



CCA

PARENT HANDBOOK

2026-2027



Covenant Christian
- Academy -

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Greer, South Carolina 29650

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<https://covenantgreer.org>

Covenant Christian Academy

Parent Handbook

Welcome to Covenant Christian Academy

We are excited that your family will be a part of Covenant's weekday preschool ministry.

CCA will provide an age-appropriate curriculum focused on preparing your child academically and introducing appropriate Bible lessons and emphasizing God's love.

Jesus said, "Let the little children come to Me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

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2026-2027 School Year: August 11, 2025 – May 27, 2027

HOURS

Early Stay – 7:15-8:45 (Early Stay drop off window 7:15am-7:45am)

Core Day – 9:00-2:00 (Core Day Door Hours 8:45am-9:00am/1:45pm-2:00pm)

Late Stay – 2:00-4:30 (Late Stay pick up window 2:00pm-4:30pm)

FEES

Class	Full Day	Core Day	Core Day + Early Stay	Core Day + Late Stay	Registration Fee <i>*Non-refundable</i>	Supply Fee <i>*Non-refundable</i>
Infant	\$57.00	\$30.00	\$42.00	\$45.00	\$250 for one child or \$350 for families enrolling more than one child	\$100 due with enrollment paperwork
K1, K2, K3, K4	\$55.00	\$28.00	\$40.00	\$43.00		

Monthly tuition is calculated based on actual number of school days in the month.

SCHEDULE OPTIONS

Infant Class Options:

- 5 days per week, Monday through Friday

K1 and K2 Class Options:

- 2 days per week, Tuesday and Thursday
- 3 days per week, Monday, Wednesday and Friday
- 5 days per week, Monday through Friday

K3 and K4 Class Options:

- 3 days per week, Monday, Wednesday and Friday
- 5 days per week, Monday through Friday

SUMMER WITHDRAWAL POLICY

Any child that is withdrawn from the program after May 1st will pay a one-month tuition penalty. It is important to note that Covenant Christian Academy bases its staffing and other resource decisions upon enrollment commitments made well before the start of the school year.

WITHDRAWAL

CCA reserves the right to withdraw a child from enrollment for the following reasons: inability to meet a child's needs at CCA; excessive behavior problems; failure to pay tuition; failure of parents to abide by policies and procedures, including health policy.

Parents may withdraw children with one month's notice. Tuition for that month will still be due which includes August. No tuition refunds will be given.

If a child is withdrawn from the program, either by parent or CCA, and enrollment fees have been paid for the upcoming year, the fees will be forfeited.

TUITION

Tuition rates are not adjusted if a child is absent due to illness or family events.

Tuition invoices will be emailed by the 25th of the month prior and automatically drafted on the 7th of the month or the first business day thereafter. Automatic drafts that are returned for insufficient funds will be charged a \$35 fee. All tuition payments must be made through an automatic draft using your Brightwheel account.

REGISTRATION FEE AND SUPPLY FEE

Enrollment fees hold a space in the program for your child and are non-refundable. Supply fees, paid with enrollment paperwork, are also non-refundable.

CCA TOTE BAGS AND HAPPI NAPPIS

All children in K1, K2 and K3 will require a "Happi Nappi" which may be purchased through the Request Form in the CCA Welcome Packet for \$40. New students will receive a CCA tote bag at no cost. An existing CCA student may purchase a new tote bag through the Request Form in the CCA Welcome Packet for \$20.

CONTACT INFORMATION CHANGES

Please remember to keep the CCA office and teachers informed of changes in home, work, or emergency phone numbers and/or contact people. The CCA staff must be able to reach

parent/guardians in the event of an emergency. Also please make sure you inform the CCA staff of any address changes. You will be required to complete new registration paperwork each year.

ADMISSIONS AND FORMS

Covenant Christian Academy admits students of any race, religion, color or ethnic origin and does not discriminate on any basis.

CONFIDENTIALITY POLICY

CCA stores all student and staff records locked in the director’s office. The only people with access to the records are the Directors, coordinators and any regulatory agencies that need access for licensing purposes. A child’s record, emergency information, or other information about the child or family is confidential and may not be copied, posted on a website, or disclosed to unauthorized persons without written consent from the child’s parent.

