

THE CATHEDRAL OF LOVE
CHRISTIAN ACADEMY

PARENT/GUARDIAN HANDBOOK

2022 - 2023



"Learning Through Love... Excellence Through Education"

EST. 1990

139 Beverly Rancocas Rd. Willingboro, NJ 08046

WELCOME

From Our Director

The Cathedral of Love Christian Academy welcomes you and your child. Our school is dedicated to providing an atmosphere of love and concern for every child regardless of race, creed, or color. It is our goal to make available to the entire community an excellent academic and spiritual program through a traditional Christian Education Program. Our teachers and staff are committed to excellence and believe that a good Christian Education is of eternal value to our children. As your child embarks on this wonderful journey of learning and growing, be reminded that we are "Partners for Success." Remember, alone we cannot do it, but together we can achieve "Great Things!"

Director: Patricia Johnson

A handwritten signature in black ink that reads "Patricia Johnson". The signature is written in a cursive style with a large, sweeping initial "P" and "J".

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Part I Introduction

Philosophy

The Cathedral of Love Christian Academy is dedicated to giving its children a well-rounded Christian Education. We believe that every child should be nurtured in an environment that will develop him/her socially, physically, emotionally, intellectually, and most important spiritually. Realizing that a child's most rapid intellectual development takes place between the ages of birth and six years of age, we place a strong emphasis on "academics" and "character development."

Our goal is to introduce Godly principles to children and to bring them into a saving knowledge of Jesus Christ at an early age. We believe that in an environment filled with love, nurture, and Christian values, our children will be able to excel both spiritually and academically. We know that good early childhood experiences with parents and teachers working together can achieve SUCCESS!

Mission Statement

Cathedral of Love Christian Academy recognizes the Lord Jesus Christ as being the head of this ministry. It is our goal to maintain an environment where children grow in their relationship with Christ while receiving a quality education. We endeavor to provide an environment that will help students develop good character, academic excellence, and a love for the community. We will strive to develop in each child a positive self-image and a strong awareness of their heritage. We aim to uphold a space where every child can begin **learning through love** and achieve **excellence through education**.

