

PRESCHOOL HANDBOOK 2023-2024



DESERT CHRISTIAN ACADEMY

Empowering the Mind, Engaging the Soul

“THEREFORE GO AND MAKE DISCIPLES OF ALL NATIONS,...TEACHING THEM TO OBEY EVERYTHING I HAVE COMMANDED YOU. AND SURELY I AM WITH YOU ALWAYS, TO THE VERY END OF THE AGE.” MATTHEW 28:19, 20

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I. GENERAL INFORMATION

SCHOOL HISTORY

A need, a dream, and a vision; these three intangibles sparked a decision to invest in the future of Coachella Valley's youth.

- ❖ The need was simple: To provide an education infused with a Christian worldview.
- ❖ The dream: To open a Christian school in the Coachella Valley.
- ❖ The vision: To become a preschool through twelfth grade school, preparing students for college with the excellence that parents desire and God requires.

David Fulton and his wife, Julie, both natives of the Coachella Valley and former public school teachers, saw the need, had the dream, and invited others to invest in their vision. In 1977 they acted upon it, leasing three small classrooms in the education wing of St. John's Episcopal Church in Indio. So, Desert Christian Academy (formerly Christian Schools of the Desert) came into being.

In September 1977, Desert Christian Academy opened its doors to forty-two students grades 5-10. The second year, the school expanded to seventy-eight students grades 4-11. In the fall of 1979, the school expanded to one hundred seventy students grades K-12 and relocated to our current 10-acre campus in Bermuda Dunes. A preschool program for children ages 3-5 was added in the fall of 1998 and a toddler program for children ages 2 – 3 years was added in the fall of 2009. DCA graduated its first senior class in June of 1980, and since then, has placed graduates in some of our nation's finest academies and universities.

ORGANIZATIONAL STRUCTURE

Desert Christian Academy is an independent, non-denominational Christian school. DCA is governed by a Board of Trustees. The Board sets all school governance policies and employs the Head of School who manages all school employees and oversees the operations of the school. The Head of School is responsible for following and enforcing Board-adopted policies. The Head of School leads the DCA Leadership Team: Assistant Head of School/Elementary Principal; Secondary Principal; Chaplain; Director of Curriculum & Instruction; Director of Admissions, Technology, and Student Activities; and the Athletic Director. The Leadership Team establishes and directs all school operations under the guidelines set in the Board Policy Manual.

It is the philosophy of DCA that all conflicts should be approached according to Matthew 18:15-17. Parents should first approach the teacher or person with whom the problem exists. If the problem is not resolved, then the parents should go directly to the

school principal (elementary or secondary). After taking the appropriate steps outlined in Matthew 18, if a parent has suggestions, comments, or unresolved conflicts, he/she may contact the Head of School to try to resolve the problem. If the issue remains unresolved, parents may submit written correspondence to the Leadership Team. Written correspondence to the Leadership Team should be addressed to:

Leadership Team
Desert Christian Academy
40-700 Yucca Lane
Bermuda Dunes, CA 92203

FINANCIAL STRUCTURE

DCA charges tuition and fees to help cover operating costs; however, fundraisers help subsidize operating costs. All capital expenses relating to building projects and equipment are funded from fundraising efforts and donations received.

TUITION AND FEES

Application and Registration Fees are due when a new student applies for admission. Application Fees are non refundable. The registration fee covers enrollment processing, yearbook and school supplies. Registration Fees are refundable only if the student is not accepted. There is a \$50 materials fee for toddlers and preschoolers, and \$100 materials fee for Pre-K.

The Board of Trustees sets tuition annually. DCA has four tuition payment options:

1. Payment in full
2. Two semi-annual payments (July & December)
3. Ten monthly payments (July - April)
4. Twelve monthly payments (July - June)

Parents are required to sign a tuition contract for the school year. Semi-annual and monthly payments are made through FACTS.

If a parent is 60 days late in meeting their tuition obligation, his/her children will not be allowed to continue to attend classes unless the parent makes satisfactory arrangements for payment with the Head of School.

Students will not be eligible to begin the first day of a new school year until previous years accounts are current. All delinquent accounts exceeding 90 days will be turned over to collections.

For preschool, once a child is enrolled at DCA, the parents' financial commitment continues through the quarter.

An annual registration fee of \$300 will be charged for each DCA student. In order to guarantee your child's spot for the next school year, parents must re-register their preschooler(s) by the re-registration deadline.

EXTRA ATTENDANCE DAYS

If your preschool student is not a full-time student and you wish for him/her to stay an occasional half-day or full day the cost is as follows:

- ❖ Extra morning 7:00 AM - 12:30 PM \$40
- ❖ Extra afternoon 12:30 PM - 5:30 PM \$35
- ❖ Extra full day 7:00 AM - 5:30 PM \$55

These extra days of attendance must be cleared with the director and will be granted should there be space available that day for the student. Part time families are not permitted to swap one day for another if one was missed. However, the Preschool Director can approve the addition of an extra day or half day if desired and if space allows.

RETURNED CHECKS

There is a \$25 fee for checks returned to us due to non-sufficient funds or any other reason. Payment is due within 3 days of notification. If checks are returned to us more than once, parents will be required to pay on a cash only basis.

VACATION/ABSENCES

No make-up days will be allowed for absences due to illness or vacation. Tuition is not adjustable due to illness, vacation, or holidays.

FUNDRAISERS

Desert Christian Academy organizes two major fundraisers annually:

1. Walk-a-Thon
2. Auction Gala

It is essential that every DCA family participate in these fundraisers because the school's ability to keep tuition costs down depends upon the success of these events. School policy disallows product sales. Schoolwide fundraising efforts are focused on community-building events. From time to time other minor fundraisers may be held for either the preschool, elementary or secondary school. All class and athletic fundraisers must be approved by the Leadership Team in advance.

SCHOOL IDENTITY & PURPOSE

STATEMENT OF FAITH, PHILOSOPHY AND OBJECTIVES

The foundation of our philosophy is our statement of faith, which is our basic set of Christian values. The statement of philosophy expands our Christian values into every realm of life. The implementation of our philosophy into every academic discipline is obtained by striving to fulfill our objectives.

EXPANDED STATEMENT OF FAITH

Of the Scriptures:

We believe in the authority and sufficiency of the Holy Bible consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried. (II Timothy 3:16-17; II Peter 1:19-21)

Of the True God:

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Spirit - executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11)

Of Jesus Christ:

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We further believe that the salvation of sinners is divinely initiated and wholly of grace through the mediator's offices of Jesus Christ, the Son of God, who by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, Christ the Lord bearing our sins in His own body on a tree; that

having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24).

