care</i> | Before: 7:00 - 7:55<br>After: 3:15 - 5:00 | Before: 7:00 - 8:05<br>After: 11:15 - 5:00 |

## Staff Directory

| ADMINISTRATION                                     | PHONE NUMBER | E-MAIL                                    |
|--|--------------|---|
| <b>CLCA Campus Pastor</b><br>Pastor Daniel Wessel  | 920-650-8113 | daniel.wessel@crownoflifeacademy.org      |
| <b>Dean</b><br>Matt Oppermann                      | 262-455-1484 | matt.oppermann@crownoflifeacademy.org     |
| <b>Director of Operations</b><br>Sarah Moore       | 262-490-9737 | sarah.moore@crownoflifeacademy.org        |
| <b>Early Childhood Director</b><br>Jennifer Ertman | 920-397-2603 | jennifer.ertman@crownoflifeacademy.org    |
| <b>Office Manager</b><br>Cara Heagney              | 920-397-6720 | cara.heagney@crownoflifeacademy.org       |
| <b>Marketing Director</b><br>Tiffany Rahn          | 773-575-3149 | tiffany.rahn@crownoflifeacademy.org       |
| INSTRUCTORS & SUPPORT STAFF                        |              |   |
| Jennifer Ertman (4K Lead)                          | 920-397-2603 | jennifer.ertman@crownoflifeacademy.org    |
| Sarah Koerber (4K Lead)                            | 608-235-9410 | sarah.koerber@crownoflifeacademy.org      |
| Audra Rogneby (3K Lead)                            | 262-960-9828 | audra.rogneby@crownoflifeacademy.org      |
| Rachel Brom (2 year olds Lead)                     | 920-723-0956 | rachel.brom@crownoflifeacademy.org        |
| Amanda Dobberstein (Speech Pathologist)            | 414-209-4550 | amanda.dobberstein@crownoflifeacademy.org |
| Osiris Guerrson (4K aide, After Care Provider)     |              | osiris.guerson@crownoflifeacademy.org     |
| Tricia Duncan (3K aide; After Care Provider)       | 920-205-0421 | tricia.duncan@crownoflifeacademy.org      |
| Christine McKinney (2 year olds aide)              |              | christine.kuranda@crownoflifeacademy.org  |
| Jennica Rutherford (After Care Provider)           |              | jennica.rutherford@crownoflifeacademy.org |

| CLCA Board of Directors                    |                                     |                                |                                |
|--|-------------------------------------|--------------------------------|--------------------------------|
| <b>President</b><br>James Garrison         | <b>Vice President</b><br>Peter Hahm | <b>Secretary</b><br>Justin Rue | <b>Treasurer</b><br>Eli Cloute |
| <b>CLCA Campus Pastor</b><br>Pastor Wessel | <b>Director</b><br>Nick Brown       | <b>Director</b><br>Liz Nitardy |                                |

## Admission Policies

### Non-Discrimination

Crown of Life Christian Academy practices a nondiscrimination enrollment policy reflecting the words of our Lord in I Timothy 2:3-4, ***“This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth.”*** CLCA does not discriminate on the basis of gender, race, color, disability, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or other institution administered programs and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to scholars at the Academy. We further abide by the laws of the Americans with Disabilities Act (ADA).

### Early Childhood Admissions Process

1. Take a tour: Schedule a tour with our Admissions Team to start the admissions process. Schedule a tour at [www.crownoflifeacademy.org/visit](http://www.crownoflifeacademy.org/visit).
2. Application Request: The Admissions Team will provide all prospective families with a link to the online application request, hosted by Brightwheel. The form must be completed and the corresponding fee paid online.
3. Enrollment: Upon acceptance, new families will begin online enrollment. Once all forms have been completed and enrollment fees are paid, the applicant will be officially enrolled at CLCA.

### Enrollment Documentation

The following items must be received in the office before an application for admission will be finalized:

1. A completed scholar application. Access to Brightwheel, our admissions and enrollment partner, will be given to new families after the time of their meeting with our admissions team.
2. Registration Fee collected (not applicable to Choice or SNSP families)
3. A completed and updated Brightwheel portions: Emergency Contact Information, Media Release Waiver.
4. Brightwheel Handbook Agreement
5. Brightwheel Appendix Agreement

## Entrance Ages

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- Children enrolling in 2K must be two years old on or before September 1.
- Children enrolling in 3K must be three years old on or before September 1 and potty trained.
- Children enrolling in 4K must be four years old on or before September 1 and potty trained.
- Children enrolling in Kindergarten must be five years old on or before September 1 and toilet trained (according to Wisconsin State Statute Section 118.14 (1) (a)).

