

### **Vision**

Dynamic Life Christian School will teach students to love God, to love one another, and recognize we are all unique and special in the eyes of God.

### **Mission Statement**

Dynamic Life Christian School will provide affordable, high quality early childhood education in a Christ-centered environment. Our program is designed to meet the needs of children ages 2-Kindergarten through a cooperative partnership between parents and staff. Our focus is to provide a stimulating early care and educational experience which promotes social, emotional, physical, academic, and spiritual development.

### **School Colors**

Black and Gold

### **School Mascot**

Eagle

### **Church Attendance**

Faithful church attendance is important for your child. If a person continually misses church, we believe a void will exist that is not being filled. Therefore, we would like to see that all of our students go to church regularly at the place where God has directed your family to attend.

If your family is not currently attending a local church regularly, we invite you to visit us at ***Dynamic Life Praise and Worship Center***. We are a family oriented ministry who places just as much emphasis on children as we do our adults. Our main service begins at 10:30 a.m. on Sunday mornings. For more information about our church, you can visit us at [www.dynamiclifeministries.com](http://www.dynamiclifeministries.com) or call 540-636-9595.

### **Admissions**

Admission to DLCS is a privilege and is based on availability of space in the given class. In order to secure a place for your child at DLCS, all fees and paperwork must be submitted to our registration staff. Once classes have reached their limit, your name will be placed on a waiting list and you will be notified if there is an opening.

Your child may apply at DLCS on their 2<sup>nd</sup> birthday. All other children will be placed in the appropriate class, based on age as of September 30, 2019.

### **Fees and Tuition**

Fees for enrollment (registration fee, book fee, and supply fee) are non-refundable. First week's tuition and registration are expected at the time of enrollment.

Tuition is due each Friday for the week to come. If payment is made after 12:00 noon Monday, a late fee of \$15.00 will be placed on your account.

**Due to fixed costs averaged over the entire year, there is no reduction in tuition for sick days, family vacations, personal days off, weather closings, or other days off as listed in the school calendar.** Weekly tuition charges are based on our total operating costs for the school year divided by the number of weeks in that school year. Consequently, there will be **NO** reduction in contracted weekly tuition amounts due; the full tuition will be charged. **This applies even when there are fewer than five days of classes or students are absent on scheduled days.**

If an account balance is more than one week past due, student **will not be permitted to attend school** until the account is settled. The balance may be from meals, before or aftercare or potty charges, not just tuition.

All payments will be made through Tuition Express. If more than three payments are declined, a penalty will be charged and immediate arrangements will be made by parent for keeping the account current.

DLCs provides multiple ways in which payments can be made using Tuition Express:

- Make payments online from home on your computer
- Set up automatic drafting
- Access Tuition Express website through your phone to make a payment
- Call in a credit card payment to the school office in case of online technical errors

**LATE FEES** will be billed if payment is not posted in the system no later than Monday by 12:00 p.m. Because DLCs provides a number of convenient ways to make your payments, late fees will not be waived.

Students enrolled on a less-than-five-day-a week contract can “make up” lost days on a space-available basis. Make up days must be pre-arranged and used either **one week before** or **one week after** the lost day(s).

### **Schedule Change Policy**

To request a schedule change, fill out the Schedule Change Form and submit it to the office **72 hours in advance**. Because we follow the state ratio of 10:1 (ten students per one teacher), we will not be able to accommodate changes requested less than 72 hours or for unscheduled walk-ins.

Forms **MUST** be turned into the office and not sent in backpacks or given to your child’s teacher.

Once the form has been received and the schedule has been reviewed, a staff member will contact the parent within 24 business hours to inform them if we are able/unable to accommodate the request. This policy applies to any and all schedule changes including but not limited to vacations, family emergencies, scheduled school closings, sick days, weather delays and closings, etc. In the event of an illness, a form can be turned in on the day your child returns to school.

### **Re-Enrollment**

In the spring, you will have the opportunity to re-enroll your child at Dynamic Life Christian School for the following school year before enrollment opens to the general public.

### **Withdrawal/Dismissal**

Our enrollment agreement is a **CONTRACT** between parents/guardians and DLCS. DLCS commits to operating expenses for the school year based on enrollment. Therefore, students may not be withdrawn before the final session day unless released by the Director.