Of the Holy Spirit:

We believe that the Holy Spirit is a divine person, of the same nature as God the Father and God the Son; that He was active in the creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the agent in the new birth; that He seals, empowers, guides, teaches, witnesses, sanctifies, and helps the believer. (Genesis 1:1-3; John 16:8-11; John 3:5, 6; Romans 8:14, 16, 26-27; Luke 24:49)

Of Man:

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless, happy state, and all men sinned in him. Consequently, all men are totally depraved and are partakers of Adam's fallen nature. We are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior.

Of Salvation:

We believe that faith in the Lord Jesus Christ is the only condition of salvation. For a person to be saved, he/she must confess with his/her mouth that Jesus is Lord and believe in his/her heart that God the Father raised Jesus from the dead. (Romans 10:9)

Of the Church:

We believe the Church is the living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. (Acts 20:17-28; Acts 2:41, 42)

Of Marriage, Gender and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We

believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of Desert Christian Academy as the local Body of Christ, and to provide a biblical role model to the DCA members and the community, it is imperative that all persons employed by DCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of DCA.

On the Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Desert Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is DCA's final interpretive authority on the Bible's meaning and application.

EXPANDED STATEMENT OF PHILOSOPHY

As a Christian school, our central purpose for each child is to couple sound academic training with a personal knowledge of Jesus Christ as Savior. The Bible is the supreme authority in everything pertaining to faith and conduct. Every area of instruction is interpreted in the light of God's Word. We seek to establish spiritual foundations on which a life of useful Christian service may be built.

Christian education endeavors to mold and shape the individual's life, helping students discipline their minds and their actions. The source of discipline comes from the Spirit of God living within us. Corrective discipline is to be administered with love and concern for the students. The school is only a part of the influence in the individual's life. The school establishes and builds on the principles established by the Word of God, yet the Christian school cannot replace the influence of the family. It is the school's responsibility to support parents to train children to abide by the civil, moral, and spiritual laws and to respect the rights of their peers. The student's home should reflect the Christian way of life. The child is instructed, "...obey your parents in all things..." (Colossians 3:20). This is only half the responsibility. The parents are also instructed to, "...provoke not your children..." (Colossians 3:21) and also to "train up a child in the way he should go" (Proverbs 22:6). The school and home must be in agreement as to discipline and the Christian way of life. One must complement the other. Each should reinforce the other. Education involves the whole life of the students. We endeavor to prepare the students with a foundation for learning that will enable them to become involved with the academic challenges of life, to enjoy the cultural opportunities of life, and to experience the spiritual joys of life.

PHILOSOPHY OF CHRISTIAN EDUCATION

Education that is distinctly Christian should stand on its own and not be comparable to any secular institution. DCA's philosophy of Christian education centers on the belief that all knowledge comes from God only. Psalm 119:65-66 and Colossians 1:9 indicate that knowledge can only come from God. We are warned very strongly against education that does not center on God's revealed Word. In the very first book of Psalms God tells us that a man should not "walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers" (Psalm 1:1). We understand that anyone who either mocks or is wicked minimizes the importance of God or removes Him all together from their worldview. Psalm 1:2 offers the anecdote to wicked counsel as having a delight for the law of the Lord and meditating on the law day and night (paraphrase). Either we choose to sit in the counsel of the wicked and sit in the seat of mockers or we delight in the law of the Lord. We cannot do the former and still gain the latter. Therefore, the entire goal of DCA's educational process is to reveal God to our

students by the observation of His creation (Romans 1:20, Psalm 19:1-2), study of His written Word (2 Timothy 3:16), and interaction with His living Word, Jesus Christ (John 1:1-3, 14, 1 Peter 1:3). Any educational goal that is contrary to this is a disservice to the Christian school families.

Any educational system that seeks to be Christian must have a desire for excellence. If Christians are God's witnesses on this earth then our testimony must reflect His excellence. When God created the Heavens and Earth He declared it as "good" (Genesis 1), meaning that there was no improvement needed, it was indeed excellent. When Jesus performed miracles His work was excellent and not lacking anything (John 2:10). There were over three hundred messianic prophecies that came true. When God works, He works excellently. DCA seeks to bear witness to our God by providing education that is excellent in quality, purpose, content, and methodology. Likewise, students will also be challenged to bring an excellent effort in all facets of their educational experience.

Lastly, any organization that bears the name of Christ, such as DCA, must endeavor to represent the core principles that characterize Jesus' life and mission while on this earth.

- ❖ DCA seeks to bring all students and families to the Glory of God. (John 14:13)
- ❖ DCA will seek to provide an educational experience that does not reflect the patterns of this world, but reflects the Kingdom of God, regardless of the cost. (John 8:23)
- ❖ DCA will seek to educate students from the spirit and not the flesh. (John 6:63)
- ❖ DCA will seek to represent the grace, love and forgiveness perfectly shown to us by Jesus on the cross. (Romans 3:24, Romans 5:8)

RESPONSIBILITIES OF EDUCATION

The responsibility of Desert Christian Academy (PS-12) is to strive to meet the needs of the total person on the spiritual-moral, personal-social, academic-intellectual, and physical levels. This is best accomplished when the home, church, school, and student are compatible in their philosophy of Christian education. The three groups (home, church, and student) must work in conjunction with the fourth (school) as to its stated philosophy, faith and objectives.

- ❖ The **home** has the responsibility for the education of their children. The authority for education comes from God's command that children be taught to love God and place Him first in their lives (Deuteronomy 6:5-7), and from parents who are responsible for the total training and education of their children

(Proverbs 22:6; Ephesians 6:4). At the parents' request, the Christian school, along with the church, become partners in providing education for the child. This responsibility involves the parents extending authority over their children to faculty and staff while their child is at school or involved in school activities. The parents' responsibility is to support the school's educational efforts however possible and take in council provided by the school with an open mind when concerning the education of their child.

- ❖ The **church** becomes influential in the spiritual growth of the family and is a family affair, which helps in meeting the goals of Christian education. The church is also influential, along with the parents, in leading a person to accept Jesus Christ as his/her personal Savior. Faithful involvement in church, after a student becomes born again, helps that individual to be "rooted and built up in Him (Christ)..." (Colossians 2:7) as well as "...being rooted and grounded in love." (Ephesians 3:17). The church's responsibility is to support the mission of the Christian school and help provide needed resources to help the child's training.
- ❖ The **school** has the responsibility, through Christian education, to make God known to each student and facilitate the work of Jesus through the Holy Spirit in the lives of students. It is also the school's responsibility to support the parents as the ultimate God-given authority over any child's education. The school seeks to establish and build on the principles established by God's Word. A Christian school education program does not replace the influence of the home or the church, but merely complements it. Through "mind renewing" (Romans 12:2), the school seeks to instill God's set of values in the individual life that students might enjoy the "abundant life" (John 10:10).
- ❖ The **teacher** is responsible for ministering to the students by bringing the only true teacher, Jesus, into the classroom each day (Matthew 23:10). The teacher must also be committed to leading his/her students to truth first and foremost. They must understand that any knowledge that leads us to the truth is from God only. The teacher is also responsible to represent the unconditional love of Jesus Christ to every student in his/her classroom. Lastly, the teacher is responsible to be passionate, purposeful, and prepared whenever he/she instructs students.
- ❖ The **student** is responsible to complete the cycle of education. Students must fulfill their responsibilities, which include attendance, obeying school rules, obeying those in authority, completion of assignments, and working to their potential. Students must accept and agree to the guidelines as set forth in the student handbook.
- ❖ The **Process of Christian Education** is an interaction that takes place between

teachers and students with the help of school personnel and parents. The entire process of education is seen as a means used by the Holy Spirit to bring the students into fellowship with God and to develop a Christian mind for godly living.