Continual updates of immunizations will be required while attending CLCA. Your child's immunization record will be evaluated on a regular basis by the local health department or CLCA health resources. *Children who do not have updated immunization records (or exemption documentation) are not allowed.* The certificate shall be returned to the parent upon request when the child leaves.

## Potty Training

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Potty training is required for enrollment into 3K and 4K. CLCA defines potty trained as:

- Goes to the bathroom on his/her own (Needs few to almost no reminders to go potty throughout the day)
- Can be fully independent in the bathroom, including wiping (We are happy to help with snaps, buckles, zippers, etc.)
- Verbalizes the need to use the bathroom
- Wears underwear consistently without accidents, pull-ups are only used at nap time if needed

Parents are welcome to enroll children who are not yet potty trained, but potty training must be complete before the child can attend 3K or 4K. Potty training is not required for 2K.

## Re-Enrollment

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Re-enrollment takes place in January of each academic year for the following academic year. Families must submit a re-enrollment application with the re-enrollment fee to secure placement for the following academic year.

Because CLCA maintains high standards and expectations, re-enrollment in succeeding years is based on scholar achievement, Christian attitude, and parental support and future intention of enrollment into grade school. CLCA reserves the right to refuse re-enrollment to scholars due to poor attitude of Christian conduct, poor achievement, lack of parental support, or the inability to pay tuition.

**All re-enrollment fees are non-refundable. Enrollment fees are not applied to WPCP & SNSP scholars.**

## Family/Academy Partnership

Crown of Life Christian Academy exists to assist parents in the Christian training of their children. As parents/guardians and CLCA staff work together in this labor of love, it is important that both recognize their

God-given roles and responsibilities. Our Lord stresses his will Deuteronomy 6:6,7 – ***“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*** Christian parents will want to follow God’s blueprint for spiritual success by praying with and for their children, having family devotions, and worshiping regularly as a family. CLCA staff will also want to follow the Lord’s directive to feed my lambs (John 21:15). By faithfully carrying out their callings as the Lord’s “under-shepherds,” the CLCA staff will support the work of the parents.

May God bless their efforts as staff and parents work together in this partnership. May He give parents both the will and the desire to be the primary Christian training leaders, and may he bless the teachers as they assist the parents by providing Christian instruction at CLCA. Because the Family/Academy partnership is such a vital part of the educational process, CLCA devotes time and effort to strengthen that partnership.

## Expectations

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### What your family can expect from CLCA:

#### CLCA will...

1. strive to serve as a model of Christian love in keeping with our Academy’s vision.
2. dedicate itself to pray for the well-being of its scholars and the CLCA family at large.
3. offer a complete pre-educational program which includes Word of God, pre-literacy, math, social/emotional learning, and fine and gross motor development.
4. seek to continually improve instruction through ongoing evaluation and development of its curriculum and the continuing education of our teachers and staff.
5. commit to maintaining an Academy environment that is safe and respectful, and fosters learning.
6. communicate deliberately and specifically with parents about their child’s individual progress.
7. be accessible to assist your family in meeting the specific spiritual, emotional, intellectual, and social needs of your child.
8. support the policies and procedures developed by the Board of Directors as outlined in this handbook.

### What CLCA expects from families:

#### Parents will...

1. strive to serve as models of Christian love in keeping with our Academy’s vision.
2. discuss a misunderstanding with the classroom teacher and other parties before discussing the matter with anyone else. ***“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over” (Matthew 18:15).***
3. dedicate themselves to pray for the wellbeing of CLCA family at large and especially for our teachers and staff of CLCA. ***“Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective” (James 5:16).***
4. dedicate themselves to developing every God-given gift of their child (ren).
5. make sure that their scholar will meet attendance requirements.
6. promote and assist in maintaining a safe and respectful Academy that fosters learning.
7. feel free to initiate communication with the classroom teacher about a child’s progress.
8. support CLCA through the giving of time, talents, and treasures.
9. support the policies developed by the Board of Directors as outlined in this handbook.

