



**School Handbook  
A Parent & Student Guide**

**2026-2027**

## **Welcome!**

We are glad you have chosen Chesapeake Christian Academy for the education of your child. As you know, obtaining a dependable education now is an essential foundation for the learning throughout life.

That's why, at Chesapeake Christian Academy we are committed to providing an academically excellent education while exposing students to traditional Christian values.

In addition, parents are an important component of successful learning. We encourage parents to be part of class activities, parent-teacher conferences and fund raising activities. We hope you will be actively involved in your child's education!

Please contact the office if we can assist you.

God Bless.

Respectfully,

Administration and Staff

## **Guiding Statements**

**Chesapeake Christian Academy Mission:** The mission of Chesapeake Christian Academy is to provide a Christ-centered education to all students with the word of God as our foundation and to help each child attain their full potential as a whole person so that each individual may impact his/her own world for Christ.

**Chesapeake Christian Academy:** The purpose of Chesapeake Christian Academy is to encourage and enhance the academic, social, emotional growth, and development of each child enrolled in the Academy. Emphasis is on personal growth and development. A major objective of the Academy is for students to learn that they are valued and respected for their own God given uniqueness. One result of students internalizing this perception is that they develop strong, healthy self-images, esteem and confidence in themselves thus growing and maturing into spiritually and emotionally healthy adults who will be able to make valuable contributions to society. Established 1962.

### **Chesapeake Christian Academy Statement of Faith:**

I believe in:

1. The Bible is God's unique revelation to people. It is the inspired, infallible Word of God, and the supreme and final authority on all matters upon which it teaches. No other writings are vested with such authority.
2. There is only one God, creator of heaven and earth, who exists eternally as three persons—Father, Son, and Holy Spirit, each fully God yet each personally distinct from the other.
3. All people are created in God's image and matter deeply to Him. Central to the message of the Bible is that God loves people, and invites them to live in communion with Himself and in community with each other.
4. Apart from Jesus Christ, all people are spiritually lost and, because of sin, deserve the judgment of God. However, God gives salvation and eternal life to anyone who trusts in Jesus Christ and in His sacrifice on his or her behalf. Salvation cannot be earned through personal goodness or human effort. It is a gift that must be received by humble repentance and faith in Christ and His finished work on the cross.
5. Jesus Christ, second Person of the Trinity, was born of the Virgin Mary, lived a sinless human life, willingly took upon Himself all of our sins, died and rose again bodily, and is at the right hand of the Father as our advocate and mediator. Someday, He will return to consummate history and to fulfill the eternal plan of God.
6. The Holy Spirit, third Person of the Trinity, convicts the world of sin and draws people to Christ. He also indwells all believers. He is available to empower them to lead Christ-like lives, and gives them spiritual gifts with which to serve the church and reach out to a lost and needy world.
7. Death seals the eternal destiny of each person. At the final judgment, unbelievers will be separated from God into condemnation. Believers will be received into God's loving presence and rewarded for their faithfulness to Him in this life.

8. All believers are members of the body of Christ, the one true church universal, Spiritual unity is to be expressed among Christians by acceptance and love of one another across ethnic, cultural, socioeconomic, national, generational, gender, and denominational lines.
9. The local church is a congregation of believers who gather for worship, prayer, instruction, encouragement, mutual accountability, and community with each other. Through it, believers invest time, energy, and resources to fulfill the Great Commission—reaching lost people and growing them into fully devoted followers of Christ.

## **Administration**

**Chesapeake Christian Academy Staff:** This includes the School Principal, Administrator, Business Manager, all teachers, aides, and support staff.

**Fire Drills:** Fire drills will be held unannounced monthly during the school year in compliance with Virginia fire regulations.

**Fund Raising:** There will be two fundraisers throughout the year to help defray educational costs and fund the John and Linda McCloud Scholarship Fund.

