



Parent Handbook

676 Lincoln Hwy, Fairless Hills, PA 19030
215.736.2391

victoryacademypa.org

Follow us on social media: @victoryca.lions

Robin Laskey - Director
rlaskey@victoryacademypa.org

"All that we have accomplished, the Lord has done for us." Isaiah 26:12

Victory Christian Academy is a ministry of Victory Christian Church,
under the leadership of lead pastor David Farina

victorycc.org

Updated July 2026

Mission Statement

*"Seek first the kingdom of God and His righteousness and all things will be added unto you."
Matthew 6:33*

A Note From The Pastor

"Teach me Thy way O Lord, and lead me in a plain path." Psalm 27:11

Victory Christian Academy is honored to partner together with you in providing an atmosphere conducive to making the prayer of the Psalmist a reality. We recognize and make a strong commitment to provide a staff of teachers, a God honoring curriculum and atmosphere that will enable your child to grow academically and develop a personal relationship with Jesus Christ.

Victory Christian Academy will

- Put God's kingdom first on a daily basis
- Teach and commit to Biblical principles
- Acknowledge the privilege of ministry to God, by loving and instructing your children in the ways of the Lord.

It is our prayer that God will be honored and your children will excel here at Victory Christian Academy.

Pastor David E. Farina - Lead Pastor, Victory Christian Church

Church website = victorycc.org

Educational Philosophy

The primary mission of Victory Christian Academy is to encourage each child to develop a personal relationship with God by accepting the free gift of salvation through faith in Jesus Christ. The child will be encouraged to grow in this relationship by experiencing God's abundant love, grace, forgiveness, and power through daily Bible study and practical application of God's word. It is our desire that each child will allow the Holy Spirit to govern his/her entire life based on the trust relationship with Jesus fostered through their experience at Victory Christian Academy.

Our second goal is for each child to experience academic success based on his/her own God-given ability. As such, our role is to ignite the spark for each child to become a lifetime learner. The Bible clearly states that we are fearfully and wonderfully made. As a result, we will also strive to build-up each child socially and emotionally in an effort to create an environment that is conducive to learning.

Victory Christian Academy does not discriminate on the basis of gender (male and female as defined in the Bible), race, ethnic group, or religion.

Statement of Faith

Victory Christian Academy is an extension of Victory Christian Church. As such, Biblical truths and principles will be openly shared with the children on a daily basis in the classroom and in chapels. We believe the Bible to be the inspired Word of God, the only rule of faith and practice. It is a divine guide to everyday living, as relevant to our lives today as when God's Word was first written. We believe God's Word is the absolute truth. Every enrolling family should know from the start that Biblical truth will be shared openly with every age group.

We are delighted to share God's Word with you!

We believe that God offers to every person the forgiveness of sins through the sacrifice of His Son. The scriptural plan of salvation is simple and definite (John 3:16):

- a) All are sinners - Romans 3:23 "For all have sinned and come short of the glory of God."
- b) Sin must be punished, and it separates us from God - Romans 6:23a "For the wages of sin is death."
- c) God sent His son Jesus Christ to take our punishment for us by dying on the cross: Isaiah 53:5b "...the punishment that brought us peace was upon Him ..."
- d) Eternal life is a gift - Ephesians 2:8, 9 "For by grace you are saved through faith, and not of yourselves, it is a gift of God, not of works lest any person should boast."
- e) By receiving Christ, we receive eternal life - 1 John 1:9 "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all sin." Romans 10:9 "If you openly declare that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved."

Diversity Statement: We support the Bible in its entirety as the infallible Word of God. Therefore we believe and support the Biblical teaching that marriage is defined as being between one man and one woman, as biologically designed at birth. We additionally believe that God created only 2 genders: male and female.

<u>Table Of Contents</u>	<u>Page</u>
Admission and Withdrawal	3
Assessment	4
Arrival and Departure Times	4-5
Attendance and Lateness	5-6
Discipline Policy & Student Conduct	6-8
Financial Information	8-9
Food & Celebrations	9
Health & Safety	9-11
Academics	11
School & Social Events	12-13
Internet & Technology Use Policy	14
Photo & Media Acknowledgement	15
Emergency Contact Form	16

ADMISSION & WITHDRAWAL

Admission

All Kindergarten children must be 5 years old by September 1st of the appropriate school year to qualify for entrance. Exceptions may be made on an individual basis – a written agreement will be signed by both parent and administration, stating the terms of the early admission.

In addition, all children entering *Victory Christian Academy* must demonstrate social, emotional, and academic readiness. Testing and/or previous records may be necessary to determine if our school is appropriate for the child. We will ask parents to sign a record release form to obtain academic, health, and behavioral records from the previous school. Victory Christian Academy reserves the right to accept or decline enrollment based upon the ability our school has to benefit each individual student.