Curriculums of Choice

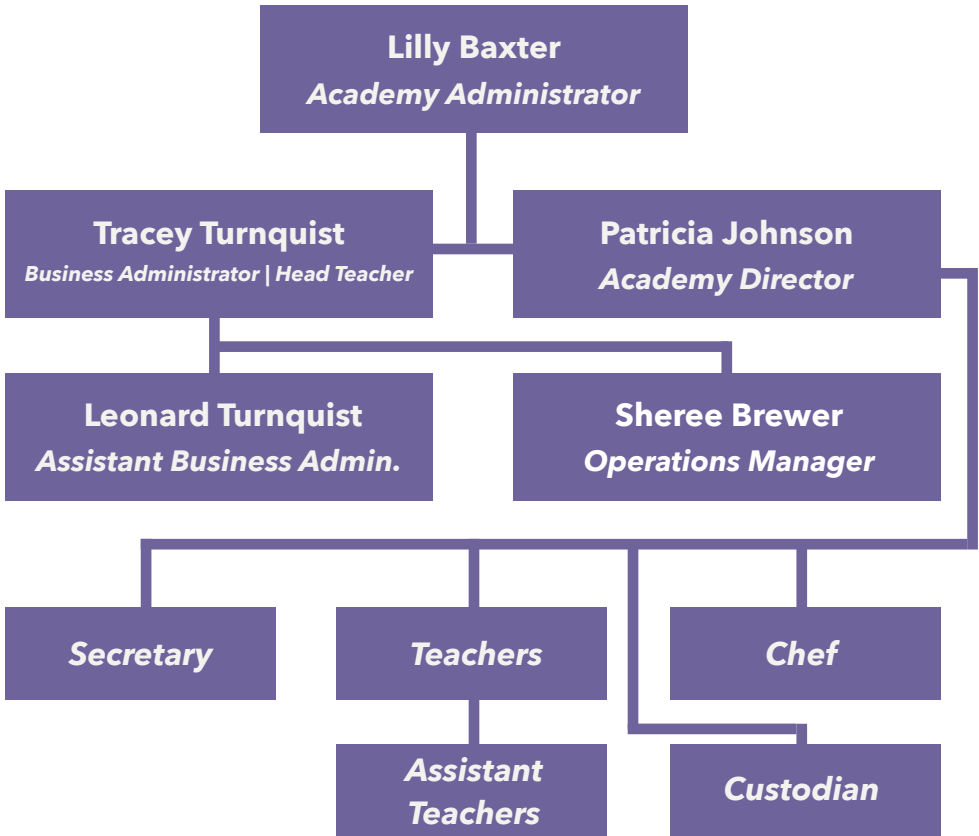
ABEKA Curriculum

The ABEKA Book approach to Christian Education keeps learning lively, interesting, and memorable. Our materials reflect sensible theory that is firmly anchored to practicality, developed as a result of over thirty years of actual classroom experience in one of America's largest and most respected Christian Day Schools. ABEKA is a phonics-based curriculum that also touches on math concepts, writing, language arts, social studies, and science. It starts each child's day off with prayer and bible study which teaches our students about how great our God is.

CREATIVE Curriculum

The Creative Curriculum approach to education is a hands-on, play-based approach. Students are engaged in age-appropriate activities that enable them to use their imagination and curiosity to learn about the world around them. With the insight of the teachers, learning experiences are extended to increase vocabulary, math concepts, and the way these things impact their lives. Discussions address content in literacy, math, science social studies, the arts, and technology.

Organizational Chart



Part II Policy and Procedures

Eligibility

A child is eligible for admission if he/she is between the ages of 18 months and 6 years of age. All students in pre-kindergarten and kindergarten must be of age by November 30th to enter the appropriate class. COLCA does not discriminate based on race, color, or ethnic origin. *If withdrawing from the center, please visit the Main Office to complete a withdrawal form (forms must be completed 2 weeks before the withdrawal date)*

Hours of Operation

The academic building will be open for operation Monday through Friday from 6:30 am to 6:00 pm. (exceptions to this schedule will be during Holiday closings or in the case of inclement weather). Our Kindergarten and Preschool program hours are from 8:30 am to 3:30 pm.

Extended care hours are available for our students. This includes care between the hours of 6:30 am-8:30 am and 3:30 pm-6:00 pm. *There is an additional fee for extended care, as well as an enrollment form.*

Full Day: 6:30am - 6:00pm

School Day: 8:30am - 3:30pm

Morning Extended Care: 6:30am - 8:30am

Afternoon Extended Care: 3:30pm - 6:00pm

Half Day: 8:30am - 12:30pm

Delayed Opening: 9:00am - 3:30pm

Pick-Up and Drop-Off

Parents and Guardians picking up and dropping-off students must park in designated parking lot spots as the front of the school building is considered a **Fire/Bus Zone** and should not be blocked by unauthorized vehicles. Failure to uphold this policy will result in a ticketing fee of \$5.00 or more to be enforced by the COLCA administration. Please follow the posted signs. **Our parking lot is under video surveillance.**

Late Pick-Up Policy

Late pick-up affects staff personal time. If you are late picking your child up from the center, a \$1.00 late fee for every minute (up to \$25.00) will be charged. All subsequent late pick-up charges/fees have no capped amount. Payments must be paid at the time of pick-up to the supervisor on-site. **If your child remains at the center 60 minutes past 6:00 pm, COLCA may contact social services to notify them of possible abandonment.**

Late Arrival Policy

Any child dropped off after 8:30 am but before 9:30 am without a written doctor's note and/or having previously informed the school of said tardiness will be subject to a late fee of \$25. This late fee must be paid before the end of the business day or your child will not be admitted into the center the following day. Children will not be admitted into the building at all after 9:30 am without excused tardiness.