- ❖ The **faculty and staff** alike must meet certain criteria in order to accomplish the desired objectives. The faculty and staff must have received Jesus Christ as their personal savior. They are admonished to practice Biblical principles in their personal life. With a personal commitment to Christ, they view teaching and ministering in a Christian school as a calling of the Lord, based on their spiritual gifts. This commitment would include sacrificially giving of their time and talent while keeping in perspective one's responsibility to his/her home. Part of this commitment in working in a Christian school includes training a student so that the student's purpose and goals will be reflected in a close Christian walk with his/her Lord and Savior. The faculty and staff are encouraged to develop their personal growth in Christ through worship, Bible studies, and personal quiet times.

Educational qualifications for faculty members are in keeping with the school's philosophy. Teachers at DCA must have completed a Bachelor's degree and are also encouraged to complete state credentials. They are also required to obtain ACSI teaching certification.

- ❖ **Students and Parents** must be in agreement with the philosophy of Desert Christian Academy. There are two important areas of commitment in the school's relationship to students and parents. Evangelism is one of the ministries of DCA, which is accomplished by working with the home and the church. DCA is a non-denominational school; therefore, we teach the truths from the Bible as God has revealed them. The opportunity to personally accept Jesus Christ as Lord and Savior is presented throughout the educational experience. Parents are also encouraged to accept Jesus Christ as their personal Savior. Faithful church involvement is encouraged.

Secondly, discipleship is important in the development of Christian growth. Students should be open to spiritual truth and ready to accept Christ as Savior and/or willing to be discipled in the Christian life, since "...the 'natural' man receiveth not the things of the Spirit of God, for they are foolishness to him, neither can he know them because they are spiritually discerned," (I Corinthians 2:14). Christian students also have the Holy Spirit of God as an inward enabler who is able to guide them into all truth (John 16:13).

PHILOSOPHY OF AUTHORITY

A philosophy of authority is necessary in order that all things may be done “decently and in order” (I Corinthians 14:40). It is the philosophy of DCA that the family is the ultimate authority over a child’s education and well-being. The family is supported by school personnel led by the DCA Board of Trustees. Submitting to both family and school is the student’s responsibility; however, a student’s perspective must always be considered. Should a problem arise, the parent should first approach the teacher or person with whom the problem exists (in accordance with Matthew 18:15). If the problem is not resolved, then the parents should go directly to the preschool director. If the problem remains unresolved, then the parent should meet with the Head of School. Any unresolved problems or suggestions or comments that parents may wish to make to the DCA Board of Trustees should be in written form. The Board of Trustees, under the direction of God’s Word, makes the final decision with every possible effort to reconcile parents with the school.

BUILDING HOME AND SCHOOL RELATIONSHIPS

A solid bond between the home and the school is necessary in order to accomplish the end results in Christian education and promote our ministry. In seeking to develop a sound relationship, the administration, faculty, and staff strive to:

- ❖ Cooperate Closely with parents in every phase of the student’s development, especially as it relates to the school program.
- ❖ Help the Parents to understand the school’s purpose and program.
- ❖ Aid Families in Christian Growth and to help them develop Christ-centered homes.
- ❖ Assist Parents in keeping up with the changing culture and its effects on the home and the implications for their children.
- ❖ Encourage Regular Involvement in a local church.
- ❖ Cultivate a Mutual Spirit as it relates to God’s truth, as taught in Matthew 18. This is important for building a solid bond between home and school.

MISSION STATEMENT

Desert Christian Academy’s mission is to train students to glorify Jesus Christ by growing spiritually, academically, physically, and socially

VISION STATEMENT

Desert Christian Academy is a Christ-centered community that is passionate about shaping our students’ foundational journey with the power of the gospel. This desert oasis provides a loving place of innovation and discovery that is governed by grace, and develops disciples who are responsible, productive, deep thinking, steadfast,

honorable, sacrificial, and well equipped for a lifetime of Christian service. We are more than Conquerors!

Conquering Culture (Preschool):

Spiritual foundations

- ❖ We pray for one another (James 5:16)
- ❖ We show kindness to others (Eph 4:32)
- ❖ We tell others about Jesus (Matt 28:19)
- ❖ We learn the Bible (Ps. 119:160)
- ❖ We say nice things to others (Eph. 4:29)

Academically Challenging

- ❖ We learn by doing things together (Heb 10:24-25)
- ❖ We learn through practice (Ro 5:3-4)
- ❖ We always do our best (Col 3:23)

Socially Compassionate

- ❖ We follow the rules
- ❖ We make events fun for everyone
- ❖ We are friendly; everyone is included (John 13:34)
- ❖ We are all made unique and different (Ps 139:14)

Physically Vigorous

- ❖ We try new things
- ❖ We are strong and capable (Eph 6:10)
- ❖ We rest so we can grow (Ps 4:8)

Personally Perseverant

- ❖ We can do hard things (Phil 4:13)
- ❖ We say “let me try” (James 1:2)
- ❖ We ask teachers for help
- ❖ We learn from mistakes

IMAGE STATEMENT (TAGLINE)

Empowering the Mind, Engaging the Soul

TRADITIONS: COLORS AND MASCOT

Colors – DCA school colors are royal blue and white with a gold accent. Royal Blue represents the royalty and Kingship of God and His throne in Heaven, our destination; Gold represents the indestructible assurance of His Word, our salvation, and our right to eternal life in Heaven with our King.

Mascot – The mascot, selected by the inaugural student body and the founders, is the Conqueror. The Conqueror represents our ability to conquer all of the obstacles and problems we may have if our faith is in the Lord Jesus Christ. This philosophy is characterized by Romans 8:37 “in all these things we are more than conquerors through Him who loved us.”

PURPOSE

Desert Christian Academy’s purpose is to train students, preschool through high school, to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

EXPECTED LEARNING OUTCOMES

The expected learning outcomes for every preschool age group are discussed and shared during the enrollment process. Copies are available upon request.

ACCREDITATION

Desert Christian Academy is fully accredited in grades PS-12 by the Association of Christian Schools International (ACSI) and by the Western Association of Schools and Colleges (WASC).