# Curriculum & Instruction

*“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline” (Proverbs 1:7).*

At CLCA, our goal is to do everything possible to meet the needs of the whole scholar: spiritual, intellectual, emotional, physical, and social. Every aspect of a preschooler's daily experience is Christ-centered. Following are some of the areas that touch the lives of our scholars each day:

- Religious instruction
- Academy and Church Experience (e.g. singing at worship services, involvement in special celebrations and projects)
- Content curriculum: mathematics, pre-literacy, fine motor, gross motor, social/emotional learning
- Co-curricular activities (e.g. field trips, performances)

## Religious Instruction

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As part of our curriculum, we at CLCA teach the message of Salvation through Christ Jesus at all grade levels. In 2K through grade 8, these classes are primarily Bible history lessons centering on the promise and fulfillment of a Savior from sin that have been passed down from Adam and Eve.

## Progress Reports & Report Cards

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2K and 3K progress reports are done at the midpoint and end of the school year. Parent Teacher Conferences are held with the first progress reports.

4K progress reports are done quarterly. Parent Teacher Conferences are held with the first two progress reports.

# Learning Environment

## Overview

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Respect and educational purpose characterize the classroom environment at CLCA. The environment promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. This learning environment is child-centered and orderly - a place where learning can take place and the joy of accomplishment can be experienced. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where scholars can focus more readily, apply themselves more effectively, and realize greater success in the quest to learn. Below is a summary of the CLCA learning environment:

- A Christian environment that is loving and caring
- Classrooms that are fun and conducive to learning
- A campus with an open-door policy with parents/guardians
- Accountability measures that ensure great success
- An Academy of best-practices that includes the best elements of
  - Pre-academic skills
  - Social and Emotional Learning



- Fine and Gross Motor Development

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## Singing in Worship Services

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The children learn and rehearse songs of praise in school. We encourage our scholars to participate because *spreading God's Word in song is a most gratifying and rewarding privilege.*

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## Field Trips

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The main purpose of field trips at CLCA is to enhance the scholar's CLCA experience. Field trips will be scheduled throughout the year to supplement classroom instruction or for recreation. When asked to serve as a chaperone, volunteers should recognize that the activity is planned for scholar learning, that no siblings shall attend field trips unless their class is also participating.

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## Dress Code

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Preschoolers are asked to wear comfortable play clothes to school each day. We do a lot of learning that sometimes gets messy and dirty. We frequently use paint that is considered "washable" but it doesn't always come out of some fabrics. Generally the upstairs classrooms are warmer than the downstairs ones. We encourage wearing layers, especially during the winter.

For footwear, students are to wear tennis shoes, boots, or other footwear that fasten (tie, velcro, buckle) to school. Flip flops, sandals, crocs, slip-on shoes, etc are hard to run, climb, ride bikes, and play in so they are not allowed at school.

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## Attendance

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Regular daily attendance is directly related to your scholar's progress and our ability as an Academy to help him/her progress as much as possible.

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## Recording Absences

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If your child will be absent from school, please message your teacher via the Brightwheel app. You may also contact the school office and the school secretary will relay the message to the classroom teacher.

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## Vacations

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Vacations during the academic year are discouraged. Please try to schedule during breaks. Parents/Guardians who are planning vacations during the academic year are requested to notify the teacher well before the date of the trip.

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# Financial Information

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## Affording a Crown Education

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***"All parents should diligently strive to give as the Lord has blessed them, mindful of their Lord's promise to supply all their needs" (Malachi 3:10).*** CLCA understands and appreciates the financial commitment that families take on in deciding to send their scholar to CLCA. CLCA is committed to maintaining a Christ-centered education with excellence in every subject we teach, making the family's educational experience affordable regardless of their resources. In

keeping with our mission and guiding principles, CLCA supports a tuition scholarship program to assist families whose financial resources cannot fully cover the cost of a Christ-centered education.

## Tuition

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The following table provides the tuition costs per each ministry level at Crown of Life Christian Academy:

| Ministry                     | Tuition   |
|------------------------------|---|
| 4K: Programming              | \$2,250   |
| 4K After Care                | \$4.75/hour   |
| 2 & 3-year-olds: Programming | 2 half days — \$1,400<br>3 half days — \$2,075<br>5 half days — \$3,430 |
| 2 & 3-year-olds After Care   | \$4.75/hour   |

**Tuition does not** apply to scholars participating in the Wisconsin Parental Choice Program (WPCP) and Special Needs Scholarship Program (SNSP).

