



***PNEUMA CHRISTIAN ACADEMY
PARENT HANDBOOK***

PRESCHOOL

2022 – 2023

CONTACT INFORMATION

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SCHOOL WEBSITE pneumaschools.com

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INTRODUCTION

Pneuma Christian Academy, a ministry of Pneuma Church, is a Christian school in Miami, Florida, that offers a strong educational program that embraces a Christian Bible based worldview.

As a ministry of Pneuma Church, Inc, Pneuma Christian Academy seeks to develop future generations by developing their minds and fostering a Christ-like character. Guided by Colossians 1:28, we embrace our call to “. . .tell others about Christ, warning everyone and teaching everyone with all the wisdom God has given us. We want to present them to God, perfect in their relationship to Christ.” (NLT)

We, therefore, endeavor to educate children in the necessary subjects and skills from a Christian perspective so that children may become all that Christ has intended for the purposes of the expansion of His Kingdom here on earth.

We believe that education is a partnership between parents and the school, and are grateful to the parents who entrust us their children’s lives and education. Pneuma Christian Academy is committed in this partnership as we seek to provide high quality education and spiritually enriching discipleship leading young minds to develop critical thinking through a Biblical lens. The curriculums we have chosen reflect our values and statement of faith.

We are thankful that as parents committed to providing your child a quality Christian education and are willing to make the sacrifices necessary to transform your child’s mind and heart (Rev. 3:20). We at Pneuma Christian Academy commit to partner with you to give your child an affordable private education that emphasizes Bible knowledge, advanced phonics, writing, mathematics, and science and other important academic disciplines.

As we journey together in a mutual commitment to your children, we humbly request your prayers that we might accomplish all we can for Christ’s glory.

MISSION STATEMENT

Pneuma Christian Academy’s mission is to provide students with a first-rate education based on a solid biblical foundation so that they can develop into Kingdom leaders and world influencers with strong godly convictions who are prepared to effectively impact every sphere of society.

STATEMENT OF FAITH

(As stated at the Bylaws of Pneuma Church Inc)

A. The Trinity.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons— Father, Son and Holy Spirit.

B. God the Father.

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

C. The Son.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

D. The Holy Spirit.

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism with the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

E. The Scripture.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final, and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct.

F. The Atonement.

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, but its benefits are only applicable to those who receive Jesus as personal Savior. We affirm that salvation is by grace through faith in our Lord Jesus Christ and as a covenant between the Father and the Son, we are beneficiaries of its benefits and cannot alter it by our actions.

G. Salvation.

The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is appropriated by faith. Salvation is affected by personal repentance, belief in the Lord Jesus (justification), and personal acceptance of Him into one's life as Lord and Savior (regeneration). The new life in Christ includes the privileges of adoption and inheritance in the kingdom of God's beloved Son. In love, God chooses man to be saved and follow Him. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior.

H. The Christian Life.

We believe that the Scriptures portray the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Therefore, God's provision for His children is total, and His promises are final and forever. The shortcomings of the individual and of the church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests, and warfare against a spiritual enemy. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions.

I. The Church.

The goal of the church is to make disciples of all nations through the government and the establishing of the Kingdom of God on Earth and to present the saints complete in Christ. The five-fold ministries listed in Ephesians 4 governs the church, along with the Elders and service of the deacons as mentioned in 1 Tim 3, as well as other leadership roles mentioned in Scripture. We affirm the church's purpose as offering worship to God, fellowship, ministry and instruction to itself, and evangelism and service to the world. It is essential to the life of the church that scriptural patterns of discipline are practiced and that oversight for church discipline, individual and corporate, is exercised by the leadership of the church.

J. The Priesthood of the Saints

All believers have the calling to function as a priest (God's representative) to fulfil effectively and efficiently the purpose of God in the body of Christ, their family and society as a whole.

K. Baptism and the Lord's Supper.

The Word of God places on the church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. It is identification with Jesus and is affected in the name of the Father, the Son, and the Holy Spirit. The Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our loving participation in Him. Both institutions are restricted to those who are believers.

L. Eschatology

We affirm the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the saints, the millennium, and the final judgment. The final judgment will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the new heavens and the new earth.

M. Spiritual Realm

We affirm God reigns over a spiritual realm in which a spiritual battle is taking place between the Kingdom of light and the kingdom of darkness.

N. Beginning of human life

We affirm the sanctity of human life and that life begins at the moment of conception.

