



**Champion Truth, Transform Lives**

**Our Mission**

**We seek to educate students to become  
champions of truth living transformed lives**

# Parent Handbook

**2022-2023**

**CHRIST CHURCH ACADEMY**

667 20<sup>th</sup> Street Vero Beach, FL 32960

(772) 562-8670

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Dear Families,

Welcome to our Christ Church Family where our mission is *to Champion Truth and Transform Lives*. We at Christ Church are thrilled you have chosen to participate in this ministry program and we look forward to sharing God's love with your children this year.

Our school is designed to provide an early education experience in a safe, stimulating, and nurturing environment.

Every child is a special part of our church family and we emphasize that Jesus loves and cares about them. Our monthly themes and activities are designed to instill foundational support for Biblical truths and values while incorporating academic, social and cultural learning concepts in fun and creative ways.

Please know your family is welcomed here and we hope you consider Christ Church to be a source of help, friendship, healing, and spiritual support. We are committed to serving our community with the gospel of Jesus Christ, and are passionate about supporting the spiritual development of young families.

Feel free to speak with me if you have needs or questions about our programs.

**Mr. Gammell**  
*Head of School*

# CLASS SCHEDULE CALENDAR

**August 8, 2022— May 19, 2023**

Days: Mondays through Thursdays

Time: 9:00 a.m. — 12:00 p.m.

Location: The “Promise Land” at  
Christ Church Vero Beach

## Holidays

School is in session as noted above except for the following days

DAY	DATE	HOLIDAY
Monday	Sept. 5, 2022	Labor Day
Monday	Oct. 10, 2022	Columbus Day
Friday	Nov. 11, 2022	Veterans Day
All Days	Nov. 23-25, 2022	Thanksgiving Break
All Days	Dec. 19–Dec. 30, 2022	Christmas Vacation
Monday	Jan. 16, 2023	Martin Luther King, Jr.
Monday	Feb. 20, 2023	President’s Day
All Days	Mar. 20-24, 2023	Spring Break
Friday	Apr. 7, 2023	Good Friday
Monday	Apr. 10, 2023	Easter Monday

## SPECIAL EVENTS

*Save the date!*

**Stay tuned for more info...**

<i>AUG.</i>	<i>4</i>	<i>Open House*</i>
<i>OCT.</i>	<i>1</i>	<i>CCA Gala</i>
<i>OCT.</i>	<i>31</i>	<i>The Great Pumpkin Parade*</i>
<i>DEC.</i>	<i>15</i>	<i>Class Christmas Parties</i>
<i>DEC.</i>	<i>24</i>	<i>Children's Christmas Celebration*</i>
<i>JAN.</i>	<i>31</i>	<i>Pajama Day</i>
<i>FEB.</i>	<i>16</i>	<i>Donuts with Dad*</i>
<i>FEB/MAR.</i>	<i>27-3</i>	<i>Dr. Seuss Week</i>
<i>MAY</i>	<i>1-4</i>	<i>Teacher Appreciation Week</i>
<i>MAY</i>	<i>4</i>	<i>Mother's Day Breakfast*</i>

*\* Event is open to family participation*



**Donuts**  
With  
Dad



# DAILY SCHEDULE

**The drop-off time from 8:45 a.m.-9:00 a.m.** allows time for all to arrive and be ready to start the morning at 9:00 a.m.

**It is important for the children to arrive on time** to fully participate in the group dynamics and personal projects planned for them each day, as well as not distract other students. All students should be in their classrooms by 9:00 a.m.

CCA is not a daycare, we are a preschool. Certified teachers have prepared lessons for each school day. It is not easy to establish and maintain the attention of toddlers. Late arrivals distract students that have arrived on-time and are already engaged in lessons and that's not fair. **Habitual late comers will be assessed a \$20.00 late fee per incident.**

Upon arrival, each child will put personal items in his/her cubby then find their chair for "Table Time", an easy, guided activity that helps develop focus and practices independence in a group environment.