## Tuition Schedule

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The initial tuition payment will be due at the beginning of the academic year. Enrollment may be terminated if tuition payments are not received on time. Tuition invoicing and payments are managed through Brightwheel. Parents can log in to review invoices, while having access to their payment history. Payments can be made electronically in the system to CLCA. Contact the Administration with questions.

- Toddler Tuition is billed weekly
- 4K, 3K, and 2 year-olds are billed monthly for preschool
- All After Care is billed bi-monthly

## Communications

### Communication Overview

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One of the most important responsibilities of the CLCA staff is to keep the lines of communication open with all involved in our Christian education. This is fundamental to creating a strong home-academy relationship.

Most problems between parents and staff are a result of a breakdown in communication from the classroom to the home. This may also be the consequence of poor or confusing messages. Therefore, we need to be professional in our communications.

Please utilize the following forms of communication at CLCA.

- **Brightwheel**

- Used for messaging and incident reports
- **The Crown Chronicles: CLCA Newsletter**
  - Emailed out on Monday afternoons
- **Orientation Night**
  - Held in early August
- **CLCA Website**
  - Visit the [Parent Portal](#) portion of our website
  
- **CLCA Family Google Calendar**
  - CLCA utilizes Google calendars to provide dates for scheduled events. This calendar can be accessed on the CLCA website or by sending an email to the office manager asking for the calendar to be shared in order to properly sync it to your preferred electronic device.
  
- **Email**
  - Please feel free to contact CLCA directly via email at [info@crownoflifeacademy.org](mailto:info@crownoflifeacademy.org) with any questions or concerns. However, be aware that email sent or received using CLCA communication equipment may be monitored or read by people other than your intended recipient. In short, email may not be confidential.
  
- **Teacher Availability**
  - Home-CLCA communication concerning each scholar's academic life is vital; therefore CLCA's teachers encourage parents to discuss any and all issues that may arise. A preferred time to sit down and give adequate time to discuss an issue is typically after class hours or at a time that is mutually agreeable. Since teachers are greeting each scholar and are doing final preparations for the academic day, before class hours consultations are not recommended. Our teachers will provide other contact information on Orientation Night and in their Classroom Handbooks.

## Parents/Guardians

### Our Response to His Love

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*Grace, God's Undeserved love, is the message of the Bible, "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life" (John 3:16).* What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is as an *action* verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God's grace.

### Home & Academy Cooperation

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The Lord bound the home and academy together as a unit with identical aims when he said in *Deuteronomy 6:6-7, "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* Parents/Guardians must remain faithful in their responsibility. Parents/Guardians and staff must join hands so that this work can be done efficiently and effectively; preparing children to meet their Lord.

Throughout the year, situations may arise that cause parents to question operations. Any disagreement with policies or feelings of discontent should be dealt with according to our Lord's directive in Matthew 18:15-18 and also in keeping with the spirit of the 8th Commandment. We encourage parents to bring their concerns to the teacher

involved. If problems still persist, the matter may be brought to the Dean. Should the situation warrant further action, the Dean will notify the Board of Directors. When parents, scholars, teachers, and the Board of Directors work together, CLCA will be a fortress of Christian education and academic training that will give glory to God.

## Responsibilities of Parents/Guardians & Board of Directors

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Recognizing teachers as special gifts of God to his church, the Board of Directors and parents will:

- Receive them as servants of Jesus Christ for our children.
- Accord them the honor and love which we owe them as servants of Christ.
- Support their work among us with our prayers and personal assistance.
- See to the punctual and regular attendance of scholars.
- Aid them in maintaining Christian discipline.

## Worship & Bible Study

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Church gathering around the Word of God on a regular basis is important for the spiritual growth of the whole family. Parents/Guardians are encouraged to set aside time each day for family devotion and prayer. Coming together as Christians in a church setting allows us to spur one another on in love and feed our souls with the Word. All families are encouraged to attend church on a regular basis. ***It is of utmost importance for parents to be active in God's Word at home and in church. Nothing supports Christian academic instruction more than seeing it used and modeled in the family circle.***

## Custody Policy

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CLCA must give full rights to both parents/guardians of a scholar, unless there is a court order or other legally binding document on file relating to divorce, separation, or custody that specifically revokes these rights. Special circumstances and court orders must be in the scholar's file in the office.