CHANGES IN HANDBOOK POLICY

Any change in a policy stated in the Parent’s Handbook will be put in our weekly newsletters. It is the parent’s responsibility to read the weekly newsletters and to keep informed of policy changes therein.

II. PRESCHOOL OPERATIONS

HOURS OF OPERATION

Our program begins at 7:00 A.M. The day concludes at 12:30 P.M. for half-day students and at 5:30 P.M. for full-day students, Monday through Friday, except on scheduled holidays or school vacation days (see school calendar).

PICK UP AND DROP OFF PROCEDURES

SIGN IN AND OUT

California state law requires an adult’s legal signature when signing your child(ren) in or out of a child care program. Every parent and/or authorized persons will use the Brightwheel app for this process.

LATE DROP-OFFS MUST BE APPROVED

Tardiness is disruptive to the classroom's learning time in the morning. For this reason, late drop-offs (arrival after 8:30 AM) must be approved by the director. A message can be sent to the director via Brightwheel should your student be arriving late. No student will be admitted to class after 10:00 AM.

LATE PICK-UP CHARGE IS \$1/MIN

Please be punctual in arrival and departure. Full-time students must be picked up by 5:30 PM and part-time students by 12:30 PM. Parents will be charged a \$1 per minute late pickup charge. Charges will be added to your account. Three late pick-ups are grounds for an automatic drop.

AUTHORIZED PICK-UPS

By law, no child can be released to a person who is not authorized by the parent on the Emergency and Identification Form. This information is in our school system and Brightwheel and is accessible to teachers on their class iPads. Written authorization must be given to the director if there are any changes to pick-up plans. We must receive a phone call and/or email stating the change. Authorized pick-ups will be asked to show their ID if they are not known or recognized by the director or teacher. If the person does not bring his/her ID, then parents will be called to confirm and acknowledge.

SEPARATION ANXIETY

It is inevitable that there will be crying children. Separation anxiety is expected and is a healthy behavior. Although this is unsettling to the observer, please allow the teachers to handle the various situations. The first month of school will be challenging and exciting for the children, teachers and parents. The implementation of our lesson plans will be adjusted to meet the needs of the children as the days unfold. The children will feel a sense of routine after this initial adjustment period. Parents will be updated about how their child is doing through the Brightwheel app.

PARKING LOT

It is very important that everyone park and drive with extreme caution and be on the lookout for young children whenever in the parking lot. Additional parking can be found on Emerald Crest or on the football field for special events.

III. CLASSROOM GUIDELINES

PERSONAL ITEMS

Beloved toys and stuffed animals should stay at home unless there is a special “share day” where students are asked to bring in a special item. If a child has a comfort item they are particularly attached to, please communicate this specific need with the child’s teacher.

CELEBRATIONS

BIRTHDAYS

Young children become easily overstimulated when their regular daily routine is disrupted or changed. There are so many birthdays to celebrate so we must honor the birthday boy/girl in a way that does not disrupt the flow of the class and the overall learning experience. We do not allow a full lunch to be catered for the class, room decorations, or goodie bags.

Teachers will acknowledge student birthdays during the year in fun ways that equally allow the class to stay on task and in order. Parents may bring in a small store bought snack to share with the class on their child’s special day. The item(s) must not contain any nuts within the ingredient list.

DCA SPECIAL EVENTS

Certain events such as the Walk-a-thon and Water Day require an adult to participate with the Preschooler in order for the child to attend.

If a preschool event/party is scheduled on a day that your child is not regularly scheduled, you can bring them to school but you must stay with your child during the event and take them home after it ends. The child will not be signed-in on Brightwheel for the event.

SPECIAL HOLIDAYS/CLASS PARTIES

Valentine’s Day: We celebrate with “friendship parties”.

Easter: Emphasis will be placed on the resurrection of Jesus.

Halloween: We do NOT wear costumes to school.

Christmas: We celebrate with classroom Christmas activities.

DRESS CODE

APPROPRIATE ATTIRE FOR SCHOOL

Uniforms are not required in preschool but it is important that children wear clothes (and shoes) that are comfortable, seasonally appropriate and appropriate for some possible messy fun. “Safe shoes” are shoes that cover the toes and secure around the heel. The best kind of shoes are a tennis shoe that they can easily run in. NO FLIP FLOPS. A cap or hat can be worn for some protection from the sun.

EXTRA CLOTHES FOR THE CHILD’S CUBBY

Every student needs to have extra clothing in their cubby. Items together must fit inside a large ziploc style bag.

We recommend the following:

- ❖ 1 Package diapers and wipes (if applicable)
- ❖ 2 Complete changes of clothing including:
 - 2 shirts
 - 1 sweater or sweatshirt for (for fall & winter)
 - 2 pairs of socks
 - 2 pairs of pants, shorts, or 2 skirts
 - 2 pairs of underwear (more for those potty training)
 - Those children who are still potty training should also have an extra pair of shoes in their cubby.

PLEASE WRITE YOUR CHILD’S NAME ON EACH ARTICLE OF CLOTHING.

SNACKS AND LUNCH POLICY

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutritional environment for the children in our facility, Desert Christian Academy Preschool has developed the following lunch policy to encourage the development of good eating habits that will last a lifetime.

Student lunches are provided by parents. It is of great importance that when you pack your child’s lunch for school that it is done with food safety in mind and is best when it includes at least 4 of the 5 food groups from the USDA nutrition guidelines. We follow the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the snacks we serve. **We are a nut sensitive program and do not serve items that include any nuts in the ingredient list.**

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day.

A healthy and balanced lunch includes fruits, vegetables, whole grains, meat/meat alternate and limited foods and beverages that are high in sugar, and/or fat. Consider the list below when packing your child's lunch:

Fruits and Vegetables

- ❖ Fruit at least 2 times a day.
- ❖ Offer a vegetable other than white potatoes.

Grains

- ❖ Offer whole grain foods, such as 100% whole wheat bread or rolls, whole grain crackers.

Meat Alternate

- ❖ Offer lean meats such as "lean" turkey, chicken, fish, low-fat cheese.
- ❖ Limit high processed meats such as bologna, sausage, hot dogs, chicken nuggets, etc.
- ❖ We are a nut sensitive school. No items with nuts in the ingredient list will be served.

Beverages

- ❖ Limit juice intake and stick to 100% fruit juice.
- ❖ Stay away from sugar sweetened beverages.
- ❖ Offer only skim or 1% milk to children aged 2 years and older.

Fats and Sugars

- ❖ Limit fried or pre-fried vegetables, including potatoes.
- ❖ Limit sweet food. **No candy will be served while at school.**

Keep safety in mind:

- ❖ Make sure that hot foods are steaming hot when placed in a thermos.
- ❖ To keep foods cold, use freezer packs with lunch.
- ❖ Things like grapes, popcorn, and hot dogs can be choking hazards. Please cut your child's food appropriately for their age. (Staff will also keep an eye on the bite sizes).