Withdrawal from the school must be made in writing, through the Director's Office, at least one week prior to withdrawal. The request for withdrawal will be documented in the student's permanent record. All accounts must be paid in full before transcripts, report cards, and/or books can be released.

**Students who withdraw voluntarily or through expulsion, are responsible to pay a \$500 withdrawal fee per student.** Application, registration, and curriculum fees are non-refundable.

### **Arrival and Departure Information**

All persons entering our grounds are asked to drive slowly and watch for children coming or going from playing or being picked up/dropped off. Handicapped parking spots are located in the front of both the upper and lower level entrances available only to those with **valid and visible** handicapped placards. All others are asked to use **unmarked** parking spots.

Our doors open at 7:00 a.m. When you arrive with your child/children, you will need to sign them in. Our breakfast program is served from 8:30-8:45 a.m. for all students.

Our Preschool and Kindergarten day begins at 9:00 a.m. Our half day Pre-Kindergarten program ends at noon (ages 4). Full day Pre-School and Kindergarten ends at 3:00 p.m.

After school care is provided until 6:00 p.m. **Late fees begin at 6:05 p.m. at a rate of \$5.00 per child for each ten minute increment.** Late fees are also assessed on half day students beginning at 12:05 p.m. for those who have not arranged to stay all day. (Note: Every ten minutes you are late, you will be charged a \$5.00 per-child late fee.) Excessive late arrivals may result in your child(ren) being dismissed from our school program.

When you arrive to pick up your child, you will need to sign them out. If someone other than the person who signed in your child will be picking up your child, you will need to notify the office by written notice or a phone call. In order to sign your child in or out, you must report first to the office. You may not drop off or pick up your child from the playground, classroom, or other location without having reported to the office first.

### **Food Service**

Dynamic Life Christian School offers hot breakfast, hot lunches, snacks, and drinks. Our spacious, commercial kitchen has been inspected and approved by the Department of Health. Our staff follows strict cooking and serving guidelines. We offer a well-balanced, nutritious plan to our students.

Upon arrival in the morning, you will need to indicate whether your child will be eating breakfast, lunch, and/or snack. Your signature on the Meal Log will authorize our staff to provide your child with food. If you do not sign the log, you will need to provide food for your child.

If your child needs breakfast, please clip a breakfast pass to their shirt to identify them to staff as needing breakfast. All meals and snacks will be billed to your account at the end of the week. If your child does not bring lunch or snack, one will be provided and your account will be charged.

Your child is allowed to bring snacks to share when celebrating special occasions. However, these must be store bought with ingredients printed on label.

### **Supply List**

***You will need to send the following items to school with your child to begin the year:***

- All ages: One change of clothes (placed in a labeled bag)
- Full-sized backpack
- Full-time ages 2-4: Three-fold resting mat (small blanket and/or pillow is permitted)
- Play shoes (must have shoes appropriate for outdoor play)
- Paint smock/shirt
- Two year olds who are not potty trained will need one pack of diapers and wipes per week
- Sunscreen

**Please label all of your child's belongings. All other school supplies are covered in the supply fee which is paid at registration.**

### **Snow Days and Emergency Closings**

For emergency announcements regarding snow days and late openings, visit our web site at [www.dlcs1.com](http://www.dlcs1.com) or [www.facebook.com/dynamiclifechristianschool](http://www.facebook.com/dynamiclifechristianschool). We will also send out emails to all families. If you do not have an email address or access to the internet, you can call 636-9595 for a recorded message. **Reminder: There is no adjustment to weekly tuition for snow days, weather delays, or emergency closings. Missed snow days can be made up within one week of days missed.**

### **Delays**

On days that school experiences an emergency delay, classroom doors will not be opened until a specified time. Early arriving parents may remain with students in the foyer until staff is ready to begin classes. Kindergarten students will be considered tardy if they arrive fifteen or more minutes after delayed opening begins.

### **Field Trips**

Fields trips are designed to encourage learning through fostering a "hands on" approach. Students must return signed permission slips to the office by the designated due date in order to participate. During field trips, students must be on their best behavior. Additional field trip fees may apply.

Transportation will be provided by an approved, appropriately licensed driver. Parents are welcome to accompany their child on field trips. Parents of two year olds are strongly encouraged to attend. In order to ensure the safety of all students and staff, as well as provide a fun, enjoyable trip, all students are expected to be well-behaved while on field trips. If a student demonstrates they will be unable to behave on a trip, the parents will be contacted to make other arrangements.