Classroom doors close at 9:00 a.m. and children stand for the morning prayer, school song, and the pledge. They will then gather for "circle time" where they will discuss the events for the day. Next, children rotate through Learning Centers. In our Learning Centers, children practice developmentally appropriate activities that may include emergent writing, basic math, and science.

After all that hard work, it's time for playground fun. When we return, it's book reading time, ABC Mouse, and a Bible lesson. At 11:15 a.m. we eat lunch and take part in a final activity developing fine-motor skills or gross motor skills.

**ONE YEAR OLD ACADEMIC CALENDAR (Peek-A-Boo Zoo)**

MONTH	UNIT	LETTERS	COLOR	SHAPE	NUMBER
AUG.	All About Me	ABC	RED	CIRCLE	1
SEPT.	Animals	DE	BROWN	CIRCLE	2
OCT.	Pumpkins	FG	ORANGE	SQUARE	3
NOV.	Thanksgiving	HI	YELLOW	SQUARE	4
DEC.	Christmas	JK	GREEN	STAR	5
JAN.	Winter	LMN	BLUE	STAR	6
FEB.	Love	OPQ	PINK	HEART	7
MAR.	Spring	RST	PURPLE	HEART	8
APR.	Plants	UVWX	WHITE	TRIANGLE	9
MAY	Friendship	YZ	BLACK	TRIANGLE	10

## TWO YEAR OLD LEARNING CALENDAR (Treehouse Room)

MONTH	UNIT	ALPHABET	COLOR	SHAPE	NUMBER	EMERGENT WRITING
AUG.	Creation All about me	ABC	Red	What are shapes?	1-10	Holding a writing utensil
SEPT.	Different kinds of animals- Noah's Ark	DE	Brown	Square	1-10	Square
OCT.	Pumpkins Friendship  The Ten Commandments	FG	Orange	Circle	1-10	Circle
NOV.	Autumn Giving Thanks	HI	Yellow	Rectangle	1-10	Rectangle
DEC.	Christmas	JK	Green	Star	1-10	Star
JAN.	Winter Heroes of the Bible	LMN	Blue	Triangle	1-10	Triangle
FEB.	Love  Transportation	OPQ	Pink	Heart	1-10	Heart
MAR.	Spring Manners Helping Caring	RST	Black	Rhombus	1-10	Rhombus
APR.	Life Cycles Gardens Plants	UVWX	White	Octagon	1-10	Octagon
MAY	Gardens & Plants	YZ	Purple	Oval	1-10	Oval



## TWO/THREE YEAR OLD LEARNING CALENDAR (Rainbow Room)

MONTH	UNIT	ALPHABET	COLOR	SHAPE	NUMBER	EMERGENT WRITING	STEM
AUG.	Creation Who is God?	ABC	Red	What are shapes?	1-25	ABC	Shadows
SEPT.	Different kinds of animals- Noah's Ark	DE	Brown	Square	1-25	DE	Ramps
OCT.	Pumpkins Friendship  The Ten Commandments	FG	Orange	Circle	1-25	FG	Water
NOV.	Autumn Giving Thanks	HI	Yellow	Rectangle	1-25	HI	Color
DEC.	The meaning of Christmas	JK	Green	Star	1-25	JK	Christmas STEM Challenge
JAN.	Winter Heroes of the Bible	LMN	Blue	Triangle	1-25	Name LMN	Sound
FEB.	God is Love  Transportation	OPQ	Pink	Heart	1-25	Name OPQ	Build/design methods of transport
MAR.	Spring Manners Helping Caring	RST	Black	Rhombus	1-25	Name RST	Plants
APR.	Life Cycles  Easter	UVWX	White	Octagon	1-25	Name UVWX	Plants
MAY	Gardens & Plants	YZ	Purple	Oval	1-25	Name YZ	Butterfly Life Cycle Metamorphosis