All new students and their parent(s)/guardian are required to meet after the first four weeks of enrollment with the classroom teacher and director. At this meeting either the student will be officially enrolled or a plan will be put into place. If a plan is put into place, there will be an additional and final meeting to see if the student can be enrolled permanently.

Withdrawal

In the event that a student needs to withdraw from VCA for any reason, we request two weeks notice in writing. Tuition and other financial obligations must be fully met before leaving the school. If a child attends any part of the month, the full month's tuition will be charged. *No registration or fees will be refunded.* Consumable books may not necessarily be given to the student upon withdrawal. In the event a student is withdrawn leaving a tuition balance, only the most current physical form will be transferred to the student's new school. All other records will be retained until financial obligations are satisfied. We are required to notify the Superintendent of Schools in the Pennsbury School District when a student withdraws from our school. The Superintendent will ensure that the student enrolls in another school.

ASSESSMENT

Grading Scale

In Grades 3-8, each subject area will be graded according to the following scale and grades 1 & 2 will use the following scale for math and spelling:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 or lower
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

The following scale will denote the progress in Grade K as well as part of the 1st & 2nd grade report card:

M = Mastered	HSP = Has Shown Progress
IP = In Process	N = Needs improvement

Report Cards

There are three trimesters during the course of the school year. Please reference the current Victory Christian Academy calendar for exact dates. Report cards will be issued three times during the school year. Report cards will be sent home with your child on the last day of school for the third trimester.

Thinkwave - Online Grading System

All students in grades 3-8 will be using an online grading system called Thinkwave. It is the parent's responsibility to continue to check on their child(ren)'s grades. Teachers will enter grades in a timely manner so that parents can have a clear picture of their child's ongoing progress.

Conferences

Conferences are held at the school following the first and second trimesters. The school is closed on said days to make the teachers available for conferences. *Conference times will be awarded on a first come, first serve basis.* Look for an email from your child's teacher to sign up. Conferences are a wonderful opportunity to constructively discuss and evaluate a student's progress, set goals, and ask any questions. If you need a conference with your child's teacher at another time, we are happy to schedule that as well.

In the case of children with parents in separate homes, we will be happy to coordinate separate conferences. However, *the responsibility for scheduling such exceptions lies with the parents.*

Testing and Remediation

Sometimes children need additional academic assistance. After the parent has collaborated with the teacher to explore all possible options within the classroom, if you feel that your child needs additional diagnosis and remediation for academic problems, contact the office. Our school is eligible for diagnostic and remedial math and reading services through Catapult Learning (within the school day), based on availability given to VCA. Catapult is available for Bucks County, PA residents only. Should the classroom teacher determine the need for individual testing, we may ask that parents pursue testing through the local public school or medical avenue. The BCIU offers speech and language services to Bucks County residents who attend VCA. We will also be happy to share any additional resources that we are aware of. We do not have a remedial program of any kind (resource room/ tutoring) that is sponsored by VCA.

ARRIVALS & DEPARTURES

School hours

Victory Christian Academy will begin promptly at 8:55 AM and end at 3:45 PM. It is imperative that students arrive on time for school on a daily basis.

Children may arrive as early as 8:30 AM (between 8:30-8:55 AM) if not enrolled in Before School Care. Students must be present by 8:55 or will be marked as late. Students are picked up between 3:45-4:00 PM.

Pick Up and Drop Off Points

Students who arrive between 8:30 – 8:55 AM may be dropped off at the designated drop-off point outside. A staff member will escort your child from your car to the inside of the building. After 8:55 AM, the student is considered late and needs to be walked into the office. Parents are not permitted to walk students up to the classroom.

Families picking up will need to drive through the pick-up line outside. Pick up begins at 3:45 and ends at 4:00. A late fee will apply for pick up after 4:00pm. A staff member will escort your child directly to your car and help them in. If a person (other than a regular pick-up individual) comes to pick up your child and is not on the approved pick up list from the emergency contact, contact the office via phone call preferably before 2pm. The individual designated to pick up your child will have to show identification as verification of your authorization. *Please remember that all of our staff are involved in the dismissal process with keeping the children safe and secure. This is not an appropriate time for a conference – please schedule time to talk with the teacher at a mutually convenient time.* Please note that we will not take a student's verbal word for a change in pick up plans. The change in plans must come from their parent/guardian.

Bus Transportation

Public school districts will transport children who live in Pennsylvania and within a 10-mile radius of the school – as long as the public school district is one that transports students. Please contact the office for specifics regarding bus transportation by the school districts. Any problems or questions concerning transportation, once it is established, should be directed to the transportation department. If you are picking up your child instead of having your child take the bus on a given day, we MUST get a phone call or a note from the parent ahead of time. Notice by 2:00 PM is preferred. VCA is not responsible for the behavior of the students while being transported on the bus.