Preschool teachers can warm-up food from home but items that require a full cook time (i.e. Mac-N-Cheese cups or Cup-o-Noodles) are not suitable for a preschool lunch since they require so much time to both cook and cool before the child is able to safely eat.

The Conqueror Cafe meals are not an option for Preschool students. That option is strictly for K-12 students.

ROLE OF STAFF REGARDING NUTRITION

- ❖ Staff act as role models for healthy eating in front of the children.
- ❖ Staff will ensure bite sizes are appropriately safe for the students if not pre-cut.
- ❖ Staff have been trained in the area of childhood nutrition and understand the important role nutrition and physical activity plays in the overall well-being of children.

PHYSICAL ACTIVITY POLICY

Desert Christian Academy Preschool recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in our care, as well as assisting in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in our care are supported and encouraged to engage in active play, develop fundamental movement skills. Our center encourages all children to participate in a variety of daily physical activity opportunities that are fun and appropriate for their age.

DAILY OUTDOOR PLAY

- ❖ Ninety to one-hundred twenty minutes of active play time (indoor & outdoor) is provided to all children everyday. With at least sixty minutes of outdoor active play opportunities across two to three separate occasions.
- ❖ If weather limits outdoor time, indoor active play time is increased so the total amount of active play time remains the same.
- ❖ A variety of play materials (both indoors and outdoors) are provided that promote physical activity, exploration, and discovery.

ROLE OF STAFF REGARDING PHYSICAL ACTIVITY

- ❖ Staff will encourage children to be physically active indoors and outdoors at appropriate times.
- ❖ Staff will lead 2 physical activities at least 2 times daily for children age 2 and older. This could be music and movement, active transition techniques, group games, etc.
- ❖ DCA Preschool will provide nutrition and physical activity education/information to parents once each semester.

- ❖ DCA Preschool will support nutrition and physical activity by having posters, pictures and books displayed in common areas.
- ❖ Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to themselves or others.
- ❖ Staff members never use physical activity or exercise as punishment, (e.g., doing push-ups or running laps).

It is our expectation that children will go outside EVERYDAY! We will remain indoors only if according to the Child Care Weather Watch it is too hot or too cold to play safely outside, or if due to high winds the air quality is below standards in which case we will do gross motor activities indoors. If you feel your child is too sick to go outside then he/she is too sick to be at the childcare center. We request that you keep him/her at home until they are well enough to go outside.

SCREEN TIME LIMITATIONS

No screen time (e.g., television, movies, video games and computers) for students in the toddler classroom.

In all other preschool classrooms, screen time will be limited to short videos that correlate with our lesson and theme. It will not exceed 20 minutes per day. On rare occasions, a movie may be selected for a special occasion. Parents would be notified in advance.

NAP TIME

State Licensing requires that all children that are full time must have a resting period. We offer nap time from 12:30-2:30 PM in all classrooms (toddlers - Pre-K). We are prohibited by licensing from keeping a student awake, even at the request of a parent. If the child falls asleep, we must allow them to rest until our scheduled wake-up time. Children are not forced to sleep, but they must remain on their nap mat and allow others to rest. If after they have rested for at least 30 minutes, a teacher may give the child a quiet activity to do on their mat.

If your child is here for a naptime, he/she needs a crib-size sheet and a crib-size blanket labeled with their name. Large bedding will not fit in the child's cubby so no roll-ups or sleeping bags, please. Bedding is taken home every Thursday or Friday to be laundered (depending on the child's schedule). It is returned the following week.

IV. CURRICULUM, ENRICHMENT, and COMMUNICATION

CURRICULUM

We believe children are unique individuals with different developmental needs and various learning styles. We strive to provide a healthy balance of teacher-directed learning and child initiated activities, routine structure and freedom of choice with boundaries. Preschool has carefully chosen a curriculum which is in agreement with our Mission Statement. Bob Jones curriculum is used for phonics, math and science concepts. Learning Without Tears is used for teaching hand-writing in the P2, PS3 & PS5 classrooms. Our Bible curriculum comes from Group Publishing, which we use for our daily Bible time in each classroom.

SPIRITUAL GROWTH

Education that is distinctly Christian should stand on its own and not be comparable to any secular institution. DCA's philosophy of Christian education (PS-12) centers on the belief that all knowledge comes from God only. Psalm 119:65-66 and Colossians 1:9 all indicate that knowledge can only come from God. We are warned very strongly against education that does not center on God's revealed Word. In the very first book of Psalms, God tells us that a man should not "walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers." (Psalm 1:1) The entire goal of DCA's educational process is to reveal God to our students by the observation of His creation (Romans 1:20, Psalm 19:1-2), study of His written Word (2 Timothy 3:16), and interaction with His living Word, Jesus Christ (John 1:1-3-14, 1 Peter 1:3).

BIBLE TIME

DCA preschool integrates the Bible into all areas of learning but "Bible Time" is included on each classroom schedule. During this time, children engage with various Bible stories in order to learn biblical principles that will help them follow Jesus and love those around them like Jesus does.

COMMUNICATION

BRIGHTWHEEL

Each family will be required to download the Brightwheel app upon enrolling their child(ren). This app is how preschool students are signed in and out each day. Brightwheel allows us to stay in constant communication with parents about the students' day to day achievements and their continuous development. When contacting the Preschool teachers, send a message through Brightwheel or email them

directly.

MONDAY DCA NEWSLETTERS, FOR DCA PS-12

A DCA newsletter is emailed to every DCA family on Monday. It includes upcoming events, important information, and ways to connect and volunteer. It is the parent's responsibility to read the weekly newsletters and to keep informed of upcoming events and important information therein. *Be advised, events in this newsletter will primarily reflect K-12. The Preschool newsletter is specific to Preschool families.

FRIDAY PRESCHOOL NEWSLETTERS

Preschool newsletters are sent via a link through a Brightwheel message every Friday. It contains photos, weekly highlights, helpful resources and information about upcoming preschool events. It is the parent's responsibility to read the weekly newsletters and to keep informed of upcoming events and important information therein.

ACCIDENT/INJURY REPORTS

When a student sustains any minor injury, parents will be notified via a Brightwheel message that will detail how the injury occurred and how it was taken care of. This could include a picture. Reports are sent immediately, in most cases, but within a 24 hour period. Injuries to the head or face, even very minor ones, are followed up with a phone call to the parent as soon as possible after the incident.

V. HEALTH AND MEDICAL

DAILY HEALTH CHECK

Community Care Licensing (CCL) Title 22 (101226.1) gives us the responsibility to ensure that children with obvious symptoms of illness are not signed-in to school. We ask that parents complete a daily health check before bringing their child to school. Check for any signs of illness. Signs and symptoms of illness include but are not limited to fever, suspicion of pink eye, rash, or symptoms that would prevent a child from fully participating in the regular functions of the school day. Upon drop-off, we will also confirm the child is in good health through an informal health check. Parents confirm that their child is in good health when they sign their child in using the Brightwheel app.