### THREE/FOUR YEAR OLD LEARNING CALENDAR (Sunshine Room)

MONTH	UNIT	ALPHABET	COLOR	SHAPE	NUMBER	EMERGENT WRITING	STEM
AUG.	Creation All about me Who is God?	ABC	Red	Square	1-50	Name ABC	Shadows
SEPT.	Different kinds of animals Noah's Ark	DE	Brown	Triangle	1-50	Name DE	Ramps
OCT.	Pumpkins Friendship The Ten Commandments	FG	Orange	Circle	1-50	Name FG	Water
NOV.	Autumn Giving Thanks to God	HI	Yellow	Rectangle	1-50	Name HI	Color
DEC.	The meaning of Christmas	JK	Green	Star	1-50	Name JK	Christmas STEM Challenge
JAN.	Winter Heroes of the Bible	LMN Sight Words	Blue	Oval	1-50	Name LMN	Sound
FEB.	God's Love Transportation	OPQ Sight Words	Pink	Heart	1-50	Name OPQ	Build/design methods of transport
MAR.	Spring Manners Helping Caring	RST Sight Words	Black	Rhombus	1-50	Name RST	Plants
APR.	Life Cycles Easter	UVWX Sight Words	White	Hexagon	1-50	Name UVWX	Plants
MAY	Gardens Plants	YZ Sight Words	Purple	Octagon	1-50	Name YZ	Butterfly Life Cycle Metamorphosis

## KINDERGARTEN READINESS LEARNING CALENDAR LIGHTHOUSE ROOM

MONTH	UNIT	ALPHABET	COLOR	Geometry & Spatial Relations	Mathematical Thinking	Emergent Writing	STEM
AUG.	Creation All about me	ABC Sight Words (10)	Red	Square vs. Cube	1-100 Constructing sets of objects	Name ABC Phonemic Spelling	Shadows
SEPT.	Animals Noah's Ark	DE Sight Words (10)	Brown	Triangle vs. Cone	1-100 Constructing sets of objects	Name DE Phonemic Spelling	Ramps
OCT.	The Ten Commandments	FG Sight Words (10)	Orange	Circle vs. Sphere	1-100 Comparing Quantities	Name FG Phonemic Spelling	Water
NOV.	Autumn Giving Thanks	HI Sight Words (10)	Yellow	Rectangle & Oval vs. Cylinder	1-100 Patterns vs. Non-Patterns	Name HI Phonemic Spelling	Color
DEC.	Christmas	JK Sight Words (10)	Green	Rhombus vs. Pyramid	1-100 Combining/dismantling sets	Name JK Phonemic Spelling	Christmas STEM Challenge
JAN.	Winter Heroes of the Bible	LMN Sight Words (10)	Blue	Positional Words	1-100 Addition & Subtraction	Name LMN Phonemic Spelling	Sound
FEB.	Love Transportation	OPQ Sight Words (10)	Pink	Positional Words	1-100 Addition & Subtraction	Name OPQ Phonemic Spelling	Build/design methods of transport
MAR.	Spring Manners Helping Caring	RST Sight Words (10)	Black	Positional Words & Orientation Terms	1-100 Addition & Subtraction	Name RST Phonemic Spelling	Plants
APR.	Life Cycles Easter	UVWX Sight Words (10)	White	Positional Words & Orientation Terms	1-100 Addition & Subtraction	Name UVWX Phonemic Spelling	Plants
MAY	Gardens & Plants	YZ Sight Words (10)	Purple	Positional Words & Orientation Terms	1-100 Addition & Subtraction	Name YZ Phonemic Spelling	Butterfly Life Cycle Metamorphosis



## **PEEP Science Curriculum at Christ Church Academy**

Celebrate curiosity and the joys of discovery! The PEEP science curriculum invites preschoolers to actively investigate their world by exploring water, sound, plants, color, shadows, and ramps (movement) in units lasting 3 weeks. Science exploration in each PEEP unit offers children time to freely explore.