CLASSROOM SUCCESS/EXTRA ASSISTANCE

As a preschool, we are not staffed or equipped to handle certain developmental delays, behavioral issues or physical restrictions. If your child needs extra assistance to be successful in school, we reserve the right to refer parents to outside resources for evaluations. These include, but are not limited to, Baby Net and Child Find, through their pediatrician or behavioral therapy.

Our goal is for ALL children to be successful and to partner with families and therapists. However, if we can no longer meet the child’s needs or help the child be successful in the classroom, the child may need to be withdrawn from our program so they can find a program that better fits their needs.

INCLEMENT WEATHER

In case of inclement weather, CCA will follow Greenville County School schedule.

Greenville County Schools	Covenant Christian Academy
One Hour Delay	Early Stay drop off 8:15am-8:30am/Core Day drop off 9:30am-9:45am
Two and Three Hour Delay	Early Stay drop off 9:15am-9:30am/Core Day drop off 10:30am-10:45am
Early Dismissal	Families will be notified by email

If Greenville County Schools close due to weather, CCA will also be closed, with no make up days. If Greenville County Schools declares an E-learning day, CCA will be closed.

MEET THE TEACHER

Teachers will schedule “Meet the Teacher” appointments with each family before school begins.

You will receive information from your teacher regarding the class schedule, classroom policies and other information to ensure a successful school year.

STAFF

- We are committed to provide you with a loving Christian staff for your children.
- All staff have had background checks.
- All staff complete fifteen hours of training per year. The director completes twenty hours of training per year.
- All staff are CPR and First Aid Certified.
- CCA Staff/children ratio guidelines

*These ratios may vary but will always remain in compliance with DSS regulations.

- Younger Infants – 3 staff : 8 children
- Older Infants – 2 staff : 8 children
- Ones – 2 staff : 10 children
- Twos – 2 staff : 12 children
- Threes – 2 staff : 12 children
- Fours – 2 staff : 14 children

SAFETY

Outside preschool doors remain locked during the day for the protection of our children and staff. If you need assistance, please call the preschool office, or ring the intercom and hold up your drop off/pick up tag to the camera. A staff member will come to the door.

Please always have your child under your supervision when crossing the parking lot to enter or exit the school.

HEALTH REQUIREMENTS

- All children entering CCA must have a SC Certificate of Immunization DPH Form 4024/DHEC Form 2740A signed by a doctor. We must have a current copy of the immunization form on file before a child may attend.
- If your child should develop a contagious illness, please contact the school or your child’s teacher. We ask, in consideration of the general health and well-being of your child’s classmates, that you keep your child home when they are sick. (Please see our illness policy on pages 13-14.
- All parents must return a signed illness policy agreement.

COMMUNICATION

“The Vine” monthly CCA newsletter will be sent home with your child at the beginning of each month. Teachers will send home a monthly calendar and/or newsletter. For school wide information, mass emails will be sent to the email address we have on file. Please make sure to notify us if any of your contact information changes.

CIRRICULUM

Bible stories, along with our monthly themes, will be woven throughout each part of our curriculum. The children will develop spiritually, as well as emotionally, and will be told how much God loves them. Teachers will use classroom centers in which children will learn through their play and interaction with their friends. Examples of classroom centers are: reading, writing blocks, transportation, manipulatives, home/dramatic play, sensory play, table activities, science, dress up and art.

Related Arts activities include: Music (K1-K4), Godly Play (K3), Chapel (K4), Spanish (K4) and Stretch and Grow (K3-K4)

TOILET TRAINING

We will partner with parents for toilet training their child when the child shows signs of readiness in the K2 classes. When a child at home wears underwear with no accidents, excluding naptime and bedtime, for a FULL THREE DAYS, the child may wear underwear to school. If a parent chooses to use Pull-Ups, we ask that they use only the side fastening style.

Students in K3 and K4 must be fully toilet trained and independent in the restroom.

When transitioning to the three-year-old class, all children are required to be in panties or underwear (no Pull-Ups with the exception of naptime), must be able to pull clothes up and down by themselves, and be able to wipe. If your K3 or older child has an accident at school, a parent may be called to come and change that child.

