



Cheyenne Hills
Christian Academy

2025-2026 CHCA

PARENT/STUDENT

HANDBOOK

Dear Parents,

We're glad you are here, and excited to have you as part of our Cheyenne Hills Christian Academy (CHCA) family! Thank you for choosing CHCA for the care and education of your student (child). CHCA is an extension of Cheyenne Hills Church (CHC). We view our role as a partnership between home and academy and consider it an honor that you have entrusted your student to us. It is our desire to create a distinctively different learning environment for your student focused on God's character based on the principles of Philippians 4:8, "And now dear brothers and sisters, one final thing. Fix your thoughts on what is true, and honorable, and right, and pure, and lovely, and admirable. Think about things that are excellent and worthy of praise" (NLT).

Our programs provide each student with the same excellence as our weekend Sunday academy classes. We consider it a privilege to continue our tradition of excellence by providing well-planned, hands-on learning experiences to foster emotional, mental, spiritual, social, and physical development in every student. Our preschool and elementary programs seek to provide academic excellence with a biblical worldview. We respect each child as a competent, capable, unique creation of God.

It is our desire to create an environment of nurture and guidance that will enable every child to experience the love of Jesus through us. We hope to provide a setting where students will regard school as an exciting and safe place to explore, learn, build confidence, and make new friends.

You are cordially invited to visit us, ask questions, and make suggestions. We value partnering with parents as their children develop consistent, positive learning experiences both at school and at home. We encourage you to be actively involved in your child's education this year and in the years to come.

We thank God that you have entrusted your child's development to our care. We look forward to working together with you this year.

This handbook outlines our policies and procedures. However, like any handbook, it is unable to cover all the questions and concerns. Please feel free to contact me with any questions you may have. 307-778-6431, option #1

Thank you again for choosing CHCA. Go Lions!

Dr. Heidi Griffin
Executive Director

hgriffin@chcawy.com

Mrs. Deidre Valerio
Elementary
Director/Teacher

dvalerio@chcawy.com

Mrs. Jamie Shannon
Pre-School
Director/Teacher

jshannon@chcawy.com

Table Of Contents

Statement of Faith	3
Mission	4
Vision.....	4
Philosophy	4
Educational Goals	4
Grading System	6
Policies and Procedures	6
Attendance.....	7
Safety – Arriving and Leaving the Academy (Release of Children).....	7
Weapons/Firearms on the Premise.....	8
Continuity of Care	8
Special Health Care Needs.....	8
Preschool Discipline/Guidance Policy.....	8
Elementary Behavior Policy.....	9
ProCare Parent App	9
Notice of Liability Insurance	9
Notice of Nondiscriminatory Policy.....	10
Registration Procedure	10
Re-Enrollment Procedure	10
Withdrawal Policy	10
Hours/Classes/Tuition.....	11
Tuition Payment Policies:.....	11
Emergency Information	14
Emergency Closings.....	14
Inclement Weather Closings	15
Guidelines for Outdoor/Indoor Recess	15
Emergency Drills.....	15
Emergency Communication:	15
Open Communication:	16

Statement of Faith

1. The Word of God. We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

2. The Trinity. We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

3. God the Father. We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. Jesus Christ. We believe in Jesus Christ, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

5. The Holy Spirit. We believe in the Holy Spirit who came forth from the Father and Son to convince the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

6. Regeneration. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

7. The Church. We believe in the universal church; a living spiritual body of which Christ is the head, and all regenerated persons are members. We believe in the local church consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

8. Christian Conduct. We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full structure of maturity in Christ.

9. The Ordinances. We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism, and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

10. Religious Liberty. We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by an ecclesiastical or political authority; therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

11. Church Cooperation. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the Conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary, independent basis.

12. The Last Things. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

CHCA Mission Statement

CHCA exists, in partnership with parents and the local church, to provide a loving, nurturing, Christ-centered environment of discovery and learning for students. The academy staff, rooted in a personal relationship with Jesus, seeks to lay the foundation that will encourage each child to become a disciple of Christ as well as lifelong learners.