Daily Sign-In and Sign-Out

Daily admission to the center requires the completion of our sign-in process via the front desk kiosk. All parents and designated guardians are also required to sign their child in and out each day. **If you leave your child without them having been accepted officially (via the sign-in kiosk & by their teacher) COLCA will recognize this as an abandonment of the child and will contact social services.**

No child can be released to any person other than their parent and/or an authorized designee without verbal or written permission from the parent or designated guardian. Parents have the right to designate as many authorized pick-up persons as desired. An official photo ID of said individual is required before the child can be released by the center. Parents should inform the center at least one (1) day in advance of any changes in pick-up/drop-off personnel.

Children will not be released to siblings or other children under the age of sixteen.

Policy on The Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access, to a child by court order, the center

shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times;
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1- 877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) can pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry

Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

- For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Morning Procedures

Students are expected to be in class by 8:30 a.m. Opening exercises in each class start the day on a positive note. If your child misses this time, he/she is missing a very important part of the day. If your child appears to be having a difficult transition during drop-off time, please note that a child's crying and clinging usually ends as soon as the parent or guardian is out of sight. So please drop the child off quickly. You may call later to check on their progress.

School Closings

Should school be canceled, delayed, or dismissed early for any reason, the following procedures will be followed:

- If Willingboro schools are closed, our school will be closed. (There may be some exceptions so please listen for our closing post). Announcements will be made on the following radio and TV stations. KYW 1060 AM & CBS News channel 3 (#1302) or WPVI channel 6 and channel 10 News. You may also find the status of the academy closing and related news on our website at www.colcacademy.com, through emails and text messaging.

The school is **closed** for the following Holidays:

- Labor Day,
- Columbus Day
- Thanksgiving & day after
- Christmas Week
- New Years Day
- Martin Luther King Day/Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day

Absence/Attendance/Vacation

If a child is absent for one week, you are required to pay tuition for that week. If the child is absent for more than one week, a doctor's excuse is required to waive the additional weeks of tuition and to reserve the child's place. When a child is present for even 1 day out of the week, the parent must pay the full week's tuition. Every child is allowed one week of vacation per school year (if needed) 2 weeks, with a written notice before the date. (NO exceptions). If the child is to be on vacation for one week or more during the summer months (June-August) we require that you give written notice by the first (1st) week of May (No Exceptions) Failure to provide notice of absence will hold your account responsible for that week's tuition, and may be viewed as a declaration of withdrawal and may not be able to preserve you Child's place.

Transportation Reimbursement

Transportation reimbursement will not be provided by the Cathedral of Love Christian Academy for school-aged children, however, there is a reimbursement fee for families who live at least 2 miles away and transport their children to school. A transportation form must be filled out by all Kindergarten families in September. Your child's birthday must fall before October 1st, in congruence with the public school cut-off, to receive reimbursement.

Information To The Parent/Guardian

Under provisions of the *Manual of Requirements for Child Care Centers* (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements, and other child care matters. The center must comply with this requirement in reproducing and distributing to parents this written statement. Prepared by the *Office of Licensing, Child Care & Youth Residential Licensing* (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/ community participation; administrative and record-keeping requirements; others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review.

If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to the NJ Department of Children and Families, Office of Licensing, Publication Fees, P.O. Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, applications, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing toll-free at 1 (877) 667-19845. Of course, we would appreciate your bringing these concerns to our attention too.

Information to the Parent/Guardian Continued...

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us

about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's

Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Information to the Parent/Guardian Continued...

Our center must cooperate with all DCF inspections/ investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements, and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interests with the center director, who can advise them on what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our centers must inform parents in advance of every field trip, outing, or special event away from the center, and

Information to the Parent/Guardian Continued...

must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A.

10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing a LAD claim at (609)292- 4605 (TTY users may dial

711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm.

Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1 (800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll-free at 1- (877) NJ ABUSE.

Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

Discipline and Expulsion

Discipline is a major concern for all parents. COLCA believes highly in the use of "positive discipline". We do not use corporal punishment. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, group, and adult. It is different from punishment in that

punishment tells children what they should not do, and positive discipline tells children what they should do. "Punishment teaches fear, and positive discipline teaches self-esteem" (Jane Nelson).

Some Examples of Positive Discipline are...

- Re-direction to a new activity to change the focus of the child's behavior
- Provide individualized attention to help the situation
- Time-out; by removing a child for a few minutes from the area of activity, so that he/she may regain self-control

Another component of our positive discipline program is "open communication" between parents and school administration. This is achieved by parents attending "Orientation", Parent/Teacher conferences, and The Parent/Teacher Fellowship. (PTF)

- After the initial incident, the parent will be notified.
- In the second occurrence, the parent will be contacted for a conference with the director.
- If there is a third occurrence, the child will be suspended for some time, to be decided by the administration. When the child returns to the center, he will be accepted only on a probationary status. A continuation of the problem will result in the dismissal of the child from the program. This is important for the safety of the other children and the reputation of the center.

- If we have deemed a situation out of control, the parent will be called in to either settle the child or remove the child from school.
- Causes for Expulsion/Dismissal include:
 - ❖ Child causing serious injury to staff or other children, him/ herself, staff, or school property.
 - ❖ A child failing to adjust after a reasonable time frame. Excessive biting.
 - ❖ Parents sexual harassing staff, parents, or students at the center.
 - ❖ Parent threatening physical actions toward staff members.
 - ❖ Failure to pay/habitual lateness in payments
 - ❖ Failure to complete required forms
 - ❖ Habitual tardiness picking up a child from school.
- Schedule of Expulsion: The parent will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately two weeks, depending on risks to other children's welfare)
- The child will not be disciplined for failing to eat, sleep, or soiling him/herself.
- Sexual harassment of staff or clientele by a parent/guardian of an enrolled child

Special Needs Disciplinary Problems...

Our preschool staff and facilities are generally not equipped to meet the special needs of those children with social, emotional, and behavioral difficulties that result in continuing discipline problems or undesirable influence upon other children. If a child's behavior presents a danger

to him/her or others or otherwise becomes a serious problem, parents will be asked to come to school during class hours to take disciplinary measures or to take the child home for the remainder of the day. When deemed that it is in the best interest of the school or student, the administration of the school reserves the right to deny admission to, or dismiss at any time, a student whose behavior is deemed inappropriate or uncontrollable. Denial of admission or student dismissal may also be invoked because of an unsuccessful working relationship between parents and the school.

Policy Against Violence

The safety and security of our employees, residents, tenants, vendors, contractors, and the general public are of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, the threat of violence, or acts of violence committed against any person on Company property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- The threat of violence: A physical or verbal act that threatens bodily harm to another person or damage to the property of another.

- Act of Violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on Company property, except as required in the lawful course of business or as authorized by law.

The following are prohibited:

- Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
- Any act or threat of violence, that endangers the safety of employees, residents, tenants, vendors, contractors, or the general public.
- Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
- Use or possession of a weapon on the Company's premises managed by the Company.

It is a requirement that employees report to their supervisor or administration, following this policy, any behavior that compromises the Company's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees/Families who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

Clothing Policy

Children participate in a wide variety of activities. It is important to consider this when choosing clothing for your child. We suggest that you consider the following guidelines in choosing appropriate school clothes:

- Clothing should be simple enough that children can put it on and take it off on their own. (front opening, large bottom, zippers, Velcro, etc...)
- Clothing should be loose enough to provide freedom of movement
- Clothing should be durable enough to permit free, vigorous play
- Two complete changes of clothing must be kept at the center for a child in case of incidents.
- Clothing should be something children can get messy in (painting, play dough, playground, etc.)

Please mark all items with the child's name.

A sleeping mat is required for nap time. COLCA will provide each student with an individual mat. Parents are required to supply their children with a crib-size sheet and a light blanket. For sanitary purposes, it is imperative that you take these items home every Friday to clean them.