Students in K3 and older who continually have accidents are not considered fully toilet trained and may be asked to take a break from school and to spend a period of time at home. This break is designed to give you time to fully toilet train your child. Tuition will still be due during this time.

CLOTHING

- All clothing should be neat and comfortable. It should lend itself to the active lifestyle of a child in the classroom and on the playground.
- Clothing should allow your child to take care of his/her own toileting needs.
- Please send your child dressed appropriately for the outside temperature. Children will go outside daily for play-time weather permitting.
- All children need a change of clothes. If your child is in K2 and is toilet training, please send in multiple changes of clothes AND an extra pair of socks and shoes. Periodically check to ensure the clothing is size and weather appropriate.
- Please wear appropriate shoes for playground. Tennis shoes are preferred because of safety. Sandals and Crocs must have a back strap. No flip flops.

OUTDOOR PLAY

Weather permitting, we give children an outdoor recess time each day. If it is 50 degrees or above (including wind chill factor) children will go outside. Please remember to always dress your children appropriately for the temperature and send jackets, etc. If the playground is too wet, the children will go to the Gym or have a free playtime in their classroom. Please dress your child appropriately for the weather.

CCA TOTE BAG/COMMUNICATION FOLDER

All children should have a labeled CCA tote bag and a communication folder. Both will be provided for your child to be used daily. Please send in a lunch box, Core Day and/or Late Stay snack, Happi Nappi if he/she is in K1, K2 or K3 and a change of clothing. Each child must bring his/her bag each day to ensure that special classwork, art projects, and important notices arrive home safely. Please check your child's bag daily for any communications.

LUNCHES AND SNACKS

- Please label ALL of the following items with child's name: lunch box, containers inside lunch box, sippy cups or water bottles.
- Please send a healthy snack for Core Day and/or Late Stay daily with your child.
- Please send labeled and filled "no spill" water bottle with your child daily. **Please no sugary drinks.** K1 classrooms, please send two (2) labeled sippy cups per day.

- **We are a nut-free school.** You may not send nut products in any form to school with your child. This also includes no almond butter, Nutella, etc. Sun butter is a good substitute. **Please label items containing Sun butter.**
- **If a snack and/or lunch item containing nut products is sent in with your child, we will call and ask that you bring in a nut-free replacement snack and/or lunch item.**
- Please limit sugary items in your child's lunchbox.
- We are unable to warm food in a microwave. Please send food that needs to stay warm in a thermos or similar container.
- DSS regulations will not allow us to use our spoons or cups. Please send these with your child if needed.
- To ensure the health and safety of the children in the classroom, please do not send the following items in your child's lunch box:
 - Anything with nuts or peanut butter
 - Grapes (unless quartered)
 - Popcorn
 - Apples with peeling
 - Hotdog wiener (unless quartered lengthwise)



DROP OFF AND PICK UP

CCA doors will open from 8:45am to 9:00am for drop off. All children should arrive during this time as classes will begin with instruction promptly at 9:00am. At 9:00am the outside doors to CCA will be closed and locked for the safety of your children. If your child arrives late, please press the intercom and a staff member will come and take your child to class.

When entering or exiting the CCA building ALWAYS use the main doors located in the Lower Well.

CCA doors will open from 1:45pm to 2:00pm for pick up. If it is necessary to pick up prior to 1:45pm, please follow the instructions for an early dismissal. All early dismissals should be before 1:30pm. Children not picked up by 2:00 will be taken to late stay and charged a fee of \$30 which will be added to the next tuition invoice.

EARLY DISMISSALS

Please notify your child's teacher on the morning you plan to pick up your child early. Please email bmckown@covenantgreer.org as well.

If you need to pick up your child before regular dismissal time, we ask that you do so before 1:30pm. Please come to the door and ring the intercom. A staff member will bring the child to you.

EARLY STAY AND LATE STAY

Children must attend core day to use early stay and late stay.

All early stay children should be dropped off between 7:15am and 7:45am. Please enter and exit the CCA building through the main doors located in the Lower Well.

Late stay pick up is anytime between 2:00pm and 4:30pm. When picking up your child from late stay, please press the intercom at the main doors of the CCA building and a staff person will assist you. Children not picked up by 4:30pm will be charged a fee of \$30 which will be added to the next tuition invoice.