Teachers play alongside students, using the guided activities provided in the curriculum. While doing this, teachers model scientific skills and attitudes, such as curiosity, focused engagement in an activity, and a willingness to share ideas.

The PEEP curriculum encourages children to consider open-ended questions and lessons incorporate language, literacy, and math.

Teachers read books related to the science topics and encourage children to write, draw, and discuss what they are doing and learning. Math experiences such as counting, measuring, creating charts, and graphs are included.

### **Help Children Reflect**

Asking children to recall their experiences and share their thoughts and ideas at circle time or in group discussions helps them make sense of their experiences. Each guided exploration in the PEEP curriculum ends with a *Reflect and Share* section, with suggested questions and activities to help children generalize about their experiences and see patterns.

# Wednesday Morning Chapel



Christ Church Academy hosts a ***weekly chapel service, every Wednesday morning at 10:00 a.m.*** This weekly service welcomes the Christ Church Academy community—students, parents, grandparents, faculty and staff—to come together for a special time of fellowship with age-appropriate speakers, praise and worship, Bible lessons, and real life application of Bible principles. Christ Church Vero Beach Rector, Father Keith Allen, Associate Priest Father Hunter Van Wagenen, Deacon Kim Allen or other guest speakers lead each CCA Chapel Service.

Weekly Chapel is for Sunshine Room & Lighthouse Point students. Administration and faculty at CCA have concluded that it would be very difficult, if not impossible, for younger CCA students to sit attentively at chapel. We don't want to put our little ones in a difficult position. However, we encourage all CCA parents to join us on Wednesday mornings.

# Policies

Please comply with these policies to ensure a pleasant year for all.

## 1. **Public Health**

Please **do not** bring your child to school if he/she has had a **fever, runny nose, cough, diarrhea, or vomiting within the preceding 24 hours** or currently exhibits any of these symptoms. Children exhibiting these symptoms will be sent home early.

## 2. **Lunch**

Send your child to school with an appropriate lunch each day. **Please do not include anything with glass containers. Please include an additional snack when your child attends aftercare.**

## 3. **Attendance and Arrival/Departure**

4. Please use the main office entrance to enter the children's wing. **Drop off time starts at 8:45 a.m.** The classroom doors will be closed until then so we can prepare for the morning ahead. Sign your child in daily for a record of attendance and indicate any changes to your contact info or pick-up routine for that day. **Please be on time each morning. Teachers have prepared lessons. When people enter the room late, it's a distraction to other students, and teachers must stop what they're doing to attend to the latecomer. This isn't fair to anyone. Those who are habitually late will be assessed a \$20.00 fee for each day tardy.**

**Prompt pick up at 12:00 p.m. is expected!** Please review pickup directions on page 17. Students will be dismissed in order of the car drivers and parents will sign them out at that time.

The doors adjacent to the school classrooms and playground are EXIT ONLY for safety reasons. Late comers still need to use the office entrance to drop off or pick up children.

## 4. **Attire**

For safety reasons, please send your child in appropriate play clothes and shoes, preferably closed-toe shoes. Sandals are fine if secured to the foot with a strap. Flip-flops and costume shoes may lead to injury and should not be worn to school.

Please supply an extra set of play clothes, including undergarments or diapers, in a labeled Zip-loc bag that can stay here for when they are needed.