Parental & Guardian Participation

The Cathedral of Love Christian School has high regard for the parents of our Preschoolers. Your involvement in the

program is very necessary and plays a vital part in our daily operations. We encourage you to visit our Center and participate in designated activities. Volunteers are welcome! **However, we observe a mandatory (2x per year) participation requirement of our parents.**

The most important way that you as parents can become involved in your child's learning, is to show an interest in what your child is doing.

We urge you to look over the academics and artwork that they bring home. Give special attention to their creations by hanging them on the wall or refrigerator. Remember that these are the tender years and what they do or don't do can make all the difference in the development of your child as a healthy, functional, and complete adult.

Conferences

Should you desire a conference regarding your child, please contact the office and arrangements will be made. Conferences are scheduled two times a year for most classes.

Fundraising

Our center is a non-profit organization and we operate on tuition only. For this reason, we must have fundraisers throughout the year. We require that each family participate in our fundraising activities. **Mandatory (2x per year) participation is required of our parents.** Your support is greatly appreciated.

Birthday Celebrations

COLCA does allow parents to celebrate their child's birthday here at the school. We ask that you give the school a week's notice and that on the day of the party, you supply enough product for all the children in your child's class. We also ask that no outside entertainment be brought in. Snack time is between 2:45 pm and 3:30 pm, please be sure to stay within that time for the party.

Personal Toys

Please do not allow children to bring toys to school except on "Show 'n Tell" days. We cannot be responsible for the loss or breakage of these items.

Lockdown/Disaster & Emergency Procedures

In the event of a lockdown contact Police Department. In the event of an evacuation due to environmental circumstances, fire, flooding, etc... Cathedral of Love will follow the direction of the local Police and Fire Departments for evacuation location. If the evacuation is minor and is a decision made by the school administration, the children will be evacuated to Alpha Baptist Church 6 Rose St., Willingboro, NJ.

Social Media Policy

This social media policy applies to COLCA Staff, COLCC Staff, Parents, Volunteers, and COL Board Members. This

policy includes, but is not limited to, the following technologies:

- Social networking sites (Facebook, Snap Chat, Instagram, etc.)
- Blogs
- Discussion Forums
- Collaborative online spaces
- Media Sharing
- Micro-blogging

We require that:

- No photographs, taken within the preschool setting or at school events be posted for public viewing without consent of the academy.
- No public discussions are to be held or comments made on social media regarding school children, staff, or school business.
- Staff is advised to manage their security settings to ensure that their information is only available to people they choose to share with.
- Staff should not accept parents as friends due to it being a breach of expected professional conduct.
- Parents and staff should report any concerns or breaches to the preschool director.

COLCA works diligently to maintain a professional center, therefore, videography and photography that we do capture will only be used for specific brand and marketing

purposes, unless written permission has not been given by the parent to use the aforementioned items in our branding and marketing.

Meals & Food Program

The school will provide breakfast between the hours of 7:15 am–8:00 am only. Lunch will be provided to all students between 11:30 am–12:15 pm. The school will provide an afternoon snack to each child after nap time. Parents bringing a child in after a specified mealtime should provide the child with a meal.

Under the operation of the Child and Adult Food Program, no participant will be discriminated against because of race, national origin, disability, age, or sex. Any person who believes that he or she has been discriminated against in any USDA related-activity should write the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720- 5964 (voice and TDD).

Damages Policy

Any damages to property or equipment, not authorized by the academy in coordination with the business office will be paid for by said individual(s) responsible for the damages (Both Staff and Parent/Guardian).

Part III Registration & Financial Policy

Registration Procedures

All new students will receive an information packet. This packet includes forms to be filled out. All forms must be completed and returned to school a week before their start date. Registration fee and 1st week's tuition must be paid no later than the Friday before their start date. Children who are assisted through BCCAP for childcare must pay tuition until BCCAP kicks in, or they may keep the student's start date until after their child's information is cleared in the BCCAP portal. (We will inform you when this takes place).

