



Covenant Christian Academy

a ministry of Covenant Community Church

Family Handbook



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ABOUT COVENANT CHRISTIAN ACADEMY

Mission Statement

Covenant Christian Academy was founded in order to help families succeed in educating their children in a way that brings honor to God.

History and Purpose

A mother with a desire to use home education to the greatest potential established the Educational Resource Center (ERC) in the fall of 1997 as a home education support group. In 2001, a non-profit school was established under Florida Statue 617 as an extension of the ERC to provide extra support and accountability to those families who desire to register their children under a private school umbrella.

Today, the resource center and private school are consolidated under one name: Covenant Christian Academy (CCA). The academy is governed by Director Gretchen Simmonds.

As a ministry of Covenant Community Church, CCA is overseen by the Pastor and church board. Our finances are completely dependent on registration, class and private school covering option tuition and fees. Donations are accepted but not relied upon.

Philosophy

At Covenant Christian Academy, we believe that the education of a child is the responsibility of families. We believe that the best way to support families is by providing resources, classes, a home educator support group, field trips and record keeping services at a reasonable rate to meet the children's individual needs. We strive to supply different opportunities for each family so they can pick and choose what they need for their children.

Our classes will offer different hands-on and academic activities for the students. We believe children need small classes in order to learn, so our classes will be kept at a low student-teacher ratio. Our teachers are qualified in the area they are instructing. Teachers and children appreciate any involvement families would like to offer.



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GROUP CLASS ENROLLMENT

Goals for Serving Families

- Provide help for families who are striving to educate their children in a godly way.
- Provide opportunities for involvement with other children in a setting conducive to the development of wholesome social relationships.
- Provide supplemental classes for home educated children.
- Provide a home education support group.
- Provide an evaluation and testing center for home educators.
- Provide an umbrella school and record keeping services for families desiring this type of accountability.
- Provide resources to assist members with their home education.
- Provide exciting field trips and experiences for children and families alike.

Orientation Month

Each family applying for membership will enjoy an Orientation Month. This will be a time for the family to try out all of the activities they are interested in to see if this is a good place for their family. During this time we ask that the family check out no materials.

At the end of the month, the family will have a chance to talk over any problems or suggestions they may have with the Director. If the academy meets their needs, they will be invited to join CCA.

If a family chooses to leave the center, and later wishes to return, they will be scheduled for a two-week review to see if this would be best for both parties.



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FEES

Students may enroll in full Monday programs or select individual classes. Class sizes are limited; registration is on a first-come first-serve basis. Covenant Christian Academy reserves the right to discontinue, postpone or combine classes and to change instructors. If minimum enrollment is not reached, a class may be cancelled. Some classes have additional fees and/or require the purchase of a textbook. Enrollment in Covenant Christian Academy classes is for the duration of the school year (two semesters), made payable in ten monthly installments. If, for any reason, the student does not attend a class, payment is still due. Enrollment is not considered final until payment is received. Monthly installments are due the first week of each month. Late payment will result in a \$20 late fee. Re-enrolling families **MUST** be current on all fees and reports before enrolling.

DESCRIPTION	AMOUNT	DUE
CCA Membership	\$75 per family	Annual Enrollment
Early Learners (Pre-K/K) Program	Tuition: \$100 per student	August through May
	Materials Fee: \$50 per student	Annual Orientation
Elementary Program (Gr. 1-5): THIS MONDAY PROGRAM INCLUDES ALL INDIVIDUAL ELEMENTARY CORE AND ENRICHMENT CLASSES LISTED BELOW. PRIVATE SCHOOL COVERING INCLUDED AT NO ADDITIONAL CHARGE.	Tuition: \$125 per student	August through May
	Materials Fee: \$110 per student	Annual Orientation
Half-Day Early Learners Class	Tuition: \$65 per student	August through May
	Materials Fee: \$50 per student	Annual Orientation
Individual Elementary Core Classes: <ul style="list-style-type: none"> o SCIENCE o SOCIAL STUDIES 	Tuition: \$45 per class	August through May
	Materials Fee: \$25 per class	Annual Orientation
Individual Elementary Enrichment Classes: <ul style="list-style-type: none"> o LANGUAGE ARTS ENRICHMENT (1ST SEMESTER) o MUSIC (2ND SEMESTER) o ART (1ST SEMESTER) o MATH (2ND SEMESTER) 	Tuition: \$30 per class	August through May
	Materials Fee: \$15 per class	Annual Orientation
Private Music Lessons (Gr. K-8)	\$48 per instrument	August through May
Private School Covering Registration	\$35 per student; \$70 family maximum	1 st Time Enrolling
Private School Covering Tuition	\$20 for 1 ST student; \$15 for add'l student	August through May



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PRIVATE SCHOOL COVERING

We offer a private school covering option for those families who prefer structure, assistance, and accountability.