## 5. Personal Items

Please leave toys and non-essential items at home to avoid loss and arguments. For special circumstances where an item still provides emotional security, *not just a favorite toy*, they may bring that item to “nap” in their personal cubby for the morning. **Pillows and blankets are prohibited during nap time due to concern for spreading illness. Students sleep on vinyl nap mats because they are easily disinfected and are not porous.**

## 6. Program Fee

The monthly program fee of \$200 is due the first week of each month. You may pay by cash, check, or debit card through online giving at [www.ccavero.org](http://www.ccavero.org). If you need to deviate from this schedule, please contact Mr. Gammell. **If you choose to keep your child out of school, for any reason, you are still responsible for tuition fees. Program expenditures don't change because we have fewer students for a particular month.**

## 7. Termination Procedures

If a family chooses to withdraw from CCA, for any reason, that family is responsible for any program fees assessed for the current month that the child attends. CCA reserves the right to dismiss any family it deems acting contrary to the mission of the school.

## 8. Fire Drills & Emergency Preparedness

Christ Church Academy carries out safety/emergency drills and maintains a log containing the date of the drill, the number of children participating, an attendance roster to indicate that all children have safely evacuated the facility and returned after the drill is completed, the time taken for a full evacuation to be completed, and any special conditions that occurred. Fire Drills are conducted regularly. Christ Church Academy also has a lockdown procedure in place, drills are conducted.

## 9. First Aid

We stock basic first aid items. In the rare event of injury, we will apply first aid immediately. If the injury is minor, e.g., a scrape or bumped forehead, you will be notified at pick-up time. More serious injuries will include immediate parent notification. Our standard procedure for open wounds is antibiotic cream/spray with a bandage. Ice packs will be applied to bumps and bruises; if the skin isn't broken we may apply arnica cream to the area to minimize bruising and associated pain. Hydrocortisone may be applied to relieve a distracting, uncontrollable itch. We do not dispense oral medication.

## **11. Behavior Correction**

Discipline and correction are important for healthy development. Discipline isn't punishment; it is routine training for meeting expectations and following directions. Correction is applying change to an unacceptable behavior. Under no circumstance will a child be spanked or belittled.

Usually, correction is achieved with a simple re-direction of activity. Some kids prefer to test every boundary. Either way, correction is given calmly. Verbal reminders of expected behavior come first, a warning of pending consequences comes next, and if necessary, are then implemented. This may include possible removal from group activity. The end goal will be an acknowledgment of wrongdoing and apology if warranted. If the child becomes abusive or endangers others, a parent will be called for immediate pick up.