If the school administrators and the child's teacher are in the opinion that the child is not benefiting from the program, either academically, socially, or both, the school may request the withdrawal of the child after a conference with the parents. The failure to keep any of these terms of agreement may result in the request by the school to withdraw my/our child, if it is deemed that my/our child's behavior or actions are detrimental to others, or, if the parent's actions are not supportive of the school. Therefore, I/we will support the school and its policies, including academics, sharing goals, attending conferences and open houses.

## **Faculty and Staff**

**Employee Dress Code:** Teachers are to dress appropriately in casual business attire throughout the academic school year. Teachers are permitted to wear shorts during summer months. If you have any questions about this dress code policy, please direct them to the school administrator.

## Finance

### Tuition and Fees:

Chesapeake Christian Academy operates on a nonprofit basis. Chesapeake Christian Academy reserves the right to revise charges as deemed necessary.

|  |                                       |
|--|---------------------------------------|
| 6 weeks through 2 years:                                 | \$1,300.00 mo. **\$1,100.00 part-time |
| Pre K-2:   | \$970.00 mo. **\$725.00 part-time     |
| Pre K-3:   | \$915.00 mo. **\$700.00 part-time     |
| Pre K-4 to 5th Grade                                     | \$915.00 mo. **\$700.00 part-time     |
| Before and After School (Sr. K – 6 <sup>th</sup> grade): | \$495.00 mo.                          |

### Part Time Students:

Part time student enrollment is available for all classes. Two-year-old, Pre K-3 and Pre K-4 part-time students may enroll in a 5-day per week program which ends at 2:00 PM daily. There are no 2, 3, or 4 day/week programs offered in the Two-year-old, Pre K-3 and Pre K-4 classes. Infant and toddler classes may opt for the 5 day per week program, ending at 2:00 PM daily or have a 2 or 3-day/week option with fixed days of the week for attendance.

### Tuition:

Tuition is due by the 1st of each month. There is a 10% late fee for payments received after the 5th of the month. The student(s) will be disenrolled if tuition is not paid in full by the 10<sup>th</sup> of each calendar month. It is not school policy to send statements, or call parents with reminders of tuition due, however people who have to be reminded frequently to pay their tuition may be asked to withdraw their child from the school. It is school policy not to forward school records or information when there is an outstanding debt with the school. There is annual registration and book fees that are to be paid prior to start date; the registration fee is non-refundable. There is a fee of \$40.00 for any returned check.

\*If it becomes necessary for legal action for legal action, parents will be held liable for court costs, collection agency fees and attorneys fees to collect any and all tuition.

## Withdrawing A Student

If the student is in Nursery through Pre K-4 and the parent/guardian wishes to withdraw a child for any reason, a 30- day WRITTEN NOTICE must be given when you pay your tuition on the first of the month (NOTE: WRITTEN NOTICE MUST BE TURNED IN WITH THE MONTH'S TUITION TO THE OFFICE PERSONNEL, NOT THE STUDENT'S TEACHER.) An example of written notice would be if you wish to withdraw your child as of February, you would turn in written notice on January 1<sup>st</sup> that January 31<sup>st</sup> would be his/her last day. Allowances are not made for absences or holidays. It is understood that if it becomes necessary for legal action due to non-payment, parents will be held

liable for court costs, collection agency fees and attorney's fees to collect any and all tuition.

## **Curriculum**

We use A Beka Curriculum. For further information you can visit their website at [www.abeka.com](http://www.abeka.com).

## **Communication**

Chesapeake Christian Academy uses the Brightwheel app. (available on Apple and Android) This is the primary and often sole source of communication between administration, teachers, and parents. Parents and emergency pick-up persons are required to download the app., use it to check-in/check-out students and to keep in contact during the day. If you have any difficulty downloading the app, Brightwheel offers support. It may also be accessed via PC on <https://schools.myBrightwheel.com>.