Family Requirements

- Teach the required 180 days per year.
- Teach minimum subject areas of Language Arts, Math, Science and Social Studies.
- Keep the daily attendance and grades of each student.
- Submit a monthly written report by the 7th of each month of daily attendance and average monthly grades to CCA. Failure to do so will result in a late fee.
- Submit sample work with each monthly report and attendance record.
- Pay monthly tuition by the 1st Monday of each month. Failure to do so will result in a late fee.
- Submit a semester report at the end of 90 days and again at the end of 180 days of teaching. Failure to do so will result in a late fee.
- Receive an annual educational evaluation as directed by CCA.
- Fulfill any other requirement of the State of Florida's Private School Act.
- Meet with CCA administration when necessary.
- Attend support group meetings as offered.
- Participate in at least one CCA activity, e.g. tutoring, co-op classes, field trips, etc.



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PRIVATE SCHOOL COVERING

Registration and Tuition

A one-time registration fee for families wanting private school covering is \$35 for one child or a total of \$70 for a family. The fee is necessary to begin the record keeping process for your child and is due at time of registration.

The monthly tuition for private school covering is \$20 for one child and \$15 for each additional child. Tuition is due by the first Monday of each month during the months of August through May.

Private School Covering tuition is included in the full Monday Early Learner and Elementary Program costs.

CCA will not transfer student records to another educational agency until such time as the family's accounts are clear of all monies owed, and all borrowed CCA resources are returned.

Monthly Reports

Monthly reports are due on the 7th of each month. Blank forms are available on our website: www.mycca.org/updates.htm. They are to be filled out completely and must include one sample paper from each of the required subject areas. Additional samples from other subjects are welcome. Parent assigned grades and samples for subjects that students are taking through CCA group classes are not required. A late fee of \$20 per month missing will be incurred by families not submitting their reports by the 7th of each month.

Semester Reports

Semester reports are due at the end of 90 days (1st semester) and again at the end of 180 days of teaching (2nd semester). Blank forms are available on our website: www.mycca.org/updates.htm. Parent assigned grades for subjects that students are taking through CCA group classes are not required. A \$20 late fee will be charged for any semester report not turned in at the end of the 90 days.

Annual Testing and Evaluations

Private school covering students are required to receive annual standardized testing or a director/teacher evaluation. Evaluations may be used for students in Grades K-2 or those with special needs as agreed upon between the director and family. Students in Grades 3-8 are required to participate in standardized testing at the school or with another qualified tester. Each of these forms of evaluation will come at an additional charge to the family.



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PRIVATE SCHOOL COVERING

Grades for Monthly and Semester Reports

There are many different philosophies for testing and assigning grades. However, to keep our records in line with the state and county, we recommend the following guidelines:

- **Grades K-2:** Letter and number grades are not necessary at these levels. It is appropriate to use the following code:
 - E = Excellent work, this shows the student is doing their best and progressing at a rate commensurate with their ability.
 - S = Satisfactory, this shows that a student is doing a good job and making steady progress, but may have the ability to do better in some area
 - N = Needs improvement, this shows that a student is not working on their level, or that they need work on this area, before they can move onto the next area.
- **Grades 3-8:** Letter and number grades are appropriate for these levels. The grading scale for the state of Florida is as follows:
 - A = 90-100 (Excellent)
 - B = 80-89 (Good)
 - C = 70-79 (Satisfactory)
 - D = 60-69 (Fair)
 - F = 0-59 (Poor)

These grades are mainly objective and are arrived at by averaging daily grades, test grades and any other grades over the month.