CLCA will willingly uphold and enforce any mandated court custody decisions.

Custodial parents/guardians are required to update the scholar information sheets and should be reviewed at orientation each year. Custodial parents are responsible for updating custody information as it changes and informing the academy who is permitted to pick up a scholar from CLCA during the day. This information will be shared with the Administration and the homeroom teacher.

CLCA will not allow itself to be directly involved in any custody disputes among families unless required to do so by law. Parents/Guardians that have specific custody concerns are asked to generate a schedule indicating scholar placement. A copy will also be kept on file in the main office.

If parental custody kidnapping is suspected, contact 911.

## Getting Involved

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All volunteers must complete the Volunteer Policy. We want to be sure that all volunteers have a firm knowledge of policies and appropriate interactions with scholars in our Academy. All new families and volunteers will receive this form. All CLCA families will be required to re-sign our Volunteer Policy when changes are made. If you would like to help out at CLCA, please contact the office and we will provide a copy of our volunteer policy for you.

## Background Check Policy

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Background Checks of Called Workers/Hired Staff/Volunteers are done annually.

## Visitation by Parents/Guardians

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Parents/Guardians are invited to visit their scholar's classroom at any time. However, we do ask that you call the teacher and the CLCA office at least one day in advance to notify the teacher of their intentions. If you choose to visit while it is in session, please check in with the CLCA office prior to entering the classroom.

## Scholars

### Our Response to His Love

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Grace, God's Undeserved love, is the message of the Bible, "***For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life***" (John 3:16). What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is as an *action* verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God's grace.

### Code of Conduct

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#### Discipline Philosophy

***"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (1 Timothy 3:16).*** The CLCA staff makes every effort to treat all scholars fairly according to God's Word. On the other hand, all must realize that scholars owe implicit obedience to their teachers and staff members under the Fourth Commandment (***Honor your father and mother, that it may go with you and that you may enjoy long life on the earth...We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve, and obey them, and give them love and respect***). Scholars are expected to show respect to their teachers and all members of the staff at all times and in all situations.

All scholars attending CLCA must submit to wholesome discipline from the Word of God, "***Children, obey your parents in the Lord, for this is right***" (Ephesians 6:1). Scholars must also submit to reasonable discipline by the teacher or administration.

Our scholars will be taught to always be thankful that God has chosen them to be His own and to show their love for their Savior through proper Christian conduct. "***This is love for God: to obey His commands***" (1 John 5:3).

#### Discipline Principles: CLCA believes that...

- every attempt should be made to maintain the dignity of both the adults and the scholars.
- scholars should be given the opportunity to make age-appropriate decisions and live with the results.
- there should be a logical connection between the behavior and the resulting consequences.
- misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

## **Discipline Objectives: CLCA strives to provide an environment where...**

- scholars in God-pleasing behavior are taught to live their faith.
- teaching can take place.
- the scholar has the opportunity to learn.
- no scholar feels threatened physically or emotionally.
- scholars feel they are loved and important.
- positive behavior is encouraged, praised, and rewarded. At other times it becomes our duty to point out, admonish, and correct errors with Christian love and concern for the individual.

## **Expectations of Staff Members**

As workers are called by the Savior to proclaim the Gospel of salvation, to teach not only that Gospel but the secular curriculum as well, the teacher is expected to model as well as to enforce Christian discipline both in and out of the classroom. In doing so a proper balance of Law and Gospel, which accepts each scholar at his or her own level of sanctification, is used to allow the errant scholar to recognize his sin through admonition but also to be comforted by the blessed assurance that that sin is forgiven through the blood of the Savior. It is anticipated that these will lead to God pleasing penitence to which the teacher will, properly, offer his or her personal forgiveness. The goal of this application of law and Gospel is for each scholar to increase in sanctification.

## **Expectations of Scholars**

The CLCA staff will assist scholars to...

- show Christian love to their peers, teachers, and all whom they come into contact with.
- develop and demonstrate respectful, Christian attitudes toward all people.
- do all that they do to the glory of God.
- lead God-pleasing lives in all that they do.