IF A CHILD BECOMES ILL DURING THE SCHOOL DAY

The child's authorized representative shall be notified immediately if/when the child

becomes ill enough to require isolation and shall be asked to have the child removed from the center as soon as possible (101226.2). The behavior and health of the children shall be continually observed throughout the period of attendance. Any unusual behavior, any injury, or any signs of illness requiring assessment and or administration of first aid by staff shall be reported to the child's authorized representative and recorded in the child's record (101226.3).

The preschool staff have training in recognizing the symptoms of communicable diseases and use strict hand washing and disinfecting procedures to assist in preventing them. If your child is diagnosed by a doctor to have contracted something contagious please inform the director immediately. DCA preschool reserves the right to require a doctor's note indicating a child is not contagious before the child may return to preschool.

INHALED MEDICATIONS

Written authorization from the student's parent or legal guardian is required in order to complete an individual medical plan which will allow us to administer the medication. Authorization **MUST** include:

- Authorization by parent or legal guardian to contact the child's health care provider.
- Phone number and address of the student's parent or legal guardian.

Staff administering the medication must comply with specific written instructions from the child's physician. Instructions are required to be updated annually.

Instructions **MUST** include:

- ❖ Specific indications for administering the medication pursuant to the physician's prescription.
- ❖ Potential side-effects and expected response
- ❖ Dose - form and amount to be administered pursuant to the physician's prescription.
- ❖ Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- ❖ Instructions for proper storage of the medication
- ❖ Telephone number and address of the child's physician.

Staff administering the inhaled medication to the student shall record each instance and provide record to the minor's parent or legal guardian on a daily basis. Staff must have been instructed to administer inhaled medications by the student's parent or legal

guardian. Any training materials pertaining to nebulizer care that staff receive in the process of obtaining or renewing a pediatric first aid certificate shall be kept on file at the child care facility.

Materials shall be made available to the staff who will be administering the medication.

EPI-PEN JR AND EPI-PEN MEDICATIONS:

We will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we must still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226 (c). The use of these devices are emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following safety precautions will be adhered to in regards to EpiPen Jr. or the EpiPen:

- ❖ They will be used in accordance with the directions and as prescribed by a physician.
- ❖ They will be kept ready for use at all times and protected from exposure to light and extreme heat by being kept securely in the child's classroom medicine-bag.
- ❖ The unit will be replaced by the parent prior to the expiration date.
- ❖ Any auto-injector will be replaced by the parent if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
- ❖ 911 will be called and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

OTHER MEDICATIONS:

Medication can only be accepted by the Preschool Administration. It will be administered by the Preschool Administration or the child's lead teacher. Only those medications that are prescribed by a physician and are labeled with your child's name by a licensed pharmacist will be administered. The parents must also sign a Medical Permission Slip before medication can be given.

Parents, it is a good idea to arrange in advance for alternative care for your child when he/she is ill. That way it is easier on you if your child does have to stay at home. While we understand the dilemma working parents face when their children are sick, a child tends to heal faster when at home surrounded by everything he/she holds dear. We also have to remember that other children and staff are exposed when you send your sick child to school. We must maintain a healthy environment for all of our children, parents, and staff.

Please communicate any and all allergies to the Director and your child's teachers.

VI. BEHAVIOR AND DISCIPLINE POLICY

BEHAVIOR AND DISCIPLINE POLICY

DCA views discipline as a redemptive tool in the process of building character. It is critical for students and parents to understand the value of discipline within this framework. Scripture is clear that discipline, even though very difficult at times, is essential to our lives and Christian walks. At DCA we are committed to disciplining students under the guidance of God's Word. However, the discipline of students can threaten the relationship between school and family by causing division. DCA pledges to take tremendous care, prayer, and diligence when considering disciplinary measures and DCA expects parents to support those measures in their home. Without strong partnership between the school and parents during these times, the student can suffer. (Psalm 111:9; Ephesians 1:7; Colossians 1:14; Deuteronomy 8:5; Hebrews 12:6,10; Proverbs 3:12)

Our goal is to build positive self-awareness in each child while ensuring the safety of every student. Future success in school and life depends on a child's ability to handle various social situations and interactions. We expect a parent's partnership in responding to behavioral concerns.

Community Care Licensing Title 22 supersedes all DCA Preschool Policy. In unusual incidents, the Director will consult with Community Care Licensing representatives to develop a course of action in response to behavioral concerns that are ongoing.

DCA Preschool staff response to challenging behaviors will be as follows:

1. Typical Early Childhood Behavior: In Early Childhood Development children display certain typical behaviors as they develop new strategies to resolving conflict, communicating, and developing their impulse control. These behaviors are, in most cases, minor and do not

directly cause harm or endanger peers or staff.

- a. Teachers implement age appropriate and research based strategies to support the growth and development of the child so they can reach the expected developmental level. They do this in partnership with the parent(s) who bridge school to home practices. The director, teachers, and parents maintain open communication and document the child's growth.
- b. If typical strategies and interventions are not producing behavioral progress and the child is exhibiting persistent and seriously challenging behavior then we will follow the plan listed below.

2. Challenging Behavior: A small percentage of children will respond to typical preschool conflict or stressful situations by exhibiting challenging behaviors. These behaviors directly impact the safety and security of children and staff and are in direct conflict with Community Care Licensing. It is DCA Preschool's responsibility to uphold the Personal Rights of each child in accordance with Title 22 regulations.

a. Level One: Behavior that negatively impacts the learning environment including but not limited to:

- i. Provoking arguments and/or fights
- ii. Hurtful words or inappropriate language
- iii. Disrespecting others' personal space and/or boundaries
- iv. Behavior that requires constant individual supervision which limits a teacher from aiding other students and classroom situations effectively.

b. Level Two: Aggressive behavior that impacts the safety and security of another person including but not limited to:

- i. Hitting
- ii. Biting
- iii. Spitting
- iv. Kicking
- v. Throwing harmful objects
- vi. Damage to Property

Consequences include:

1. Notice to Parent in the form of a behavior/incident report

- a. If the behavior is persistent, the teachers will observe the child over a period of 10 school days and document their observations on a Behavior Frequency Chart

and/or a Behavior Data Form and will meet with the director and submit those forms at the end of those 10 days.

b. Within 10 school days after having met with the teachers, the director will observe the child in their classroom and will document what was observed.

2. Meeting with Parents, Teachers, Director and possibly a member of the DCA Leadership Team

a. We will inform the parents/guardians about the behavior.

b. We will discuss what the function of the behavior could be and will develop together a Positive Behavior Support Plan to determine how parents and school staff will actively assist the child in safely continuing participation in the program.

c. Resources for support and information regarding challenging behavior will be provided to the parents.