### **Health Information**

Illness spreads from child to child very quickly. Children should not come to school if they have had a fever of 100 degrees or above. Once the child does not have a fever of **100** degrees or above without the use of fever-reducing medicine, they are able to return to school after a 24-hour period. They should not come if they have vomited or had diarrhea within the last 24 hours or have an illness which is contagious. If your child has a cold, runny nose, fever, flu, or other symptoms, they cannot be brought to school. A child with a cold or the flu should be kept home for 2-3 days during the contagious period. If there is a fever present, the child should be fever free for a 24 hour period.

Children with bacterial/viral pink eye are not permitted to attend school until the condition has been treated. Please contact the school if your child has either of these. They must have a doctor's note stating that they have been treated before they can return to school. Children with head lice nits are not permitted to attend school until three days after treatment has begun. Upon returning to school after treatment, school staff will perform a head check to determine if the child can return to class.

If a child becomes sick while at school, they will be isolated and a parent will be notified to pick up the child. This will be done automatically if your child has a fever or if there is pain that has resulted from an injury. If both parents are unavailable, please have a relative, neighbor, or friend to care for your child. The name of this designated person must be written on your child's emergency information form. Teachers and office staff cannot take the responsibility of caring for a sick child.

### **Immunizations**

At the time of admission, your child must provide up to date and accurate immunization records. The following Department of Health required immunizations and dates of administration must be met prior to the student entering Kindergarten:

- \*Series of 5 DPT doses
- \*4 doses of Polio (OPV)
- \*2 doses of Measles, Mumps, Rubella (MMR)
- \*Series of Hepatitis B

If a family chooses to not immunize their child because of religious, personal, or medical reasons, the family must submit a Commonwealth of Virginia Exemption Certificate in lieu of the immunization record.

### **Medication**

Please speak to the school office if your child requires medication to determine if we are able to administer it. We will need a form on file in order to administer approved medications. Medication cannot be administered without correctly completing the proper forms. Once forms are completed, bring medication, labeled with the child's name, to the office to be stored. DO NOT put medication in a backpack, lunch bag, or leave with child.

### **Physicals**

Physical exams are required for entrance into Kindergarten.

### **Dress and Grooming Codes**

We do not require uniforms, however we ask that all students be well groomed and dress neatly and modestly. Clothes are to be wrinkle free, neat, and clean. Items should not be frayed, tattered, or have holes in them. Girls are not to wear clothes designed for boys and boys are not to wear clothes designed for girls. We ask that students do not wear clothing that may be scary (i.e. skulls, zombies) and upset young children. Girls should wear shorts under skirts/dresses. Boys are not permitted to wear earrings. Children must have a pair of gym shoes in their classroom that they can change into in order to participate in our daily recess.

Hair must be neatly trimmed and groomed. For boys, conservative, traditional, and neat haircuts are acceptable. Boys' hair length on the sides may not be any longer than half way down the ear, the back of the hair is not permitted to surpass the top of the collar, and the front of the hair is not to be below the top of the eyebrows. Except on designated dress-up days, such as Crazy Hair Day or Hallelujah Night, only natural hair coloring is allowed. We do not permit extreme hair styles or colors such as pink, blue, green, unnatural red, etc.

### **Report Cards**

Kindergarten students will receive a report card every nine weeks. Interim reports will precede the report card halfway through the quarter. **All accounts must be up to date in order for students to receive their report card.**

October 29: End of 1<sup>st</sup> quarter

January 17: End of 2<sup>nd</sup> quarter

March 24: End of 3<sup>rd</sup> quarter

June 4: End of 4<sup>th</sup> quarter

Interim reports: September 26, December 3, February 21, May 4

Report cards: November 8, January 24, April 3, June 4

### **Harmony and Unity**

God is pleased when we dwell together in harmony. Therefore, Dynamic Life Christian School adheres to the principles set forth in Matthew 18 regarding relationships and communication. The Matthew 18 principle states that if one has been offended or has a concern of any kind, he should go immediately to the person involved and discuss the matter in love. The goal is to have relationships restored and strengthened for the honor of God.

DLCS is in partnership with parents as an extension of the Christian home. It is the desire of DLCS to apply Christian based education to help students live for God with all their heart, soul, and strength.