Vision Statement

CHCA strives to become Cheyenne's clear choice for early childhood and elementary education by providing a Biblically based, Christ-centered environment that will minister to the child. This instruction will encompass the spiritual, physical, cognitive, social, and emotional areas of child development.

Philosophy of Education

CHCA emphasizes the training of the intellect, teaching of basic academic skills, to promote parental involvement, and to provide a structured, distinctively different learning environment that promotes the learning process. **This is accomplished by teaching students to be self-disciplined and accountable for their actions.** Instilling in all sense of pride and responsibility for self and for others. Preparing students for the world outside by challenging them to high standards of achievement within the classroom. Equipping students with the necessary skills to become decision makers and problem solvers. Developing an atmosphere of respect towards all students, regardless of ability, physical appearance, and culture.

Educational Goals

CHCA utilizes the Fruit of the Spirit to teach children about lifelong values and the importance of a Godly character. Each month teachers will highlight a Fruit of the Spirit: Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Teachers will read quality children's literature and provide inspirational or insightful examples of the fruit of the spirit in action.

Curriculum

CHCA Elementary will specifically use content from Core Knowledge and from the Spalding Writing Road to Reading to be incorporated into the daily instruction. Bob Jones will be used for mathematics. Other curriculum and classroom resources will be utilized, and approved through school administration.

Language Arts

Reading/literature/phonics and written expression with correct grammar and clarity of thought is taught daily. The Spalding Method will be used to teach language arts. The Spalding Method is the mythology and educational philosophy of The Spalding Writing Road to Reading program. This total language arts program includes direct instruction in spelling, reading, writing, and speaking. The philosophy includes a child-centered

approach, high expectations that all children can learn, and continued teacher improvement. Spalding instruction is explicit, interactive diagnostic, and multisensory. Students see, hear, say, and write using all channels to the brain. In the higher grade levels emphasis shifts to literature, writing, and advanced reading, study, and comprehension skills. Sets of children’s books and novels are taught to develop skills and the love of reading.

Penmanship

Neatness and legibility of penmanship are stressed through daily practice. It is imperative for teachers to model and reinforce the importance of neatness and legibility. The Spalding Method provides handwriting instruction as part of its total program. During the second semester of second grade, cursive writing instruction will begin.

Spelling

A phonetics-based spelling program using the Spalding Method is implemented in all grades. Each student is expected to express clarity of thought with preciseness in spelling and handwriting in all subjects.

Mathematics

Bob Jones Mathematics provides a solid foundation in basic math skills, and adds topics incrementally, while continually reviewing what students already know. The goal is to combine “automatic” confidence in basic calculations (memorizing the basic arithmetic facts of addition, subtraction, multiplication, and division) while preparing students for more complex mathematical processes.

Science & History

Core Knowledge Curriculum will guide our science & history instruction. This curriculum, while not biblical in nature, will be supplemented with biblical worldview activities and sound Bible teaching.

Art/Spanish/ P.E./Technology

Core Knowledge Curriculum will guide our elective classes.

Technology

CHCA elementary students enrolled in first through sixth grade will pay a one-time technology fee of \$500.00 to purchase an iPad, accessories, and technology management. An iPad will be kept and used exclusively at CHCA throughout the duration of student enrollment. Upon graduation or withdrawal from CHCA, and once all fees are paid, the iPad will be released to the student. A yearly technology maintenance fee of \$100.00 will be added to each student account. This technology fee is subject to change based on annual review.

Every student and parent who uses technology at CHCA will be required to sign a Digital Citizenship Contract. This contract will be signed by both student, parent, and teacher to establish clear communication, and expectations for technology use at CHCA. This contract will be held in the CHCA Administrative office, and will be updated each new school year.

Grading System

Letter grades are given to reflect actual achievement in the academic area.

PROGRESS LEGEND			
A	90% - 100%	E	Excellent
B	80% - 89%	S	Satisfactory
C	70% - 79%	N	Needs Improvement
D	60% - 69%	U	Unsatisfactory
F	Below 60%	NA	Not Assessed

Behavior, Art, PE, Sign Language, Music, and Spanish are graded as follows:

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

IMP – Improving

Policies and Procedures

Swimming/wading pools are not available on campus.