## **Disciplinary Responses to Biting**

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Staff recognizes that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting are as follows:

- Infants: Experimental, sensory pleasure, teething
- Toddlers: Frustration, fatigue, attention seeking, confined spaces, inability to communicate
- Preschoolers: Aggression, deliberate

Staff will use age appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests, having smaller groups of children (e.g. inside group/outdoor group), and using redirection techniques to minimize incidents. If a bite does occur, staff will check for broken skin. All bites, whether the skin is broken or unbroken, will be attended to by staff. Staff will inform the family as soon as possible when a bite occurs. A record of all biting incidents will be kept. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them.

If a child bites three times on a given day, the child's parents will be called and the child must be picked up from the Center immediately. This is to prevent further incidents and to calm the child who is biting. Staff will develop a behavior management plan for children who show a pattern in biting in conjunction with parents. If, at any time, a child's biting behavior becomes especially excessive or hazardous to the children or staff, parents may be asked to withdraw the child for a time.

## Termination of Enrollment

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The Administration Committee reserves the right to terminate the enrollment of a scholar, at any time it deems necessary, for the welfare of CLCA. The primary purpose of CLCA is clearly reflected in CLCA's philosophy that is found in this Handbook. Sometimes it may become apparent that a scholar **or parent/guardian** refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the scholar and the Academy that he /she discontinue his/her studies at CLCA.

## Repentance and Forgiveness

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When the scholar shows signs of repentance, our Christian discipline must never end in the Law for it needs to be followed with the sweet proclamation of the Gospel. The Gospel is the motivator of the child's Christian living. Discipline then will become the responsibility of the child to his God of mercy, "**How can I repay the Lord for all his goodness to me?**" (Psalm 116:12). Then we can offer positive guidance to the child on the basis of Holy Scripture.

# Health & Safety

## General Health and Safety

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The physical health of scholars is a concern for every school and family; therefore, in order to reduce the health risks that spread illness or disease CLCA reserves the right to send home scholars that have shown symptoms of being ill like high temperature or fever that may put other scholars at risk due to continued sickness. During any illness, your child must remain fever free for 24 hours before returning to CLCA. This is not to be done as a punishment to the scholar, but to ensure the general health of all scholars, families, and staff.

## Emergency Contact Information

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It is extremely important that CLCA always has the parent/guardian's accurate and up-to-date phone numbers. Before the academic year begins, emergency contact information must be completed, accurate and up-to-date. If your scholar becomes sick, is injured or is not at CLCA, we need to be able to contact you or a designated emergency contact person immediately to ensure your scholar's well-being and the health of the other scholar. The information must include at least two local telephone numbers of people who will be responsible and authorized to care for the child when the parent/guardian is not available. Your scholar will not be allowed to be taken home by any unauthorized adults.

## Immunizations

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In order to protect the health of our scholars, State Law, the Immunization Checkpoint Law [Section 140.05 (16)], of Wisconsin states that every scholar being admitted to a Wisconsin school for the first time must provide evidence of complete immunizations or choose one of three alternatives:

1. Personal conviction statement to exempt a child from immunization
2. Medical exemption signed by a physician



3. Religious exemption signed by his/her parents/guardians.

Grades K-12 are required by the State of Wisconsin to have the following immunizations:

1. 4 or 5 DTP/DT/TD (Diphtheria, Tetanus, Pertussis)
2. 3 - Hepatitis B
3. 4 or 5 Polio
4. 2 MMR (Measles, Mumps, Rubella)
5. 2 Varicella (Chicken Pox)

The parent/guardian of a scholar must present written evidence of required immunizations within thirty (30) days of admission.

## Dispensing Medication at CLCA

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Prescription medication and over the counter medications will be administered only by CLCA employees with proper training in accordance with Medical Act 160.

Medications are given to scholars in the academy setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

CLCA shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). Administration of nonprescription medication requires the written instruction and consent of the scholar's parent or guardian. Substances which are not FDA approved (i.e. natural products, food supplements), will require the written instructions of a practitioner and written consent from the scholar's parent or guardian. Scholars with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the scholar's physician and parent or guardian. CLCA also requires that any prescription medication have written instructions of a practitioner. At this time, CLCA employees cannot administer medication to a scholar by any means other than oral ingestion. Permission forms are available in the office or on our website.

## Life Threatening Allergies

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All scholars with food allergies requiring emergency medications must have a Food Allergy & Anaphylaxis Emergency Care Plan (UW Health and Meriter give these plans with annual visits) provided by the physician and on file at CLCA. All emergency medications must be provided on the first day of the academic year. There is no way to safeguard scholars with allergies from all risk. CLCA has adopted an allergen-safe environment. This does not mean an allergen-free environment; however it means the environment is made as safe as possible from food allergens. Properly planning and organizing procedures for scholars with any life-threatening food allergy is essential. Faculty and staff are educated accordingly with the goal of preventing and responding to a food allergy emergency.