### **Admissions**

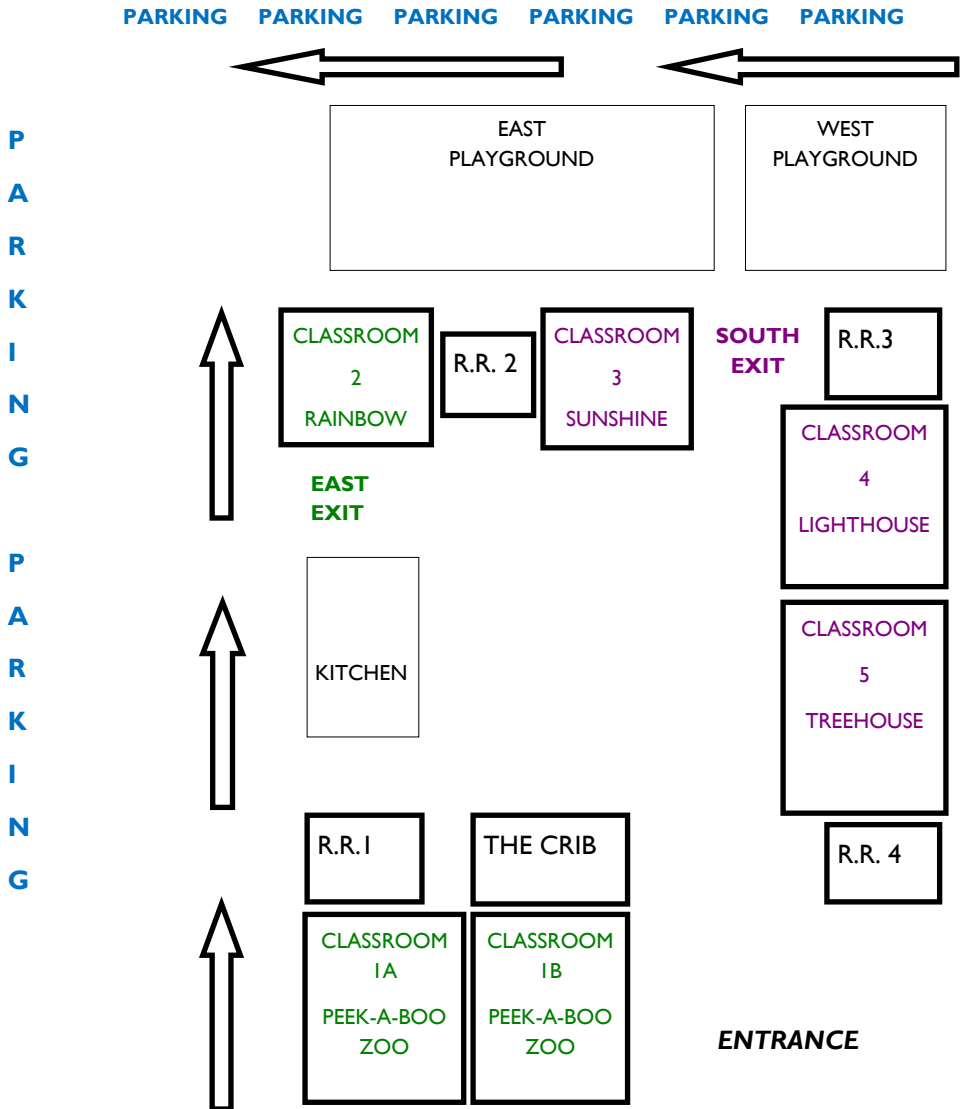
Christ Church Academy's admissions process is designed to allow you more time to become familiar with our community and for our community to become acquainted with your family and child to best serve your academic needs.

An application to CCA is comprised of the following items: A completed application. Registration payment, and family Interview. CCA is a parish school and teaches according to the doctrine & discipline of the Anglican Church in North America and under the spiritual oversight of our Bishop & the Rector of Christ Church Vero Beach. Admissions to the school is based on but not limited to, the family interview, academic performance, and student services needed.



# DISMISSAL

PEEK-A-BOO ZOO AND RAINBOW ROOM PICKUP AT THE EAST EXIT. SUNSHINE ROOM, LIGHTHOUSE, AND TREEHOUSE PICK UP AT THE SOUTH EXIT. PARENTS WITH MULTIPLE CHILDREN CAN PICK UP ALL OF THEIR CHILDREN AT THE DISMISSAL EXIT FOR THEIR YOUNGEST CHILD.



*\* arrows mark the car line routes for noon dismissal. Please pull your car (as far as possible) up to the exit door. Teacher(s) will walk your child(ren) to you and present you with a clip board to manually sign them out.*

# BEHAVIORAL EDUCATION

**Our classroom rules are very simple:**

*Love and Respect God and each other.*

This standard helps children by creating “others awareness” especially when it comes to sharing, taking turns and self-governing words and actions.

*...But with preschoolers? Yes!*

It takes a lot of practice.

And double the patience. In order to help the children understand what is and is not acceptable behavior, we reference the Biblical

## **Fruit of the Spirit.**

When we exhibit any of these qualities it shows we are focused on others instead of ourselves. It’s also teaching the gracious character of God.

Even more, your kids will learn to ask God to help them develop these hard qualities like patience and self control.

At home, please commend them when they are gentle with toys or pets, kind to their friends, exhibiting self-control when frustrated, et al, to help reinforce the development and practice of Godly character.