Hours of operation will be from 7:45 a.m. to 3:30 p.m. After School Care is available for an additional fee, and requires enrollment (See section titled After School Care).

Overnight care of children is not available.

If you have any complaints or concerns, please contact the CHCA Executive Director. If your concerns are not solidified, please notify the local Department of Family Services Office. On-line access is at (<http://findchildcarewy.org/maps/>)

Infant care will not be provided.

All children with food and other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction.

Report Cards and Progress Reports

Report cards are issued at the end of every quarter and are taken home by students, examined, and the report card envelope is signed by a parent and returned to the teacher.

Parent-Teacher Conferences

Parent-teacher conferences for elementary students will take place twice per school year. Conferences are held at the end of the first quarter and at the end of the third quarter, but will be scheduled each year in accordance with the Academy schedule. Parent-teacher conferences for Pre-School will take place once at the end of the first quarter. Parents will be notified of the specific schedules for conferences. These conferences are beneficial to the students, parents, teachers, and every effort should be made to attend.

Visits to CHCA

CHCA has an open-door policy. We welcome and encourage parents to come to the Academy. Please check with the teacher and/or office to schedule a visit to the classroom. Visitors to the academy are required to stop by the office to pick up a visitor badge and sign in before proceeding into any other area of the Academy.

Volunteers

Volunteers are an essential and critical part of a successful partnership between Academy and home. We love it when parents, grandparents, and special friends want to participate and share their unique talents with our students. In order to preserve the safe and caring environment, all volunteers are required to complete the necessary paperwork and background check, prior to volunteering at the Academy.

This paperwork is not necessary for parents helping out in the classroom for class parties, or other Academy approved events. If a parent wishes to attend a field trip with their own child, in a non-chaperone capacity, a background check is not required. If you have any questions regarding volunteering at the Academy, please contact the front office.

Attendance

Regular, complete, and continued class attendance by students is essential and vital to learning.

If a student will not be in school, parents shall notify the office in person, in ProCare or by phone before 8:30 am on the day of the absence.

If a student must leave the academy early, please send a note through ProCare or contact the office as soon as possible.

Calendar

CHCA's calendar coincides with Laramie County District #1's calendar, except the start date. See CHCA 2024-2025 Academy Calendar at the end of this handbook (also available on our website).

Arriving at School in the Morning

It is important that your child be punctual. Unless a student is attending a scheduled activity or appointment, he/she should not arrive at school earlier than 7:45 am, unless it has been pre-arranged with the school office.

Once the doors have opened, all elementary students must go directly to the Worship Center. The first class is Worship/Prayer/Bible from 8:00 am – 8:30 am.

Safety – Arriving and Leaving the Academy (Release of Children)

- Quick loading and unloading are located next to the front of the church/academy and runs the length of the front of the building.
- Students arriving from 7:45 am – 8:00 am will enter the Worship Center's doors.



- At 3:30 pm dismissal, students will exit the "Ranch Doors" and go to his/her parent/guardian's vehicle.



- Each vehicle will have a number coinciding with their child's number. An employee will be located outside to help students get to their parent/guardian. Parents/guardians are responsible for getting the child into the vehicle.

- If anyone other than a parent/guardian picks up a student a government issued ID will be required to show proof of identification before the student is released to their care.
- For the security of our students, please adhere to the following safety guidelines:
 - No vehicle should be left unattended for any amount of time during the quick loading and unloading.
 - Students should enter/exit the left side (driver's side) of the vehicle closest to the curb.
 - For those students with booster/car seats on the right side (passenger side of vehicle), students must be accompanied by an adult.
- When dropping off in the parking lot you MUST be parked in a parking space and students must be accompanied by an adult.

Picking up Your Child During School

Students are never to leave the academy grounds without permission from the academy office. CHCA has a closed campus policy for all students. Students are only allowed to leave campus in the company of a parent/guardian, authorized person, or staff member. Authorized adults must be on file in the Administrative office.