*If you decide to use a different grading system for any reason,
please let the staff know during your first family conference.*



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CONDUCT POLICY

For Students

- We ask that all students conduct themselves in a Christian manner and act with respect and kindness towards all other students and adults. The “No Hurts” rules below help students understand how we expect them to act while at any CCA event:
 1. No hurting people.
 2. No hurting feelings.
 3. No hurting equipment.
- Children are not allowed outside unless they are in the company of an adult or they have the family member’s permission when they are present.
- Please make sure children dress modestly and appropriately. In addition, we are an educational institution and as such there will be no romantic displays of affection between students.
- Cell phone use is prohibited except in case of emergency and requires permission from a CCA staff member.
- Students should address adults in a respectful manner by calling them Ms.____ or Mr. _____. Please help your children and other children talking to you remember this rule.

For Families

- The “No Hurts” rules apply to children and their families alike. Adults should be role models of good behavior for all the children at Covenant Christian Academy. As such, we must conduct ourselves with dignity, grace, tolerance and love.
- Children - students and/or their siblings - should not be left unattended at any time.
- Children are required to be signed in/out when dropped off/picked up from CCA group classes. Adults other than parents may pick up a child if parents have a) filled out an After School Pick Up Release listing adults authorized for pick up and b) provided written notification in the “Other Information” space of the sign-in/out sheet on the day of pick-up that one of the approved adults will pick up the child. Please inform the adult on your pick-up list that they must have photo ID available. For your their safety, we will not release a child to anyone unfamiliar to CCA staff without photo ID.
- Social time is very important for home educators; however space is limited within the building. If classes are in session, please keep voices down and move away from classrooms to prevent interruptions.
- We ask that each family share the responsibility of maintaining CCA facilities. If you or your child uses a room or resources, please return them to their original condition.



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CONDUCT POLICY

Concerns and Disagreements

We understand that from time to time concerns or disagreements may arise concerning events, members or staff of CCA. We ask that all concerns and disagreements be handled in the way outlined below.

When dealing with a concern at CCA, we ask that you first keep in mind the feelings of anyone else involved and do your best to handle the matter in a discreet, respectful and godly manner. This is yet another way we can be positive role models for our children.

- We ask that all concerns that cannot be handled discreetly between the parties involved be taken directly to the Director. Please do not discuss the concern with anyone that is not involved.
- If the concern involves CCA staff members and cannot be resolved between the parties, the concern will be brought before the CCA advisory board.
- If the concern cannot be handled with the help of the advisory board, it will be taken to the Pastor of Covenant Community Church and possibly a church board member, where a final decision will be made

**WE ARE HERE TO HELP ALL FAMILIES AS LONG AS THEY HONOR THE
RULES AND GUIDELINES OF COVENANT CHRISTIAN ACADEMY.**

**WE RESERVE THE RIGHT TO ASK ANY FAMILY TO LEAVE
COVENANT CHRISTIAN ACADEMY
IF THEY CANNOT FOLLOW THESE GUIDELINES.**



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DISCIPLINE POLICY

Within a Teacher Led Classroom

When students are involved in a class, the individual teacher will take care of any discipline problems that arise by following these steps:

1. Discipline will be approached from a preventive viewpoint. Teachers will strive to keep discipline problems to a minimum by providing interesting activities and learning environments.
2. If a child does choose to act in an inappropriate way, the teacher will first give them a verbal comment reminding them of the center rules and the rule they are not following.
3. If the verbal warning from the teacher is not effective the student will be asked to think of the rule they are having trouble following and write or draw a new plan showing how they will follow the rule when they return to the group. This will allow a few things to happen for the student. First, they will have a few moments alone to think about the rule they need to work on. Second, they will have an opportunity to take responsibility for their own actions and change them in a positive way.
4. If the verbal warning and rule card time are still ineffective with the student and their behavior is disruptive to the learning of the class, the student will be asked to sit away from the group until the end of the class. At this time the teacher and family will conference about the student's behavior and if the class is right for them. They may decide to set up a contract to help the student do a better job next time.

During Other CCA Activities

The rules of the academy apply at all CCA events, on or off premises. Families are responsible for the discipline of their children; please make sure that your children follow these rules at all events. If you see a child not following CCA rules, please discreetly address it with the family member, if available, or CCA staff.



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COMMUNICATIONS

CCA staff will communicate with families via the following:

- E-mail will be our first line of communication. Families must notify CCA administration if they cannot or do not have access to e-mail.
- Weekly updates published on www.mycca.org/updates.htm.
- Upcoming classes, field trip sign-ups, and other extra activities and community events of interest will be posted at the school. Activities will also be posted on www.mycca.org/events.htm.
- Each teacher will complete two progress reports for the student each year.
- Teachers are available after class to discuss a student's progress or conferences may be set up for a later date.