We use the terminology allergen-safe because there is no way to guarantee an allergen free environment. We have several children with severe allergies. Scholars with life threatening allergies have to learn to care for themselves within a world that is not allergen free as well.

## Vision and Hearing Screenings

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A Jefferson County Public nurse or other alternative nurse resources assist with vision and hearing testing at our academy each year. Vision screenings are administered in 3K and 4K. Hearing screenings are administered in 4K. It

is also recommended that you contact your physician or health professional if you suspect your child is having a vision or hearing problem.

## Communicable Disease

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CLCA should be notified about communicable diseases that scholars have so that we can contact health officials if necessary. Watch for unusual health situations and bring them to the administration's attention. All vaccinations should be kept up to date in the scholar files.

Responsibility for the general health of each scholar rests with his/her parents/guardians. Written permission forms must accompany any scholar who is to receive medication during academic hours.

**Common diseases-** Each listing includes the time period from exposure to the first sign of illness, followed by direction concerning the exclusion of the child from CLCA. For those diseases marked with an asterisk (\*), the child will be readmitted to CLCA upon receipt of a written certificate from a physician. Use this list as a guideline for days absent from the most common communicable diseases.

- **Chickenpox (\*)**: 10-21 days; to be excluded for at least seven days upon onset of skin eruptions and all blisters have crusted over.
- **Conjunctivitis (\*)** (pink eye): to be excluded until there is no discharge from the eye or crust on eyelid, and the eye appears normal.
- **Fever**: To be excluded until the fever of 100.4<sup>o</sup> F or greater has subsided for 24 hours without the use of fever-reducing medication.
- **Impetigo, Scabies, Ringworm (\*)**: To be excluded upon recognition of disease; until treatment begins.
- **Influenza**: 1-3 days; to be excluded until the fever has subsided for 24 hours without the use of fever-reducing medication.
- **Measles (\*)**: (rubeola) 7 – 14 days; to be excluded for four days from the day of rash onset.
- **Pertussis (\*)**: (whooping cough):7-21 days; to be excluded until completion of five days of antibiotic therapy.
- **Rubella (\*)**: (German measles) 14 – 21 days; to be excluded for seven days from the day of rash onset.
- **Streptococcal**: (Strep Throat) 1-3 days; to be excluded for 24 hours from time antibiotic treatment began.
- **Vomiting**: If a child is vomiting, the parents will be asked to pick up the child. If your child has thrown up within the past 24 hours, please keep your child home.

## Head Lice Policy

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Because head lice are spread by close contact it is especially important to have a policy regarding managing this problem in our academy setting.

The points outlined below describe the policy at CLCA.

1. Hygiene classes should emphasize preventative measures such as not sharing hats, pillows, towels, brushes, scarves, combs, etc...
2. Staff should be aware of the signs and symptoms of head lice infestation.
  - a. Feeling of something moving in the hair.
  - b. Itching (caused by allergic reaction to the bite).
  - c. Irritability.
  - d. Sores on the head are caused by scratching which can become infected.
3. A scholar suspected of having head lice should be checked carefully by a designated member of the staff or someone at the local health department or the child's physician.
4. A scholar with a confirmed infestation of head lice may not return to CLCA until treated. This should be confirmed by inspection by a designated person on staff.

5. Classroom treatment should include
  - a. Washing clothing the infested person wore or used during the days before treatment (using the hot water cycle and high heat drying).
  - b. Dry cleaning clothing that is not washable or storing clothing, stuffed animals, comforters, etc... in a sealed plastic bag for two weeks. Head lice do not live long if they fall off a person and cannot feed. Do not use fumigant sprays.

All scholars will be checked whenever it is deemed necessary.

Any scholar identified with head lice will be required to leave as soon as is reasonable that day. A parent/guardian or another responsible adult must pick up the scholar. The scholar will be allowed to return to CLCA the following day as long as he/she has been treated for head lice and no lice or eggs remain alive on their person or clothing.