O. Purity in the Church

We affirm chastity for Christian single men and women; and the sacredness of Christian marriage.

P. Marriage

We define marriage as a union between one born as a man and one born as a woman and that romantic and sexual contact between the same sex is sinful according to Romans 1: 26 – 27 and 1 Cor. 6: 9-10. Therefore, we reserve the right to marry couples that are recognized to be Biblical.

Q. Healing

Healing—body, soul and spirit—and all of God’s provisions for His saints, are provided for in the atonement, but these must be appropriated by faith.

R. Religious Exemption

In conjunction with the ministry’s Statement of Faith, Pneuma Church, Inc. believes that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. Pneuma Church, Inc. believes that any form of homosexuality, lesbianism, bisexuality, bestiality, transgender, incest, fornication, adultery, including bigamy and polygamy, and any other form of sexual immorality are sinful as defined by the Bible. We also believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Pneuma Church, Inc. and its elders reserve the right to refuse to perform any ceremony that would be contrary to the marital beliefs of Pneuma Church, Inc. Pneuma Church, Inc. also reserves the right to refuse use of facilities for any ceremony or event condoning such practices. Pneuma Church, Inc. and its ministries, including its schools, reserve the right to dismiss or not to hire anyone who, being single or married, is practicing sinful sexual behavior. Anyone professing or discovered to be practicing any form of sexual immorality contrary to the beliefs of Pneuma Church, Inc. cannot hold office or job within Pneuma Church, Inc. or its ministries or schools. Furthermore, Pneuma Church, Inc. reserves the right as a religious organization to prohibit the physical expression of such practices within our ministries. Pneuma Church, Inc. also reserves the right to remove from its property anyone who is openly exhibiting acts of sexual immorality.

NON-DISCRIMINATION POLICY

Pneuma Christian Academy admits students of any race, color, national 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 on the basis of race, color, disability, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

The school will be locked down at 9:00 a.m. Students arriving after 9:00 am will not be permitted to enter the school unless they have a doctor's note.

OFFICE HOURS

School office hours are from 8:00 a.m. to 5:00 p.m. The office is closed on weekends, holidays, and when the school is closed. The office is open throughout the summer from 8:00 a.m. to 5:00 p.m.

SCHOOL CLOSURE

The Preschool is closed on all legal holidays. VPK (PK4) follows the Miami-Dade Public School calendar for closures and teacher service days.

If the school deems that it should close due to a weather emergency, parents will be informed via email and/or through Alma.

VISITORS

All visitors on campus must present a valid picture ID and be issued a visitor's pass to remain on campus. Visitor passes are issued at the front office and must be worn and displayed at all times while on campus.

CHANGE OF ADDRESS/WORK/PHONE NUMBERS

If you have a change of address, home telephone or business telephone number, please inform the office immediately. This is vitally important should an emergency occur, and you need to be contacted.

MESSAGES

If you need to leave a message or speak with your child's teacher about a non-emergency issue, please contact the school office by phone or by email. Carpool changes should be handled by contacting the front desk staff and submitting changes in writing via email.

FOOD PROGRAM

All students will eat lunch on campus.

Students **must** eat the breakfast, lunch, and snack provided by PCA. The only exception is a student who has an allergy documented by a doctor; a doctor's note is required.

The cost of the food program is \$15 per week and will be added to your account.

Students who do not participate in the lunch program because of a documented allergy must bring their lunches and snacks. **Teachers are not allowed to heat up food student's food.** If you desire for your child to eat warm food, the food must be brought by student in a thermos.

We are a peanut free school. Please refrain from sending any food that contains peanuts.

Food delivery of ANY kind to the school is not allowed. This includes parents dropping off lunch in the middle of the day or vendors such as Uber Eats, Postmates, etc. or. If your child is not enrolled in the

lunch program, he/she must arrive at the school in the morning with his/her lunch. **If a student is not part of the lunch program and does not bring lunch, the student will be sent home.**

HEALTH POLICY

A copy of your child's current immunization record must be on file in order to attend. All immunization records must be kept current. The state may change its requirements from time to time; if this occurs, the school will adjust its screening policies to comply.

Any parent that has a student with a medical condition such as diabetes, asthma, allergies, etc., must make sure that this information is on file at the school.