Families may contact CCA administration as follows:

- By telephone during office hours at 407-324-0203, ext. 102. Office hours are Monday from 9:00 a.m.-3:00 p.m.
- Via e-mail at administrator@mycca.org.
- Telephone the Director directly: Gretchen at 407-322-9994.



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COVENANT CHRISTIAN ACADEMY STATEMENT OF FAITH

THE SCRIPTURE

The sole basis of our beliefs is the Bible, the 66 books of the Old and New Testaments. It was uniquely, verbally and fully inspired by the Holy Spirit and was written without error in the original manuscripts. It is the supreme and final authority in faith and life in every age.

GOD

There is but one God, infinite in power, wisdom, justice, goodness, and love, the Creator of the universe, eternally existing in three persons, Father, Son and Holy Spirit, each of whom possesses all the attributes of Deity and the Characteristics of personality.

MAN

God created man in His own image, and man, as he was originally created, was innocent before God. But man chose to sin by disobeying God, and therefore was alienated from his Creator and came under divine condemnation. Thus all human beings are born with a corrupted nature and without spiritual life, and are totally incapable of pleasing God in and of themselves.

JESUS CHRIST

God the Father, by His own choice and out of love for sinful men and women, sent Jesus Christ into the world to reconcile sinners to Himself. Jesus Christ was conceived by the Holy Spirit and born of a virgin. He is God in the flesh, both true God and true man. Jesus Christ lived a sinless life and voluntarily suffered and died as our substitute to pay the penalty for our sins, thus satisfying God's justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He bodily ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, makes intercession for His own. He will return to earth personally, visibly and bodily to judge all men and establish His Kingdom.

SALVATION

Men and women are freed from the penalty for their sins not as a result, in whole or in part, of their own works, goodness or religious ceremony, but by the undeserved favor of God alone. God declares righteous all who put their faith in Christ alone for their salvation.

THE HOLY SPIRIT

The Holy Spirit has come into the world to reveal and glorify Christ, to convict men and women of their sins, and to impart new life to all who place their faith in Christ. He indwells believers from the moment of spiritual birth, seals them until the day of redemption and empowers them to live a life pleasing to God.

ASSURANCE

All who are born again of the Spirit can be fully assured of eternal life from the very moment they put their faith in Christ. This assurance is not based upon any kind of human merit, but upon the fact of God's election, upon Christ's complete payment for sins and upon the indwelling of the Holy Spirit, whom is the deposit guaranteeing their inheritance.

THE RESURRECTION OF THE DEAD

At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his or her body to everlasting glory and blessing. At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his or her body to everlasting suffering, judgment and condemnation.

BAPTISM AND THE LORD'S SUPPER

Jesus Christ has instructed those who believe in His to be baptized in water as a symbol of their new birth in Christ. Baptism should be by immersion and is only for those who have personally believed in Christ. The Lord also instituted the Lord's Supper as a remembrance of His suffering, death and resurrection. Neither baptism nor the Lord's Supper has any merit in helping a person obtain eternal life?

THE CHURCH

All true believers make up the church worldwide and should assemble together in local churches for worship, prayer, fellowship and teaching to become conformed to the image of Christ and to become equipped to carry out the "Great Commission" that Christ gave His followers in Matthew 28:19-20.

FAMILY NAME: _____

SCHOOL YEAR: _____



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COVENANT CHRISTIAN ACADEMY FAMILY AGREEMENT

Upon Review of Covenant Christian Academy Handbook, we (I) agree to the following statements:

- ❖ We (I) will follow the rules and guidelines of Covenant Christian Academy and to instruct our children to do the same.
- ❖ We (I) will take full responsibility for the education of our (my) children and to use Covenant Christian Academy as the supplement and resource it was intended.
- ❖ Understanding that the only way to solve problems at Covenant Christian Academy is to bring them to the attention of the Director, we (I) will bring issues to her attention before discussing them with others.

Covenant Christian Academy staff agrees to the following statements for your family:

- ❖ We will do the best we can to support all families that abide by the handbook as they endeavor to educate their children in a way that honors God.
- ❖ We will listen to suggestions and concerns and handle them with prayer and respect for all involved.
- ❖ We will help children learn and follow Covenant Christian Academy rules.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CCA Director Signature _____ Date _____