## Cold Weather

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If the temperature is below 20 degrees for preschool classes with or without wind chill, the scholars will not be sent outside for recess. They will also not be sent out during heavy rain. At all other times, the scholars are expected to be prepared to go out for recess--please make sure that they are dressed appropriately each day.

## Parking Lot Procedures

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### **Bethany & House Campus Morning Parking Lot Procedures:**

- Enter on Roosevelt Ave. using the southern entryway.
- For safety, there can be absolutely no passing in the parking lot.
- All parents must park and escort their scholar to the building.
- For safety reasons, scholars are not to be dropped off in the driveway.
- **Please be patient with other drivers and make safety a top priority**

### **Bethany & House Campus Dismissal Parking Lot Procedures:**

- Enter on Roosevelt Ave. using the southern entryway.
- For safety, there can be absolutely no passing in the parking lot and talking on cell phones.
- All parents must park and check-out their scholar.
- **Please be patient with other drivers and make safety a top priority.**

## Academy Security & Access

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Crown of Life Christian Academy maintains a closed campus during the academic day on all campuses. For the well-being of our scholars and the entire CLCA community, guests are expected to be buzzed in by either the CLCA main entrance or the early childhood to gain entrance. All guests are expected to sign in at the office. An unknown guest will be required to wear a visitor badge so the teaching staff will know who the guest is. Upon departure, our guest is asked to sign out. All scholars are required to remain on CLCA property. Scholars are required to have written permission from their parents whenever they leave the grounds.

## End of the Day Dismissal

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### **Bethany Campuses:**

- All parents/guardians must check-out their scholar after every visit.
- Staff members will supervise the dismissal to ensure that a safe transition has occurred.

## Emergency Closing

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In the event of bad weather, please listen to radio stations WTMJ (620AM), WFAW (940AM), WSJY (107FM), and local TV stations for announcements. For other announcement updates check Brightwheel, your email, the CLCA Facebook page, or the Emergency CLCA Text. CLCA is included with the Fort Atkinson Schools for these special announcements. CLCA's name will not be mentioned separately. In other words, when the public schools close because of inclement weather, then CLCA will be closed as well.

## Academy Information

### Extended Care Program

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CLCA recognizes that schedules vary greatly from family to family and that work schedules do not always coincide with the academic day. We offer extended care both before and after our regular academic hours.

#### **Before Care :**

Before Care for all campuses opens at 7:00 A.M. every day that CLCA is in session. Scholars are welcome to bring breakfast with them if needed and are supervised in a multi-age setting.

#### **After Care :**

- Bethany & House Buildings: After Care begins at 11:15 A.M. After Care consists of free play, lunch, story time, and nap time from 11:15 A.M. to 5:00 P.M..
- After Care on the Berea Campus begins at 3:25-5:00 P.M. with snack time. Supervised homework and free play fill the majority of the time. While we do supervise homework, it is the responsibility of the scholar and parents to confirm that homework is completed each day. Scholars who participate in extracurricular activities are also welcome to come to After Care once their practice or meeting has finished.

#### **Cost :**

\$4.75 per hour, charged to the minute. Billing will appear on bi-monthly statements. Late pick-up fee is \$1.00 per minute, assessed for scholars picked up after 5:00 PM.

## Lost and Found

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CLCA will not be responsible for valuables or money brought to CLCA by scholars. Stray items found on the academy grounds will be placed in lost and found. Unclaimed articles may be given to charity.

## Individual and Class Pictures

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Every fall and possibly spring, individual and class pictures are taken by a professional photographer. Parents have the option of purchasing these pictures by filling out and returning or ordering envelopes sent home in advance.

## Closing Statement

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Being able to offer a Christ-centered education for scholars at Crown of Life Christian Academy is a special blessing from the hand of our gracious God. Those blessings include a partnership where parents and the ministry team of CLCA work together under the cross of Christ serving the lambs entrusted to our care with the unerring truths of God's Word.

This academic year's theme- "Jesus Our Cornerstone"- is based on the words of Ephesians . This Bible reference provides a wonderful focus for our staff, scholars, and families as we look to worship our LORD faithfully motivated by His love as we live our lives to strive to defend and proclaim the loving Gospel message. May we all keep the ministry efforts of Crown of Life Christian Academy in our thoughts and prayers asking our Lord to guide and bless all that is done to the glory of His Name.

Your servant in Christ,

*Jennifer Ertman*

Mrs. Jennifer Ertman

Director of Crown of Life Christian Academy