RIGHTS OF PERSONS WITH CUSTODY TO PICK UP CHILD(REN)

Under the laws of SC, both parents have the right to pick up their child. A child will be released to a parent unless court documents on file state that we are not to release the child to the parent.

Parents or guardians must submit the name and driver's license number of any persons allowed to pick up their child(ren). If anyone other than the child's parent or guardian will be picking up the child, a photo id and driver's license number will be required of that person.

Employees of Covenant Christian Academy are not permitted to transport children to or from CCA.

NAPTIME AND HAPPI NAPPIS

Children in K1, K2 and K3 classes will take a nap each day after lunch. Happi Nappis will be sent home at the end of each week to be laundered. Please be sure to bring them back the following week.

DISCIPLINE/BEHAVIOR POLICY

Corporal punishment will NEVER be used or tolerated. Covenant Christian Academy believes that children should be treated with love and guidance. Here at CCA, children will feel safe and loved by their preschool teachers. If a child needs correction, we will correct them in love and redirect their attention. Time out will be used if needed as a cooling-off period to help a child to regain self-control. Children will never be punished, mistreated, embarrassed, ridiculed, or left alone as a form of discipline. Children will not discipline other children. The teacher will never use embarrassment, humiliation, making an example of the child, or physical/verbal punishment as an attempt at changing a child's behavior.

When ongoing unacceptable/disruptive behavior(s) occurs, your child's preschool team, which may consist of the teacher, the director and parent(s) will meet. Together they determine the appropriate action to be taken. If a child's behavior is excessively disruptive or endangers the safety of others in the class, the child can be removed from the program.

BITING POLICY

Biting is a normal stage for infants and toddlers. This usually happens because they cannot verbally express their feelings, they are frustrated, or they may want attention. In these situations, teachers will redirect the biter and try to determine the cause of the incident. In the event of a biting incident, a director will call to notify the parent(s). If a child bites two times in one day at CCA, the director will notify the parents to pick up the child from CCA. You may bring your child back the following day, but if the biting continues then, this process will be repeated. If there are multiple days of a child biting, there will be further disciplinary action taken at the discretion of the director. Biting beyond the toddler years is considered a behavioral issue and will be taken seriously.

MEDICATIONS AND CREAMS

Medications will not be administered by CCA teachers. Should your child have a prescription medication that needs to be administered during school hours, a director will consider the request on a case-by-case basis. Prescription must be accompanied by a doctor's written prescription information. CCA will not administer over the counter medications.

Diaper cream will be administered as needed for your K1 or K2 child if a medical authorization form is completed and the cream is labeled with your child's name.

BIRTHDAYS

Birthdays are very important milestones in the life of your child. We would love to share their special day. Due to allergies, please make arrangements with the teacher in advance before sending special treats. All food items must be store bought and prepackaged. A special snack may be supplied by the parent of the birthday child. We ask that you send in a simple snack such as cookies, mini muffins, mini cupcakes, or donut holes.

If party invitations are sent to school, please make sure all classmates are included.

SPECIAL EVENTS

Parties will be planned throughout the school year. Parents will have the opportunity to sign up to send in items if needed. Always check with the teacher before sending special treats.

EMERGENCY MEDICATIONS AND MEDICAL PLAN

Emergency medication such as an Epi-Pen or inhaler will need a signed Authorization to Administer Medication and must be accompanied with a written prescription for a doctor.

911 will be called for medical emergencies that would require immediate care by a healthcare professional. Examples include but are not limited to loss of consciousness, semiconsciousness, breathing difficulties, seizure, severe bleeding, broken bones and allergic reactions. Parents will be notified, and a director will remain with the child until the parent/guardian arrives.

SICK AT SCHOOL

If your child becomes sick while at CCA, you will receive a call to come pick up your child immediately.

- Sick children MUST be picked up within 30 minutes of our call.
- Please notify all persons on your pick up list, so they are aware that they may be called to help with pickup. If the parents cannot be reached first, we will begin calling the next names on the designated pick up list.