**THE FRUIT  
OF THE SPIRIT;**

**LOVE**  
**PEACE JOY**  
**PATIENCE**  
**KINDNESS**  
**GOODNESS**  
**FAITHFULNESS**  
**GENTLENESS**  
**SELF CONTROL**



# SONGS

## **Our daily prayer before lunch:**

### *God Our Father*

(Tune: Frere Jacques)



God, our Father (God, our Father)  
once again (once again)  
Thank You for our blessings,  
For our many blessings,  
Amen. (Amen).

## **Our Good Morning song:**

### ***The Fruits of the Spirit***

I want to know, I want to grow  
The Fruits of the Spirit, The Fruits of the Spirit 2X  
I want to know, I want to grow  
The Fruits of the Spirit, The Fruits of the Spirit 2X  
Love, Joy, Peace 2X  
Patience, Kindness, Goodness 2X  
Faithfulness, Gentleness, Self-Control 2X  
I want to know, I want to grow  
The Fruits of the Spirit, The Fruits of the Spirit 2X  
Fruit grows in gardens, fruit grows in trees



## **EARLY CARE/ EXTENDED DAY PROGRAM**

Early Care Hours are 7:45 a.m. to 8:45 a.m. Monday through Thursday. **Cost is \$6.00 per family to drop your child or children off at CCA between 7:45 a.m. and 8:45 a.m.** Extended Day Hours are 12:00 p.m. to 5:30 p.m. Monday through Thursday. **Cost is \$6.00/hour per family.** All times are prorated. The earliest pickup from Extended Day is 2:15 p.m. Extended Day has a mandatory “Quiet Time” from 12:15 p.m. to 2:15 p.m. and many children will be napping during that time. **Please make sure that your child has a sippy cup and an extra snack for aftercare.** Each Extended Day Student is required to have a vinyl or plastic rest mat.

## **CHILD CARE FRIDAYS**

***We do provide Childcare on Fridays. Cost is \$30.00 per family for the day. We'll keep our regular hours, 7:45 a.m. to 5:30 p.m.***

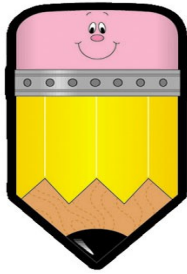
## **SUMMER SESSIONS IN 2023**

Each session is Monday through Thursday 9:00 a.m. to 12:00 p.m.  
(Early drop off begins at 8:45 a.m.)

### ***Summer of 2023***

WEEK ONE: CCA IS CLOSED  
WEEK TWO: MAY/JUNE 29-1  
WEEK THREE: JUNE 5-8  
WEEK FOUR: JUNE 12-15  
WEEK FIVE: JUNE 19-22

WEEK SIX: JUNE 26-29  
WEEK SEVEN: JULY 3-6  
WEEK EIGHT: JULY 10-13  
WEEK NINE: JULY 17-20  
WEEK TEN: JULY 24-27



## CCA SUPPLY LIST

Please bring in the items listed below to open house for each child  
**(All Classes)**

- (2) rolls of paper towels
- (2) containers of Lysol Wipes
- (2) containers of hand sanitizer
- (1) Extra set of clothes/outfit in a Ziploc bag labeled with child's name (to leave at school in case of spills or accidents).

### **The Peak-A-Boo Zoo, Rainbow, & Treehouse Rooms**

In addition to the items listed above, please bring in the following items:  
A sippy cup with your child's name on it  
10 Diapers in a labeled zip lock bag  
(2) containers of baby wipes

**Aftercare students should be supplied with a sippy cup and an extra snack each day. Please send these items in your child's lunch box and label the snack for aftercare. Thank you.**





## **Champion Truth, Transform Lives**

Christ Church Academy is a member school of Christian Schools of Florida. Christian Schools of Florida is an accrediting member of the Florida Association of Academic Non-Public Schools and the National Council for Private School Accreditation.



*Christ Church Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational or admission policies. Christ Church Academy does not discriminate on the basis of disability and makes reasonable accommodations for students as a result of disability.*