3. If after two weeks (10 school days) there is little or no improvement, and the behavior persists, then the parents will be referred to local community resources such as occupation or behavioral therapists so the child can be assessed.

4. Only after the above steps are taken and if the behavior persists and it is determined by the director that the continued enrollment poses a risk to the child's personal safety and/or the safety of others enrolled or employed here, the child will be disenrolled from the program.

a. In an effort to limit the number of expulsions or disenrollment of children due to behavior AB 752 was passed in October 2017. Effective January 1, 2018 prior to expelling or disenrolling a child because of behavior, we MUST meet the requirements described in EC Section 8239.1, and comply with the requirements identified in 5 CCR sections 18119-18122. The consequences listed above are in alignment with those requirements. 5. AB 752 allows a program up to 180 days to walk through the above process.

BEHAVIOR REPORTS

Teacher-parent cooperation and consistency are key elements in teaching children self-discipline. Behavior reports are emailed within 24 hours to keep parents informed of behavioral concerns that impede the classroom instruction or threaten the safety of any student or staff member and corrective actions taken by staff in alignment of the Behavior and Discipline Policy. They also provide us with a documented history of our efforts in supporting children's progress towards more appropriate behaviors. All Behavior Reports are written by teachers then reviewed, approved, and submitted by the Director who emails the information on to the parent. Parents may receive a phone call in addition to receiving an email.

VII. STATE LAW REQUIREMENTS

CHILD CUSTODY CONFLICTS

It is the preschool's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the preschool cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the preschool has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

CHILD ABUSE REPORTING POLICY

DCA is required by law to report any reasonable suspicion of child abuse or neglect (as soon as practically possible) to the proper governmental authority of the State of California (California Penal Code section 11164).

CONFIDENTIALITY

The preschool maintains confidentiality and respects the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

VIII. PARENT EXPECTATIONS AND INVOLVEMENT

DCA welcomes and expects parent involvement. Our school desires to partner with parents in the educational process, and we recognize that parent involvement is an essential component. Parents are strongly encouraged to be involved in Preschool in the following ways: prayer, chapel, school events, class parties, volunteerism and faculty/staff support.

PARENT CODE OF CONDUCT

Desert Christian Academy expects parents to do the following:

1. Pray regularly and fervently for Desert Christian Academy.
2. Cooperate fully with the educational functions of DCA.
3. Attend Conqueror Parents meetings and other functions as often as possible.
4. Pay financial obligations on time.
5. Support the school's fundraising efforts.

6. Undertake volunteer duties when possible.
7. Check-in at the main office whenever entering or exiting the campus during school hours.
8. Recommend the school to other families.
9. Seek to resolve conflict immediately and by following the Matthew 18 principle.
10. Seek the advancement of the school in every area: spiritually, academically and physically.
11. Dress modestly when coming on campus.
12. Refrain from chewing gum while on campus.
13. Park only in appropriate parking spaces.
14. Drive carefully and cautiously when entering and exiting campus.

COOPERATION WITH THE SCHOOL

DCA expects parents to cooperate with the Preschool administration by seeing that students attend class regularly, arrive at school on time, and are picked-up on time. Furthermore, parents are expected to assist the student in the learning process by helping to resolve school-related issues with teachers and/or other students and by supporting teachers in providing the student with a Christian education.

RIGHT TO TERMINATE CONTRACT

DCA reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive school-home relationship impossible or interferes with DCA's ability to fulfill its educational purposes.

PARENT INVOLVEMENT OPPORTUNITIES

VOLUNTEER

Desert Christian Academy appreciates parent involvement. In order to ensure student safety, parents and volunteers are required, at their expense, to be cleared through the Department of Justice and FBI LiveScan system before volunteering at any DCA activity. The livescan form for Preschool is different from the K-12 form. If you have a preschool student, please be sure to use the livescan form for preschool.

To volunteer in the preschool you will be required to also present a copy of your immunization records. The record must be able to show vaccination for TDaP (within the last 10 years), MMR, and influenza.

CONQUEROR PARENTS

Conqueror Parents is an organization that every DCA parent is encouraged to participate in. More details will be sent in DCA newsletters.

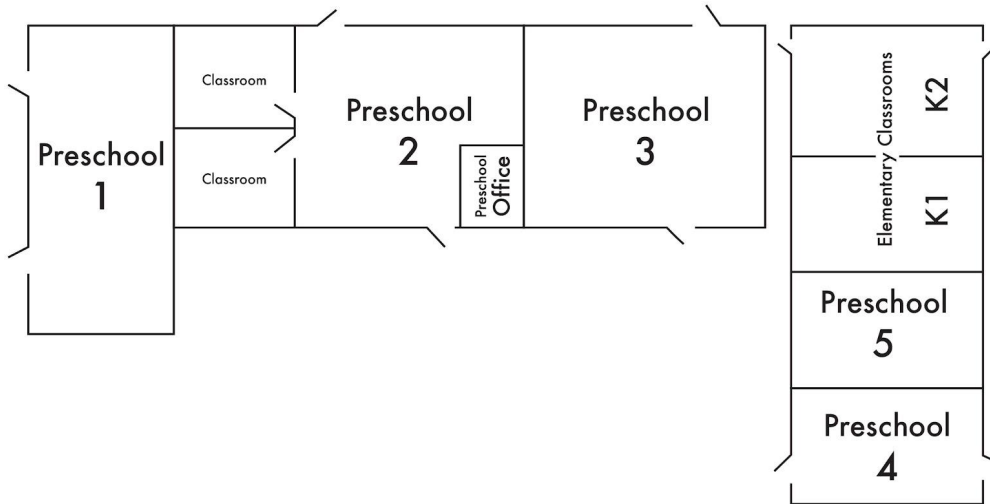
MOMS IN PRAYER

Moms in Prayer is a national organization that encourages mothers to gather on school campuses in order to pray for the students, families, administrators, teachers, staff and activities of the school. DCA has its own chapter of this important organization. More information will be sent out in DCA newsletters.