All students must be signed in and out of the office, if not leaving school through normal drop off/pick up procedures. A valid state identification will be required to sign a student in and out of the office.

CHCA does not provide transportation.

Weapons/Firearms on the Premise

CHCA shall prohibit firearms or other weapons on the grounds of our facility during school hours, except by law enforcement personnel in emergency and non-emergency situations.

Continuity of Care

CHCA ensures children and families are consistently engaged in high-quality learning experiences and academic success through committed relationships to young children's needs and that development is a gradual, continuous process.

Special Health Care Needs

All children with special health care needs who require scheduled daily medication or medications to be given on an emergency basis shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving medications. Care plans shall be updated yearly, and filed with the Administration Office. All persons who come in contact with children shall be fully aware of the plan and the plan shall be followed.

Back-To-School Night

At the beginning of each school year, CHCA will host a back-to-school night (Open House) where parents receive specific information from their child's teacher about what they may expect from the academy in the upcoming year. This is also a time to ask clarifying questions.

Preschool Discipline/Guidance Policy

Positive guidance shall be used and will be consistent, clear, and understandable to the child. When guiding a child's behavior, redirection and setting clear limits that enable a child to become self-aware of actions will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Children may be removed from the group but not isolated.

At no time will the following occur:

- Punishment associated with food, rest, or toilet use.

- Corporal punishment, including hitting, spanking, beating, shaking, pinching and other measures that produce physical pain.
- Abusive or profane language.
- Any form of humiliation including threats of physical punishment.
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating, or ignoring a child.

CHCA promotes positive social and emotional growth and includes age-appropriate discipline and/or guidance for behavior correction. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child, we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps CHCA has taken to change those behaviors.
- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
- If expulsion or suspension is warranted, discuss with parents' terms of child returning and length of suspension.

Elementary Behavior Policy

CHCA wants to ensure that all students have an opportunity to learn. CHCA uses Conscious Discipline as a behavior program that encourages positive relationships, emotional awareness and helps empower students to take responsibility for their actions. When negative behavior arises, teachers or staff will encourage redirected behavior. Should the negative behavior continue or reoccur throughout the day, students will be asked to fill out a "Think Sheet". Teachers or staff will work with the students to discuss why the behavior is occurring and what would a positive solution be to bring around positive behaviors. CHCA's desire is to bring God into all situations and behaviors is no exception. Teachers or staff will discuss with students how negative behavior affects not only themselves and their classmates but hurts God as well. Should the negative behavior continue after the "Think Sheet" has been completed, teachers or staff will communicate with parents via a phone conversation or in person at dismissal of the behavior the student exhibited.

ProCare Parent App

CHCA is a green academy, meaning that we make every effort to eliminate paper by communicating with parents through the ProCare Parent App. **Parents are encouraged to check messages at least once a day.** Parents are also able to utilize the message function within the parent app. You may also call CHCA and leave a message for your child's teacher. Open parent/teacher communication is vital for a successful partnership.

Notice of Liability Insurance

CHCA holds liability insurance through Church Mutual Insurance.

Notice of Nondiscriminatory Policy

The CHCA school admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Students with Special Needs

CHCA clearly understands that it cannot meet the needs of all children. Children with special needs will be

assessed for academy placement on an individual basis. We reserve the right to deny admittance or request the withdrawal of any child whose needs we cannot meet.

Registration Procedure

Each March registration begins for the following academy year. The following items are necessary for registration:

1. Complete the online registration form.
2. Complete and submit the Registration & Financial Contract.
3. Submit the non-refundable student registration fee.
4. Submit current Immunization records.
5. Submit a copy of the child's birth certificate.
6. Approval by the Director.

Re-Enrollment Procedure

Re-enrollment for current academy families takes place during the month of February each year and is a three-step process.

1. Complete and submit the CHCA online registration.
2. Submit the non-refundable registration fee.
3. Submit current immunization record.
4. Approval by the Director.