Before and After School Care

Before and After School care is provided through Victory Christian Academy Early Learners Program. Victory Christian Academy opens at 6:30 AM and closes at 5:45 PM. A late fee is assessed if children are picked up after 5:45 PM. During the morning care time, students arriving between 6:45-7:12 AM can bring their own breakfast to eat, along with a time for play and devotions. The after care program includes an afternoon snack along with devotions, an opportunity to complete homework, outdoor play, arts and crafts, games, and other fun activities. There is a fee for drop-in care and only available if space permits. *Please call the office for enrollment and tuition information.* All Before & After Care students are required to have an up to date physical. Their tuition is paid weekly.

Further, care is offered and may be available for an additional fee for days when Victory Christian Academy (K-8) is closed but Victory Christian Academy's Early Learning Program is open - based on staffing availability and space. Prior notice of needed care is required. Please refer to your current school year calendar for a list of those days. The drop-in rate is different from the contracted rate for Before/After Care. "Short Care" is now available for those needing limited care (8:10 – 8:30 or 4:00 – 4:20). Please contact the office for more details. Additional paperwork is required for the before and after care program.

ATTENDANCE & LATENESS

It is very important that all students are present each day and arrive at school on time – in the door by 8:55 AM. Students who arrive at school each day on time and prepared without being rushed are ready to learn. Students may arrive beginning at 8:30 AM to prepare for the day without being charged for Morning Care. Students arriving before 8:30 AM will be charged the current drop in rate for Before Care.

Attendance

It is our desire that students receive the maximum learning time at school. If your child is sick or otherwise cannot attend school, please call the office at (215) 736-2391 before the school day begins at 8:55 AM. The completion of make-up work can be discussed between the parents and teacher. The student is responsible for completing all work in a timely manner. This may require extra work to be done at home and/or at recess time during school.

In reference to family vacations, we recognize the importance of spending time together as a family and the educational and emotional value of many trips. Parents should request in writing the dates that a student would miss due to vacation. It is not recommended that students whose academic performance is below average take time off for vacations during the school year. Students are responsible for all missed work and tests to be completed in a timely manner.

Lateness

School begins at 8:55 sharp. Students arriving after 8:55, even a few minutes, experience unnecessary stress, an interruption in learning, and key information given at the beginning of the day. We do understand that there will be times when lateness is unavoidable, but when lateness becomes a pattern, corrective measures will be taken to include a letter to the parent, and a potential parent/principal meeting. It is also important to note that all latenesses are recorded on a child's report card which is a permanent record - following a student throughout their schooling experience.

Leaving Early From School

When a student needs to leave early from school, we will require a note or email to the teacher (*preferred method*) or phone call in advance. We understand that of course emergencies happen that prevent advance notice. Students will be sent to the office. Please take your student's overall academic performance into consideration when scheduling appointments, etc. during the day. *Please keep early pick ups to a minimum.* The student is responsible for any class work missed. Only authorized people on the Emergency Contact Form should be sent to pick up a student.

In the event a student must leave early for the day for whatever reason, the student must be present for a minimum of 2 hours in order to be counted as present for any given day. Anything less than 2 hours will be considered an absence.

DISCIPLINE POLICY & STUDENT CONDUCT

The discipline policy of Victory Christian Academy is based on the Word of God, the Bible. *Proverbs 22:6* - "Train up a child in the way that he should go and when he is old he will not depart from it". *Galatians 5:22* - "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control. Against such there is no law".

The goal of the discipline policy is to promote self-control within students and to establish a safe and secure environment that is conducive to learning. The Bible is very clear about our responsibility as adults to guide the behavior of children. This is what the Lord has to say about discipline in Hebrews, Chapter 12 starting at verse 5 through 11: "My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you because the Lord disciplines those He loves and He corrects everyone He accepts as a son'. Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined, (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

It is important to understand God's heart of love when we look at this passage and in setting the goal for our discipline policy. We begin this process with realistic expectations, understanding the nature of a child. In addition, as is the heart of the Father, we will discipline in love.

How does this translate to us?

VCA teachers and staff will strive to, with God's grace and help:

- Balance correction with love while administering discipline.
- When correcting - speak to a child privately, which will avoid an audience and therefore avoid embarrassing a child (exceptions may be necessary when safety is at risk).
- Set the stage for success by clear communication, expectations, and implementation of transitional activities, offering choices when possible, speaking to a child positively and creating a happy atmosphere.
- Maintain a proper tone of voice (exceptions may be necessary when safety is at risk).
- Avoid the use of group punishment (when the whole group is punished for the misbehavior of a few).

How does this translate to the students?