Every family is responsible for completing and returning the following forms:

- Enrollment Application
- Enrollment Agreement Contract
- Tuition Express Form
- Immunization Records
- Photo & Video Permission Form
- Food Program Application
- Transportation Form (K5)
- Ext. Care Form (K5)

*Universal Healthcare Record (Physical) Authorization for
Emergency Medical Care Information to Parents
Acknowledgement (Handbook)*

All students are required to re-register Annually

Tuition

Tuition is due, in advance of care, every Friday by center closing time. Tuition is late and subject to a fee of \$25.00 if paid after 9:00 am on Monday regardless of the child's attendance. All payments that are made, for an account with an outstanding balance, are applied to the oldest balance first. Should tuition remain unpaid for a period of five (5) business days, COLCA reserves the right to request the immediate withdrawal of your child. No guarantee of the slot for your child will be made under these circumstances. If your child is absent on Monday, your tuition payment should be made **ONLINE** at **myprocare.com**, before 9:00 am or this will be considered a late payment.

Financial Office and Operations Manager Office Hours:

Office hours may be subject to change throughout the academic year and will be communicated for your convenience.

(Public Hours) Monday | Wednesday | Friday

3:00pm - 6:00pm

(Morning Public Hours) Monday | Friday

6:30am -9:00am

(Appointment Only) Monday to Friday

9:00am - 2:00pm

COCLA enrollees are subject to book fees. (please see the finance office for any specifics surrounding this initiative)

Financial Aid

Financial Aid is available to qualified families through Burlington County Community Action Program

(BCCAP) 609-261-6834

Work First New Jersey

(WFNJ) 609-261-9222

BCCAP Policy

If BCCAP is awarded, parents must file and pay the registration fee before the process proceeds. Before speaking to the finance office parents/guardians need a Pre-PAPA form from the BCCAP Office (we cannot schedule a start date until after we receive the official PAPA back from BCCAP).

- Swipe the child in and out every day.
- Parents can back-swipe up to ONE week.
- We will not accept the entry of students who are behind in swipes for more than a week.
- No employee can swipe BCCAP cards.
- If you don't swipe then you are obligated to pay for that day (we charge by the week, not the day)(if you are on tuition express you'll see it come out of your account).

Part IV Health and Wellness

Immunization & Health Examination Records

- All Children are required to have on file a copy of their health examination and immunization records.
- Any restrictions or special precautions concerning diet, medications, or allergies must be specified in the child's medical record.
- Should a child become ill, a parent or guardian will be notified of the child's condition.
- A child who appears to be ill or has a temperature above 100.1 degrees ., must be picked up from the center by a parent or guardian.
- No child will be admitted with suspected contagious disease.
- The office must be notified if you are aware that your child has a contagious disease.
- A doctor's note is required before re-admission of a child who has contracted a communicable disease.
- Parents must complete an emergency card after registering their child, it's also your responsibility to update this information as needed. It is very important that you provide us with your current address and telephone numbers in case we need to contact you regarding your child.

*If your child is to be absent from school (for any reason) please inform the school at **609-877-9377***

Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home:

- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.1 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing

Once the child is symptom-free or has a doctor's note stating that he/ she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others.

Gastrointestinal Illnesses

- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigella

Contact Illnesses

- Impetigo
- Lice
- Scabies

Reportable diseases will be reported to the health department by the center.

Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days have lapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the center, you will be notified in writing.

Contact Information:

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Office Hours: By Appointment Only

Cathedral of Love Christian Academy

Phone: (609) 877-9377 (ext:1)

Hours: 6:30am - 6:00pm

Finance Office

Email: finance@colcacademy.net

Office Hours: (Public Hours) M, W, F from 3:00pm - 6:00pm

(Morning Public Hours) M, F from 6:30am - 9:00am

(Appointment Only) M - F between 9:00am - 2:00pm