Parents must notify appropriate school staff if your child has a serious infectious communicable disease, infections of the skin or eyes, lice or nits. A child must not be brought to school if he/she has one of the following symptoms:

- Fever
- Cough
- Headache
- Nausea
- New loss of smell or taste
- Symptoms and signs of possible severe illness [such as lethargy, uncontrolled breathing, diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, wheezing or untreated persistent cough].
- Lice or nits, whether active or not.
- Diagnosis of a communicable disease; a doctor's note that the child is no longer contagious and is able to participate in the school's activities must be provided for the child to return to school.

MEDICATIONS

Medications to be administered to students at school must be turned in by the parent to the front desk staff. Students are not permitted to have medications, prescription or over the counter, on their person or in their backpacks while in school. To be given prescribed medications by the school, students must have a doctor's note with instructions to staff on how to administer medications. All prescribed medications such as an inhaler, antibiotics, Epi Pen, etc., must

- Be in the original container.
- Be labeled with the child's name.
- Include directions to administer the medication.
- Not be expired.
- Have written parental permission to administer any medication to your child.

In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the office staff or the teacher regarding any limitation of activities or special consideration.

If there are any medical conditions which restrict a student's activity or sports in general, instructions in writing signed by the parent must be furnished to the teacher or the office at the beginning of the school year or as soon as medical condition is diagnosed.

ARRIVAL AND DROP-OFF

All preschool students must be at school by 9:00 a.m. For security reasons, if students do not arrive at school by 9:00 a.m., they will not be allowed to stay at school, unless they have a doctor's note.

All students must be signed-in by an adult.

PICK-UP

All children are to be picked up by an authorized adult previously registered with PCA. If the parent wishes for someone who has not been previously authorized to pick up their child, they must notify the school in writing by sending an email to the school office at agranda@pneumachristianacademy.org. Notification to the school by phone is not acceptable except in an emergency.

Please follow your child's programmed schedule for dismissal. Please be on time. Any student not picked up by the established time will be required to pay \$1 per minute after their assigned dismissal time.

CURRICULUM

The *HighScope Preschool Curriculum* provides an approach characterized by children's active participatory learning, the plan-do-review process, developing children's conflict resolution skills, and adult scaffolding. The curriculum includes a set of resources to support teachers in creating learning environments and experiences that reflect the curriculum's approach.

Curriculum Summary

- Promotes research-based teaching practices to support children's development and learning in all Head Start Early Learning Outcomes Framework (ELOF) domains
- Promotes ongoing observation, planning, and scaffolding based on children's developmental levels
- Provides a range of strategies and resources to support family engagement
- Promotes active, hands-on exploration
- Provides specific guidance on how to establish well-organized, engaging indoor and outdoor environments
- Provides specific guidance on how to establish a daily schedule and developmentally appropriate routines
- Promotes individualization based on children's interests, strengths, and needs
- Provides limited guidance on culturally responsive interactions, learning experiences, and materials

School Supplies

Students from infants to PK3 have an annual fee for supplies that is due in August of every year. PK4 (VPK) students are given a supply list at the moment of enrollment; parents should bring all supplies by the beginning of the school year.

COMMUNICATION AND CONFERENCES

Proper communication is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and school papers will be greatly appreciated.

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It is important for the student to know both parents and teachers are working harmoniously for his/her welfare. Open, unwarranted criticism of school practices (or those in authority), often reap tragic results in our children. When there is a misunderstanding, the parent should take it immediately to the teacher. Often an e-mail or note can clear up the difficulty. If the problem remains, a three-way conference will be arranged with the parent, the teacher, and the Director.

The parents or teacher may request a conference at any given time. These conferences will be held via Zoom.

COMMUNITY SERVICE HOURS/ VOLUNTEER HOURS

Parents need to volunteer a minimum of 10 hours each school year on PCA Serve Days or at any PCA school event. All volunteers must check in with the school office upon entering the campus. All volunteers must coordinate their activities with the classroom teachers and/or designated staff.

Three hours of parenting training/workshops is required each year during the school year for each custodial parent or guardian. A schedule of training sessions/workshops will be published in Alma.

FIELD TRIPS

All students must have a signed permission form from their parent to participate in the field trip. Parents are welcome on most school field trips as chaperones or volunteers; however, space on school vehicles is limited, and they may have to provide their own transportation. Additionally, some entrances allow a limited number of adults per students. Parents must remember the teacher is in charge of the group while on a trip.

All students will wear PCA uniforms for all field trips unless otherwise approved by the school administration.