ILLNESS POLICIES

Unless medical evaluation indicates inclusion, children will be excluded from care at CCA if one or more of the following conditions exist:

- The illness prevents the child from participating comfortably in program activities.
- Extreme lethargy, irritability, persistent crying, or difficulty breathing.
- Fever greater than or equal to 100.4 with an ear thermometer. Child may return after being symptom free and fever free for 24 hours without the aid of a fever reducing medication – ex. Tylenol or Motrin.

Contagious virus, illness, and others:

- COVID-19. Child may return to school after symptoms have subsided and child has been fever free for 24 hours without the aid of a fever reducing medication.
- FLU. Child may return to school after symptoms have subsided and child has been fever free for 24 hours without the aid of a fever reducing medication.
- RSV. Child may return to school after symptoms have subsided and child has been fever free for 24 hours without the aid of a fever reducing medication.
- VOMITING AND/OR DIARRHEA. Two episodes of diarrhea and/or one episode of vomiting. Child may return to school after being symptom free and fever free without the aid of a fever reducing medication for 24 hours.

- RASH. Child may attend school with a rash only if a doctor's note is provided indicating that the rash is not contagious.
- HAND FOOT MOUTH. Child may return to school when all symptoms have subsided, and child is fever free for 24 hours without the aid of fever reducing medication. Child should not have excessive drooling or difficulty swallowing. The red blisters should be dry and crusted over.
- IMPETIGO. Child may return to school with a doctor's note after 24 hours of being on an antibiotic as long as the sores have stopped oozing.
- STAPH INFECTION/MRSA. May return after being on antibiotics for 24 hours and the site is covered.
- RINGWORM. Child may return with a doctor's note documenting diagnosis and initiation of anti-fungal therapy and the site is covered.
- HEAD LICE. Child needs to be treated immediately. The child cannot return to school until there is no live bugs or nits left in the hair. There must be a recheck at 7 days out.
- PINK EYE, STREP THROAT AND EAR INFECTIONS. Child may return after 24 hours of being on an antibiotic and pending no fever with no fever reducing medications and no new symptoms.
- OUTPATIENT/INPATIENT SURGERY AND/OR ANESTHESIA – Any child who has any type of outpatient or inpatient surgery must have a written doctor's note stating that they are permitted to return to CCA. Any child who has a procedure that requires anesthesia, the child cannot return to school for a minimum of 48 hours after anesthesia.
- FIFTH DISEASE. Child may return only if a doctor's note is provided indicating the rash is not contagious.

UPON RETURNING TO SCHOOL FROM AN ILLNESS, CHILDREN MUST BE WELL ENOUGH TO PARTICIPATE IN ALL THE DAY TO DAY ACTIVITIES INCLUDING OUTDOOR PLAY.

- Children with rashes MUST have a doctor's note.
- Please notify the teacher if your child will be absent from school.

CCA CALENDAR

2026 – 2027

AUGUST

11 First Day of CCA 2026-2027

SEPTEMBER

7 CCA CLOSED – Labor Day

OCTOBER

16 CCA CLOSED – Student/Teacher Holiday

21-22 CCA Fall Pictures

25 CovFest at Covenant Church 4-6pm

29-30 Pumpkin Parade and Fall Class Parties

NOVEMBER

17-18 Donuts for Dads

25-27 CCA Closed – Thanksgiving Holiday

DECEMBER

16-17 Christmas Class Parties

18 Christmas Program & Break Begins- Dismiss after Christmas Program

JANUARY

5 First Day of CCA 2027

18 CCA CLOSED – Martin Luther King Day

FEBRUARY

11-12 Valentine's Day Class Parties

15 CCA CLOSED – President's Day

MARCH

1-5 Dr. Suess Week

12 CCA CLOSED – Student/Teacher Holiday

14 Easter Extravaganza

18-19 Easter Class Parties

22-26 CCA CLOSED – Spring Break

29 CCA CLOSED – Student/Teacher Holiday

APRIL

16 CCA CLOSED – Student/Teacher Holiday

21-22 CCA Class Pictures

27-28 Muffins for Moms

MAY

10-14 Teacher Appreciation Week

26 1/2 Day – CCA CLOSED AT 12:00 NOON

27 1/2 Day – CCA CLOSED AT 12:00 NOON - LAST DAY OF SCHOOL YEAR 2026-2027

In case of inclement weather and days that Greenville County Schools will have virtual school, CCA will be closed with no make-up days.