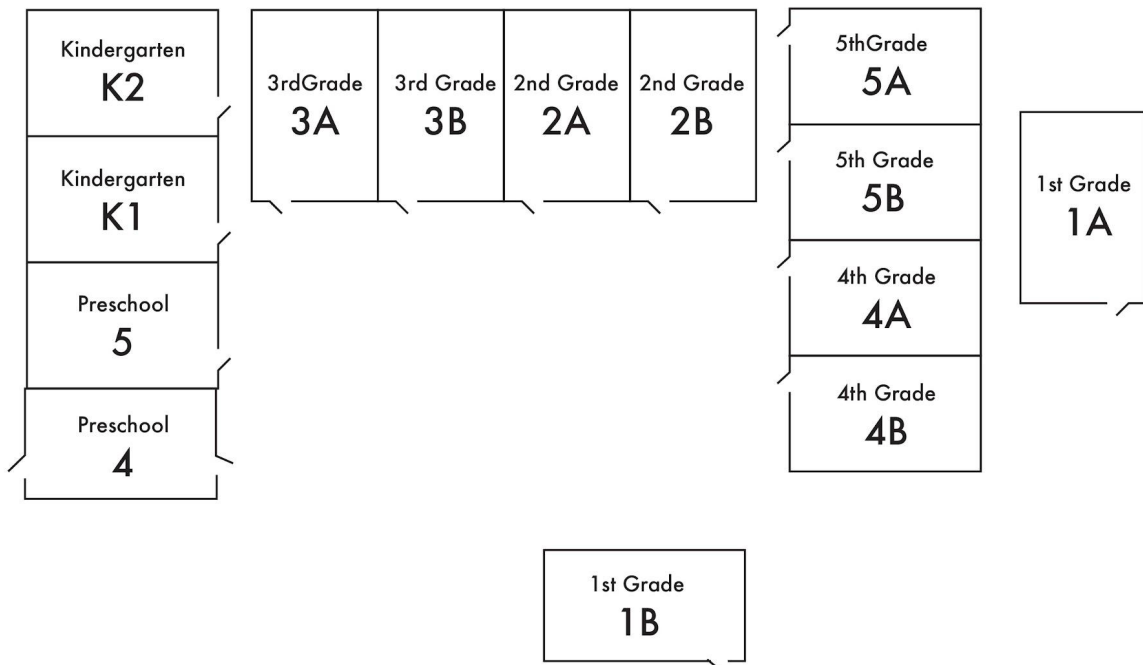
IX. PARENT/STUDENT RESOURCES
CLASSROOM MAPS: PRESCHOOL & ELEMENTARY

Classroom Maps

Preschool Classrooms



Elementary Classrooms



EMPLOYEE DIRECTORY

School Office (760) 345-2848

| Name | Email | Department/Position | Ext. |
|------------------------|---|--------------------------|------|
| Adan, Jesse | jadan@desertchristianacademy.org | Elementary PE | 245 |
| Adams, Tracy | tadams@desertchristianacademy.org | PS | |
| Aguirre, Gabriel | gaguirre@desertchristianacademy.org | HS Bible | 201 |
| Arseo, Cynthia | cyarseo@desertchristianacademy.org | Yard Duty | ---- |
| Bazua, Kristie | kbazua@desertchristianacademy.org | Event Coordinator | 261 |
| Bazua, Kelsey | kelseybazua@desertchristianacademy.org | Paraeducator LEAP | ---- |
| Bratrud, Danielle | dbratrud@desertchristianacademy.org | MS / HS Flex, CNN | ---- |
| Bratrud, Matt | mbratrud@desertchristianacademy.org | PE & Discipleship | 248 |
| Brent, Anthony | abrent@desertchristianacademy.org | Maintenance | 255 |
| Butzlaff, Faith | fbutzlaff@desertchristianacademy.org | MS Science | 220 |
| Caballero, Roger | rcaballero@desertchristianacademy.org | AV & Flex | ---- |
| Chambliss, Javada | jchambliss@desertchristianacademy.org | HS Science | 239 |
| Cisneros, Anthony | acisneros@desertchristianacademy.org | MS Science, HS History | 215 |
| Corona, Sara | scorona@desertchristianacademy.org | Paraeducator LEAP | ---- |
| Cullen-Carroll, Ashley | acullencarroll@desertchristianacademy.org | Administrative Assistant | ---- |
| Dalton, Jamie | jdalton@desertchristianacademy.org | Admissions Coordinator | 240 |
| Devane, Krissy | kdevane@desertchristianacademy.org | Finance Clerk | 249 |
| Devane, Zachary | zdevane@desertchristianacademy.org | Administrative Assistant | 240 |
| Diehl, Erica | ediehl@desertchristianacademy.org | K1 Teacher | 228 |
| Diehl, Matt | mdiehl@desertchristianacademy.org | Director of Advancement | 253 |
| Duncan, Christine | cduncan@desertchristianacademy.org | 2B Teacher | 233 |
| Duran, Wendy | wduran@deserthchristianacademy.org | Yard Supervisor | ---- |

| | | | |
|-------------------|---|---------------------------------|----------|
| Espinosa, Linda | lespinosa@desertchristianacademy.org | Assistant Preschool Director | 216 |
| Espinoza, Stacy | sespinoza@desertchristianacademy.org | 5B Teacher | 235 |
| Espiritu, Julius | jespirtu@desertchristianacademy.org | HS Flex Photography | ---- |
| Essig, Emily | eessig@desertchristianacademy.org | MS English | 223 |
| Fulton, Julie | jfulton@desertchristianacademy.org | Office Manager / Registrar | 203 |
| Fulton, Tom | tfulton@desertchristianacademy.org | Guidance Counselor, ASB Advisor | 202 |
| Garcia, Norbert | ngarcia@desertchristianacademy.org | Maintenance Supervisor | 255 |
| Garrison La Nej | lgarrison@desertchristianacademy.org | Chaplain, HS Bible | 202 |
| Garrison, Matt | mgarrison@desertchristianacademy.org | Athletic Director | 269, 245 |
| Gatlin, Julie | julie.gatlin@desertchristianacademy.org | 4B Teacher | 237 |
| Gatlin, Rachel | rgatlin@desertchristianacademy.org | Flex Music Teacher | ---- |
| Gentry, Crystal | cgentry@desertchristianacademy.org | HS English | 243 |
| Gil, Maria Luisa | lgil@desertchristianacademy.org | Preschool - PS2 | 270 |
| Gonzalez, Kristen | kgonzalez@desertchristianacademy.org | Yard Supervisor | ---- |
| Harrell, Kristi | kharrell@desertchristianacademy.org | Preschool Support | ---- |
| Hays, Lannett | lhays@desertchristianacademy.org | Conqueror Cafe | 204 |
| Hesser, Lindsay | lhesser@desertchristianacademy.org | 5A Teacher | 234 |
| Howard, Courtnie | choward@desertchristianacademy.org | 1B Teacher | 238 |
| Hypes, Karen | khypes@desertchristianacademy.org | Preschool - PS1 | 213 |
| Johnson, Chris | cjohnson@desertchristianacademy.org | Accountability & Culture | 254 |
| Johnson, Jann | jjohnson@desertchristianacademy.org | Preschool - PS3 | 207 |
| Keating, Shari | skeating@desertchristianacademy.org | Preschool - PS5 | 227 |
| Klemens, Kristina | kklemens@desertchristianacademy.org | 1A Teacher | 218 |
| Klein, Johanna | jklein@desertchristianacademy.org | MS / HS Flex Teacher | ---- |
| Knowlton, Bethany | bknowlton@desertchristianacademy.org | HS Math, ASB Advisor | 221 |

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