We have a strict policy at Dynamic Life Praise and Worship Center that we adhere to at DLCS: ***"No division, no dissension, and no discord will ever rule in this house."***

### **Student Conduct**

We are convinced of our students' ability to know God, walk with Him, make good choices, and demonstrate Christian character. Our students can and do make a positive impact on their world. Children are a blessing from the Lord and deserve our best efforts for their nurture and their education.

Students have a responsibility as well. We expect that the students, while remaining “children,” will demonstrate good behavior. Our teachers will encourage students to “get along” with each other and will work with them to resolve conflicts according to Biblical standards.

If a student is diagnosed with a learning disability that cannot be managed in a regular classroom or setting, by the advice of a physician or a licensed clinical psychiatrist, parent/guardian will be given the option of canceling the contract, or fully providing all necessary funds to educate the child (i.e. tutor, classroom aide, materials, etc.). This amount will be determined on an individual need and presented by school administration to the contract holder.

DLCS staff, faculty, and administration have partnered with parents to provide an environment that is conducive to Christ-centered education. We pledge to our parents to do our very best to provide an atmosphere of learning and one that promotes strong Christian character and development.

### **Discipline**

Discipline at DLCS is a reflection of our love for our students and our goal is to see them grow in the Lord. We view discipline as a genuine act of love. Our goal is for students to be guided and governed by Biblical precepts that they have learned at home, church, and school.

The primary objective of any disciplinary action is for the student to learn self-control and self-discipline. Each child is treated on an individual basis. In general, discipline will be handled by the classroom teacher based on the standards that have been clearly defined to each student.

We see in Isaiah 1:19 that God rewards us for being willing and obedient. Therefore, at DLCS, we emphasize positive reinforcement and encouragement as our main form of discipline. If that method is ineffective, other methods may be used such as time out or missing a fun activity. We carefully select a disciplinary method that will not lead to resentment but rather a change in behavior.

### **Security**

We currently have a security monitoring system which includes cameras throughout our building and grounds. We have Fire Marshall-approved fire alarm and emergency evacuation plans. We routinely drill according to the specifications in the evacuation plans recommended by the Fire Marshall. We permit access into our building through only one location, the upstairs foyer area.

The teachers and staff at Dynamic Life Christian School are committed to providing safety and security of all students. We pray regularly for the safety of our school. We recognize that having God’s hand of protection on our school is the greatest asset in our safety plan.

One outstanding quality of our teachers and staff is alertness. Our teachers and staff maintain a constant state of alertness while in the classroom and as they move throughout our facility. They care very much about the well-being of each student. Their attentiveness is valuable and essential while caring for young children.

To provide maximum security to our students and staff, we limit access of the lower portion of our building to **staff and students only**. The door at the top of the stairwell remains locked. Parents and other visitors check in their children in the office. School staff members escort students to the downstairs classrooms. When a parent comes to pick up their child, they will check out in the office, as usual, and a staff member will bring the student to their parent in the upstairs foyer.

Safety and security are a major priority at Dynamic Life Christian School. The systems, practices, and plans mentioned above provide an excellent foundation for safety in our building. We routinely consult with experts in order to obtain their advice and suggestions on enhancing security in our building.

### **Student Records**

In cases that involve custody or other court orders, parent or guardian is solely responsible to provide appropriate documentation and update us with any changes.

DLCS reserves the right to change its policies at any time, with or without notice.

### **2019-2020 School Calendar**

#### ***There will be NO school on the following days:***

September 2: Labor Day

October 14: Teacher Workday School Closed

November 27-29: Thanksgiving Break

December 23-January 2: Christmas Break\*

January 3: Parent-Teacher Conferences & Teacher Work Day

January 20: Martin Luther King, Jr. Day

February 17: Teacher Workday School Closed

April 6: Parent-Teacher Conferences & Teacher Work Day

April 7-13: Spring Break\*\*

May 25: Memorial Day

Notes:

\*DLCS will be closed but day care will be available for parents who require child care on selected days during Christmas and Spring breaks. See office for details.

\*\*In the event of multiple missed days due to inclement weather, school may be open on these days.

### **Other Important Dates**

August 22: Back to School Night at 7:00 p.m.

August 26: First day of School

June 4: Last day of School

June 4: PreSchool & Kindergarten Graduation/Reception