## **Students**

**Enrollment:** There is no enrollment deadline for incoming students. When enrollment limit is reached for each class, applications will no longer be accepted. The parent or legal guardian must complete an enrollment application for each child. Parents please make sure child has all necessary supplies listed for school.

**Re-enrollment:** The re-enrollment deadline for the subsequent academic year will be announced mid-year. After the deadline, openings will be filled with new enrollments.

**Admissions Criteria:** The following criteria must be met in order for students to be considered for admissions:

- Completed and signed application
- Physical Exam by child's doctor (renew annually)
- Birth Certificate
- Shot Record
- All admissions forms received and admission fee paid

**\*\*The school will provide the necessary medical forms\*\***

**Birthday Deadline for Admission to Kindergarten:** In order to be admitted to our kindergarten program, each student must have reached his or her fifth birthday by no later than September 30 of that school year.

**Open House:** There will be an Open House for Pre K3 and Pre K-4 parents, which will give parents an opportunity to become familiar with policies and procedures of the school and to become better acquainted with the teachers and

staff. We encourage all parents to attend the Open House at the beginning of the school year. Consult the school calendar for the date and time of the Open House.

Absences: Parents should notify the Teachers or office if their child will be absent or late (by 8:15AM daily) for a reason like illness, a doctor's appointment, or travel. Students shall not be absent (excused or unexcused) more than 18 school days, based upon a 180-day school year. Students exceeding 18 absences during the school year are subject to dismissal following an administrative review.

Tardiness: Students (Pre-K2-Pre-K4) are expected to arrive promptly for the beginning of class each day and should be in their assigned seats as follows: 8:45 AM for the Pre-K2 class (which begins at 9:00), 8:30 AM for the Pre-K3 class (which begins at 8:45 AM) and 8:15 AM for the Pre-K4 class (which begins at 8:30). Students arriving after the start of class, should be dropped off in the main office of Building #1. Teachers will pick up late students from the main office when there is a break in the curriculum.

Snow Days or Inclement Weather: Chesapeake Christian Academy will follow the emergency closing schedule for Chesapeake Public Schools for the first two days of closure. In the rare instance of multiple days closed, CCA administration will determine whether to open school on subsequent days. The administration will implement notification to parents through the Brightwheel app or by logging in to [Schools.MyBrightwheel.com](http://Schools.MyBrightwheel.com). Listen for information on school closures and delayed openings on the following channels (a) WAVY TV 10 (online)  
(b) WTKR TV 3

\*Daily Schedule: Daily schedules vary from class to class. Teachers will provide individual schedules for their class. (\*See also "Ten Hour Daily Limit")

|          |                                  |
|----------|----------------------------------|
| 6:00 AM* | Daycare/Before School Care Opens |
| 8:30 AM  | Classes Begin                    |
| 6:00 PM* | Daycare Closes                   |

\*Child Pick Up: Children must be picked up by a parent or approved guardian. Children will be released only to those who are on the approved list unless other arrangements have been made ahead of time. Daycare children must be signed in and out via the Brightwheel app. Chesapeake Christian Academy's operating hours are Monday through Friday, 6:00 a.m. to 6:00 p.m. If child is not picked up by 6:00 p.m. charges of **\$5.00 per minute (per child) will apply.** (\*See also "Ten Hour Daily Limit")

\*Ten Hour Daily Limit: Children can remain at Chesapeake Christian Academy up a total of ten (10) hours each calendar day. Children exceeding the 10-hour daily limit will be subject to a financial penalty for each occurrence.

Academic Year: The academic year corresponds with the Chesapeake Public School (CPS) calendar, with some modification.

**Grading and Promotion:** Students will receive grades indicating their level of performance. Report cards will be sent home. All students must perform to the satisfaction of the teacher and Chesapeake Christian Academy Administration in order to be promoted to next grade level.

**Academic Records:** Student records will be maintained in the school office. Transcripts are available upon request by receiving school. Transcripts will not be handed or mailed to the parent requesting transcripts. No transcript will be sent until all accounts are current.