PARENT/ADULT PARTICIPANT IN SCHOOL TRIP

Parents who are traveling with the school on field trips must sign a statement of cooperation, which reflects our school's policies and Christian testimony. If you have any questions about any of the statements below, please see or call the trip leader prior to the trip for clarification. In order to participate on the trip, it will be necessary for each parent/adult participant to agree to comply with the agreement.

Trip guidelines for parents:

- There is a no smoking/vaping policy on all school trips
- There is a no alcohol consumption policy on all school trips.
- Dress must be modest and conform to the student dress code for all trips.
- There should be no profanity on any school trip.

Parents are not allowed to change any trip activity nor may they give permission for students to participate in any activity not approved by the trip leader.

CODE OF CONDUCT

To assure the right of each student to receive a quality education which best brings glory to God, we have established a code of conduct for the students at PCA.

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1. The first principle that the students need to learn is **obedience**. There are three (3) points to obedience
 - a. Doing **what** one is told.
 - b. Doing it **when** one is told.
 - c. Doing it with the **right** attitude.
2. The second principle is **respect**. This is fundamental to getting along with people. It starts in the home with attitudes towards parents and siblings. These same attitudes carry over into school. At PCA, **we will not tolerate disrespect of any kind, including public criticism**. If an administrative decision is made, it is final and the issue needs to be dropped.
3. The third principle is **responsibility**. This is when a person is given things to do and has developed the self-discipline to get the job done.

PROHIBITED ITEMS

The following items are not permitted at school:

- Baseball caps or any head covering
- Playing cards and trading cards
- Knives or any other weapons
- Sunglasses (except to be worn outside)
- Toys
- Calculators (except for Algebra I or higher students)
- Electronic equipment of any kind (i.e., flashlights, radios, gaming devices, MP3 players or cell phones.)
- Wristwatches with alarms
- Any items deemed by teachers to be a distraction in the classroom
- Magazines
- Suitcases and Briefcases
- Anything with inappropriate slogans or pictures
- Pullover jackets, non-uniform sweatshirts or non-uniform sweaters

AREAS OFF LIMITS TO STUDENTS

The following areas are off limits to students unless they have a teacher's permission:

- Offices
- Kitchen
- Any building before 7:45 a.m. and after 3:30 p.m. Students are only allowed if assisting in Extended Care or for special meeting
- All storage buildings, rooms, and cabinets
- The church sanctuary beyond the doors at the bottom of the stairs
- Science closet
- Storage or janitor's closets

DRESS CODE

All uniforms are established by PCA for all the students, boys and girls. All students in PK2 to VPK must wear uniforms beginning on the first day of school. Only official uniform sweaters may be worn as

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outerwear in the buildings. Students may wear heavier jackets or coats outside in winter and rain coats in summer. **Preschool students are not allowed to wear jewelry of any kind.**

Approved Uniforms

Tops	Bottoms	Shoes
<u>Regular Uniform</u>		
Pneuma Polo	<u>Girls</u> Plaid skort with PCA logo. <u>Boys</u> Grey shorts or pants.	Black shoes
<u>Chapel</u>		
Chapel Shirt or regular uniform Polo	Blue Jeans (\$1) that are not ripped, torn, or too tight or regular uniform bottoms	Tennis shoes must be black, white, or grey

Parents should write their child's name inside of all uniform wear to prevent loss.

BIRTHDAYS

Birthday parties during school hours are only permitted from 2:00 p.m. - 3:00 p.m. If your child chooses to give out birthday invitations at school, there must be an invitation for every member of the class or for all the boys or for all the girls. You may send a treat such as individually wrapped cookies or cupcakes. If you are ordering pizza for your child's birthday party, you must first let the office know what company is delivering the pizza and what time it is being delivered.

Please note that we may need to include additional regulations for these events for health reasons.

HOLIDAY CELEBRATIONS

PCA does not celebrate Santa Claus, the Easter Bunny, or Halloween. We do not allow our students to participate in Halloween activities while at school. Please do not bring or send your child with any Halloween party favors, toys, candies, cakes, or other related symbols or items. A short Valentine's Day party will be held and students should only bring Valentine greetings that are appropriate and do not encourage romantic relationships.

By signing below, I acknowledge that I have read, understood, and I agree to follow all policies and to maintain the standard of behavior and conduct required by the school as described in this Parent Handbook.

Parent

Date