



PARENT GUIDE

DESTINY CHRISTIAN ACADEMY
THE DEN



Rev: 07.09.24



Dear Parents and Guardians:

Welcome to the The DEN.

This handbook is designed to give parents and guardians a helpful insight into The DEN Program offered by Destiny Christian Academy. It includes detailed information about The DEN activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The DEN's primary purposes are to **Disciple** and train our students in a biblical foundation, to **Encourage** continued learning and growth, and to **Nurture** kindness, compassion, and the love of Jesus.

At The DEN, our team disciples by example. We have a wonderful staff who love the Lord and are constantly modeling what it means to be rooted in the Word. The DEN staff provide a safe, loving, and disciplined environment where your child(ren) can learn and practice biblical truths.

The DEN strives to create an environment where your child(ren) can learn, play, and develop lasting relationships. Our primary objective is for each child to grow in kindness, compassion, and the love of Jesus and that each child would have Matthew 22:37-39, rooted in their hearts. *“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’”* The DEN staff hope to partner with you as parents/guardians to uncover the God-given gifts and talents of your child(ren) and to help him or her grow as a light and godly example here at DCA.

THE DEN HOURS

Before school – 7:00 a.m. – 8:00 a.m.

After school – 3:00 p.m. – 5:30 p.m.

Early release day is 12:00 p.m. – 5:30 p.m.

DROP-OFF AND PICK-UP

Before school, Elementary parents must escort their child to the desk located in room A-24 for sign-in. Middle school students must sign-in at the Lion's Den (D Building) After 3:15pm, each child must be signed out by an adult that is listed in the Bright Wheel App. **Students picked up by 3:15 pm will not be charged a daycare fee, after 3:15 pm you will be charged the daily rate.** We will not allow your child to leave with anyone not listed in the system. In instances when it is necessary for someone different to pick up your child, a signed note or an email is required, and valid identification must be provided.

LATE FEE & LATE FEES AND AFTERSCHOOL ACTIVITIES

Students must be picked up by 5:30 p.m. If you are late there will be a \$1.00 per minute late pick-up fee.

You are required to notify The DEN at 916-866-7682 ext 8948 (A-24) if you anticipate picking your child up after 5:30 p.m. If students are in The DEN when they have after-school activities, there will still be a charge.

HOMEWORK POLICY

We will encourage students to work on their homework while they are attending The DEN program. The staff will help the student understand any homework directions. The staff is not responsible for the completion of any child's homework. We will have homework supplies on hand for the students.

HEALTH POLICY

If a child becomes ill while attending The DEN, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification.

Children who have contagious conditions such as an eye ailment, head lice, rash, fever, vomiting, or diarrhea may not attend The DEN. Child must be fully recovered and fever free without meds for twenty-four hours before returning.

EMERGENCIES

If we have an emergency involving your child, we will follow school emergency procedures. If your child is seriously injured, we will apply first aid, contact you and if serious call 911. Please be sure to keep us up-dated as to changes in phone number and emergency contacts.

MEDICATION POLICY

The DEN will dispense prescription and non-prescription medication according to the school policy and through the school office.

HEAD LICE

The DEN has a no lice, no nit policy. If a child who attends The DEN has been sent home with head lice, the staff will check all the children in the affected child's grade. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be sent home whenever head lice are found.

Children who have been sent home with head lice may return to The DEN once they have been cleared for return by The DEN Director. To prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

BEHAVIOR MANAGEMENT POLICY

The children and staff of The DEN program are asked to treat each other with respect, tolerance, kindness, and consideration. The

rules and behavior expectations utilized by The DEN will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities.

Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others.

COMMUNICATION

The DEN maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the program to The DEN Director at any time.

Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

If a concern involving a staff member arises; please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, The DEN Director will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The priority of the staff is to focus as much attention as possible on the children. To meet the needs of the children and the staff during program hours, we ask that parents limit their conversation with The DEN staff members to subjects involving their child. The DEN Director is available to answer all other questions that arise. Please feel free to call me any time or e-mail.