The registration fee helps cover materials and reserves a place for your child in the program. Registration is on a first come first serve basis. Currently enrolled students who have attended CHCA will receive the highest priority in enrollment followed by church families. After these groups have been served, enrollment will be opened to the public. A wait list will be kept of children wishing to enter the program. Openings will be filled in the order the names are placed on the list with respect to age and priority status. A child will be considered enrolled when the online registration and the enrollment & financial contract forms are completed and the registration fee, current immunization record and birth certificate are submitted.

NOTE: To re-enroll, a student's account must be current on all registration, tuition, and fees payment.

Withdrawal Policy

Withdrawals from CHCA must be made in writing (signed by the parent/guardian) and submitted to the Director. The written notice should include the date of and reason for withdrawal. If a child is going to be absent for an extended period, the Director must be notified, and the tuition bill must be kept current.

Please see the CHCA Financial Contract for additional information.

Hours/Classes/Tuition

All CHCA students will start classes the next business day after Labor Day. Students must have turned the appropriate age required for each class by September 15th to be accepted into that class. Exceptions may be made at the discretion of the Director.

Half Day Preschool Registration Fee:

- Non-refundable (except in case of class closure due to lack of meeting the minimum student enrollment number).
- \$300 for 1st student, \$150 for 2nd and subsequent children

Full Day Preschool & Elementary Registration Fee:

-Non-refundable (except in case of class closure due to lack of meeting the minimum student enrollment number).

-\$500 for 1st student, \$300 for 2nd and subsequent children

Registration Requirements:

-Space will be reserved after registration fees are paid in full.

-Re-Enrollment for a new year will be completed after outstanding balances are paid in full.

Tuition Payment Policies:

-Tuition payments are due the 1st of each month. A late fee of \$30 will be charged if payment is received after the 5th of each month. Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7th of each month.

-Accounts more than 15 days past due will receive communication reminding them of the urgency to promptly update the account.

-Accounts more than 30 days will be required to meet with the Director in person to come up with a plan to pay the tuition.

Families with more than one child enrolled at CHCA will receive a 10% discount on each additional child's tuition. Military families will receive a 10% discount for tuition. Only one discount (additional child or military) may be applied.

Account Payments

August tuition will be due on or before the first day of school. Thereafter, monthly tuition is due on the 1st day of each month. Any payment received after the fifth day of the month will be considered late and your account will be assessed a \$30.00 late fee.

Payments can be made through the ProCare Parent Portal via credit card or ACH (through checking account), or a check/cash may be hand delivered by an adult to the Academy office.

All cash payments must be exact. All invoices will be sent out electronically through the ProCare Parent Portal. Please make checks payable to CHCA.

Refund Policy

Because our expenses continue whether every child is present every day, no tuition refunds shall be made in the case of absence for illness or other reasons. If we hold a place for your child, your tuition charges continue. When a child withdraws from the academy and the academy can fill their spot with another child, a pro-rated refund for tuition may be made, with approval of the Academy Director.

Dress Code

To help create a distinctively different environment, it is important that students dress to reflect these goals. You can help your child toward independence by selecting clothing he/she can manage easily on his/her own.

The following dress code will be followed by all students:

- Sneakers, or closed-toed shoes
- Socks must be worn at all times
- Skirts and dresses should keep modesty in mind (ideally at the knee). Whenever skirts or dresses are

worn, shorts must be worn underneath, so undergarments are not visible.

- Clothing with inappropriate slogans or advertising will not be allowed.
- Bare midriff will not be allowed even under a sweater or other garment.
- Girls' tops should ensure that the neckline does not expose undergarments.
- Boys should wear a belt if underwear are exposed without the use of a belt.

The reason that shorts are required under dresses and skirts is that we do not require students to change clothing for outside play or p.e. class. Wearing shorts under clothing, reduces the risk of exposure and helps ensure modesty to allow for the most fun during activities.

Children will play outside for recess when temperatures are appropriate. Please send your child with clothing that is consistent for outside play and according to current weather.

All Preschool will require an extra set of clothing in a plastic Ziploc bag for emergency use. This bag will include: shirt, pants, underwear, and socks. Please remember to label clothing with your child's name when possible.