**Sickness:** All children will have a daily health assessment upon arrival to school. If a child comes to school with a fever or signs of a contagious disease, the school office and/or teacher reserves the right not to admit the child, or to send the child home. This is for your child's and other children's protection. The school requires a note signed by the doctor to readmit the child to school, if the absence was caused by a communicable illness (for example: strep throat, conjunctivitis, etc.). Children who are sent home sick or with fever (100.3+ Fahrenheit) must stay home and be fever-free for 24 hours (without fever reducing medicine) before returning to school. Children sent home with a fever or diarrhea need to remain at home the following day. Children found with lice will not be readmitted until proof of treatment is supplied and lice and nits are not present.

**Sick Child Pick-Up & Notification of Illness:** Once a parent has been notified via Brightwheel and/or via phone that his/her child is ill and must be picked up, the parent must arrive as soon as possible; but no longer than 1 hour following notification. If a parent cannot arrive within the hour, the parent must utilize emergency contacts to pick up the child. After 1 hour, 911 or social services may be called, depending on the nature of the illness. This will be strictly enforced in order to keep the spread of disease or illness to a minimum.

**Medication:** The school can administer any medication if it is accompanied by written permission from the parent and physician to administer it and stating times to be given, exact dosage, and name of medication. The prescription must be current and brought in its original, unopened container. There must be forms (MAT Form) completed by physician before administration of medicines. Please see the office if your child needs medication. If for any reason the child must stay indoors due to health reasons, a doctor's note stating reason and duration is required.

**Emergencies:** In the case of a significant physical injury or sickness, the parent will be contacted via Brightwheel, email and/or phone. If the injury or sickness is severe, 911 will be called. The parent/guardian authorizes the school to obtain immediate medical treatment if an emergency occurs when parents cannot be located immediately. If there is an injury incident, it will be documented in writing and reported to the parent and School Administration. Parents assume responsibility for updated and accurate information on emergency cards in student files.

**Abuse Indication:** Children who show signs of abuse will be reported directly to the Administration.

**Food:** Breakfast will be served every morning from 7:00 am to 8:00 AM (Pre-K4) and 8:15 AM for all other classes. Parents need to bring a box of cereal for your child's breakfast and milk for the week. Please mark with your child's name. Parents need to make sure that child/children have daily lunches.

**Recess:** Children will have daily recess time for relatively unstructured play.

**Behavior of Children:** We expect children to show respect towards the staff, classmates, and school property. Time out and logical consequences are used. Pushing, shoving, squaring off, biting and fighting will not be tolerated. Inappropriate language is not permitted. No weapons of any kind will be permitted on school property. The office will evaluate individual situations for proper degree of punishment. Corporal punishment is not allowed under any circumstance at the Academy.

**Behavioral Policy:** There are different levels of discipline that will merit severity of behavioral offenses.

1. Time Out
2. Call to Parent
3. Suspension (2 maximum, prior to expulsion)
4. Expulsion

Suspension will be issued to any students who severally or repetitively violate Academy rules. Parents will be notified of all actions at the time of the decision.

Expulsion is the final disciplinary action that the Academy will enforce if a student cannot behaviorally or academically perform up to Chesapeake Christian Academy's expectations.

**Uniform Policy:** Children should be clean and neatly groomed. Good grooming habits, including personal hygiene, are important in promoting one's self-image. The Academy does not require uniforms. Students must be appropriately dressed for class, as well as for the weather. Only girls may have ears pierced, but there is NO other form of piercing allowed. Tattoos are not allowed.

**Notice of Nondiscriminatory Policy:** Chesapeake Christian Academy admits and employs any race, sex, color, and national or ethnic origin.

**Public Disclosure Statement:** Chesapeake Christian Academy is exempt from state licensure under Virginia Code, Section 63.1-196.3.