Dress Code Violation Policy

To help instill the idea of covenant responsibility all students will sign and adhere to the dress code policy. As parents, it is critical that the dress code helps engage the idea of being distinctively different. The following Dress Code Violation Policy will be enforced:

- 1st Violation: A letter home to be signed by a parent and returned the following day
- 2nd Violation: Student will be sent home or parent will be asked to bring a change of clothes
- 3rd Violation: A \$25 dollar fine will be added to the student account

Pictures

Individual academy pictures will be scheduled during the fall. Parents will be notified of the picture dates ahead of time and will be able to purchase the pictures when they are returned for preview.

Health/Medication/Insurance/Immunization Requirements

Wyoming law requires the Academy to maintain on file. up-to-date Health and Immunization records. signed by a licensed physician.

Medication

For our staff to administer medications the following MUST be adhered to:

- a. A medication waiver and consent form must be completed and signed by a parent/guardian AND the prescribing physician.
- b. A Food Allergy Action Plan (if applicable) must be on file in your child's record.
- c. An Asthma Action Plan (if applicable) must be on file in your child's record.
- d. All medications must be in the original container and must be clearly labeled with the child's name.
- e. Children with allergies: we will create a health plan together with the parent/guardian.
- f. If your child needs sunscreen, please apply before attending CHCA.

Student Medical Insurance

All children enrolled in CHCA are required to maintain primary health insurance. If a student is injured, the claim should be made with the parent's insurance.

Exclusion From Care for Illness Children & Staff

Any child who cannot participate in a regular school program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea;
- Severe pain or discomfort;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 100 for severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria, or purulent conjunctivitis.

Children with the following symptoms should be excluded from school unless they are under the care of a physician and the physician has approved in writing their return to child pre-school.

- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 100 F or higher;
- Blood in urine;
- Mouth sores associated with drooling;
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDE) Reportable Disease and Condition List.

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility. We reserve the right to ask for a doctor's note before accepting a child back to class.

Food Allergies

Food allergies are a concern for any child in our program. Please alert the office if your child has any known allergies or nutritional needs.

Nutrition Guidelines

It is important to us that every child eats nutritious meals while in our care. Please honor our Nutrition Policy when packing your child's lunchbox. We understand that finding foods that your child will eat can be a challenge; therefore, we are providing some healthful suggestions:

- Vegetables - Please provide at least one vegetable with your child's meal. Suggestions include carrot sticks, celery with cream cheese, peas in the pod, sweet pepper slices, cucumbers, tomatoes, broccoli or cauliflower trees, and salad greens. These items may be eaten cold. They are also tasty when dipped in your child's favorite salad dressing.
- Fruits - Please provide at least one type of fresh or dried fruit. Fruit roll ups and chewy fruit snacks are not considered fruits. Apple, orange, mango, peach, avocado, kiwi, watermelon, and cantaloupe slices are favorites with the kids. They also enjoy strawberries, raspberries, grapes, cherries, and blueberries.
- Main Course - These should include grains (bread, rice, pasta, etc.) and protein (beans, tofu, tempeh, meat, fish, eggs). Children in our program have enjoyed many foods from simple sandwiches to sushi.

Some children prefer small amounts of many foods to a larger portion of one food. Please ask for suggestions if you are having trouble finding something your child will eat.

- Other snacks - Crackers, yogurt, pretzels, sesame sticks, edamame, dried cereal (non-sugared), additional fruits and vegetables, cheese cubes or sticks, pickles, popcorn, granola bars, etc.

Please limit your child's consumption of the following foods: Pop tarts, Jell-O, sugary granola and cereal bars, chips etc. Most children make these items the focus of their meals and refuse to eat their more nutritious foods.

Snack/Lunch

A healthy snack and water bottle will need to be sent to the academy, daily, with your child. Please only fill your child's water bottle with water. We ask that you do not send chips, candy, or sugary foods as a snack.

For children attending an all-day class, you will also need to provide a daily lunch. Please note there will be no refrigeration available, and we are unable to heat up food.

Prohibited Items

The use or possession of the following items is strictly prohibited on the CHCA facility: any beverage containing alcohol; any controlled substance or dangerous drugs. No guns or other lethal weapons will be allowed in the academy or on the premises of the church unless parents are required to carry firearms as a function of their job (ex: law enforcement, military, etc.)

Pets/Animals

Please do not bring your pets to the academy when you come to sign in or sign out your child. Even good-natured, well-mannered pets can become agitated by so many people, and react with unexpectedly hurtful behavior. Safety is a primary concern.

Birthdays

Parents are welcome to bring in a special treat for their child on his/her birthday. Please contact your child's teacher at least one week in advance to make the arrangements and discuss any classroom allergies. Children love birthday parties! If you are having a party at your house or elsewhere, we ask that you either invite the whole class or do the inviting away from academy. This helps protect the feelings of all our children and parents.

Toys from Home

We ask that you leave your child's toys at home or in the car. Each child will have opportunities to share their treasures at Show & Tell.. Toy guns, knives or weapons of any kind are prohibited.

Emergency Information

Parents must provide emergency contact information within the online registration application. It is the parents' responsibility to update emergency information (home or work phone numbers, new address, email address, etc.). It is crucial that this information remain current so that we can contact you in the event of an emergency.

Emergency Closings

In the event of a natural disaster, we will be governed by authorities and notified by broadcast on radio and television. Regarding COVID-19, we will be governed by the Wyoming State Health Department.

Inclement Weather Closings

CHCA, for the most part, will follow Laramie County School District #1 protocols and closings due to inclement weather. CHCA reserves the right to make all inclement weather and closing decisions as deemed necessary. Parent/Guardians will be notified through the ProCare parent app regarding academy closures. If inclement weather arises during an academy session and the Director deems it necessary for students to be picked up, parents/guardians will be expected to have their child picked-up within thirty minutes.

Guidelines for Outdoor/Indoor Recess

It is our intent to allow students to play outdoors for the benefit of fresh air and sunshine whenever possible. When inclement weather conditions exist, CHCA staff will consult official sources to gather information before making the decision to allow students to have outdoor recess. Students will have outdoor recess whenever weather and air quality conditions allow. Academy staff will refer to the National Weather Service website (www.weather.gov) to obtain current weather conditions and the Wyoming Department of Environmental Quality website (wyvisnet.com) for current air quality information.

Preschool: CHCA will follow guidelines provided by the Department of Family Services regarding outdoor recess and inclement weather conditions. When the outdoor temperature with wind chill is 32 degrees or above, preschool students will have outdoor recess for 15 minutes, at least twice a day. When the temperature with wind chill is below 32 degrees, students will have indoor recess.

Elementary: When the outdoor temperature with wind chill is 20 degrees or above, elementary school students will have outdoor recess for 15 minutes, at least twice a day. When the temperature with wind chill is below 20 degrees, students will have indoor recess.

Students are expected to be dressed appropriately for the weather with warm clothing, a winter coat, hat or earmuffs, gloves or mittens, boots or weather appropriate shoes.

These guidelines are subject to change based on circumstances determined by CHCA staff.

Emergency Drills

CHCA participates in the following academy-wide emergency drills: fire, tornado, and lock down. These drills prepare children for what to do in case of a true emergency.

Emergency Communication:

If an emergency occurs during academy hours:

- Do not drive to the academy unless it is safe to do so and/or you have been directed by the Director to pick up your child.
- It may be difficult to get through to the academy via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the academy facility.

The safety of children and staff are our priority. Our second priority is the reunification of parents with their children.

Parents should check the following sources for information and status reports:

- ProCare Parent Portal
- Local media

Reunification Sites

(Safe locations where students will reunite with parents):

Onsite:

Cheyenne Hills Church Barn

(Directly south-east of the academy parking lot) 7505 U.S. Hwy 30

307-778-6431

Offsite:

Saddle Ridge Elementary Academy

6815 Wilderness Trail

Cheyenne, WY 82001

307-771-2360

Information will come directly from the Academy Director

Open Communication:

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before your child attends our academy. We are always open to communication. It is a very important part of a quality academy. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your student. We look forward to a future of keeping your students distinctively different.