While at school, on the bus, or participating in any school activity, we will expect students to:

- Speak and act respectfully.
- Follow directions and requests.
- Not interfere with the teaching and learning environment.
- Be prepared and responsible - both in preparation for school and throughout the day.
- Obey school rules.
- Maintain a positive and teachable attitude.
- Take full responsibility for his/her own actions and the consequences thereof.

How does this translate to the parents?

We need parents to:

- Communicate effectively with the teacher.
- Address concerns and questions immediately as they occur. Please bring classroom situations to the classroom teacher first and address items privately. Please avoid discussing situations in front of the student. In addition, we respectfully ask that parents avoid "venting" concerns on social media or to fellow members of the VCA parent family. It is our top priority to address your concerns personally.
- Contact the teacher via email or email or phone call within the school hours of 8:00-4:00pm.
- Respect the students and teacher by phoning or sending a note to school when a need arises. The teacher is always willing to speak with parents at an appropriate time when he/she can give his/her undivided attention to the matter. The

beginning and ending parts of the school day are very busy times. It is disruptive to try to carry on a conversation at those times when the teacher needs to focus his/her attention on the children.

- Support the discipline decisions that occur during the school day. The Bible says that no discipline at the time seems pleasant. If your child is disciplined during the day, rest assured that you will get the “*child’s version*” when your child arrives home. We will attempt to communicate necessary information to explain the situation further when needed. Assume that the teacher has acted in your child’s best interests and out of love. Assume the best of us – we assume the best of you! If greater clarification is needed concerning the behavior, please contact the teacher immediately in an effort to support the overall effectiveness of the discipline received. *Remember, the Bible says that, “Later on, however, it (discipline) produces a harvest of righteousness and peace for those who have been trained by it.”*
- We need parent support in order to make the school experience a success for everyone. The relationship between teachers and parents for the benefit of the student is crucial to the learning process.

Conduct and Consequences

We understand that all children misbehave – that is part of their sinful nature and the learning process. Simple situations will be handled within the day and parents may not always be informed about minor offenses. We will take a firmer approach to repetitive issues and sudden severe behaviors.

Outlined are the basic steps in sequence used when trying to resolve a child’s behavioral problem:

1. The teacher will work with the student individually. A variety of approaches will be taken as needed. Prayer with the student will be an integral part in solving behavioral problems.
2. Contact the parents by note or phone and ask for their support. Teachers will request a response from the parent in writing to confirm the communication has been received.
3. If the behavior is still not resolved and a disruptive situation occurs, the teacher has the option to send the child to the office. Documentation of the disruptive situation will be placed in the child’s permanent file. Parents will also be notified.
4. Should the inappropriate behavior still continue, a conference with parent, teacher, and administrator (and student if appropriate) will be scheduled. An action will be taken as a part of the conference. A follow up conference may be necessary to evaluate the progress of the student’s behavior.
5. At this point, some possible actions may include, but would not be limited to: recess detention or in-school suspension (1, 2, or 3 days). Students will be expected to make-up all work missed. In the event that a student is suspended, a re-entry conference with parent(s) may be required, with teacher, administration, and student. In the re-entry conference, the student will be expected to state why he or she was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God’s forgiveness, compassion, and grace.
6. If all else fails, disenrollment from the school may be necessary.

Sudden and Severe Behaviors

Situations that are of a more severe nature will require a more severe consequence. These situations may warrant immediate removal of the student from the school for a minimum of 2 days. Some examples may include, *but are not limited to*:

- Physical harm to an adult in charge or classmate.
- Language/behavior that is indicative to bullying
- Uncontrollable emotional outburst which poses the threat of physical harm to self or others.
- Any severe behavior that the administration deems necessary to require immediate removal of the student from school.

Suspension and/or expulsion from school shall be the sole prerogative of the administration. In the event that a student is suspended, a re-entry conference with parent(s), teacher, administration, and student may be required. In the re-entry conference, the student will be expected to state why he or she was suspended, communicate remorse, and be able to articulate how he or she will avoid repeating the behavior. Prayer will be an integral part of the re-entry process, clearly communicating God’s forgiveness, compassion, and grace.

Each classroom has a specific system set up for rewards and consequences. Each teacher will communicate their specific classroom discipline system.

Specific All-School Rules for the Student Body

The following list is not exhaustive, but is intended to cover the most basic universal school rules:

1. Students may not tattoo any part of their body with any writing implement.
2. Students may not have personal electronic devices in the classroom, to include, but not limited to, smart watches that do anything more than tell time, phones, or any other electronic devices. VCA is not responsible for any electronic devices

that are brought to school. All electronic devices must be brought to the office before school starts and can be picked up when the student's bus or parent is there to pick up.

3. Students may not plagiarize. Plagiarism will not be tolerated in any form, and will have an automatic consequence of a 2 day in-school suspension minimally. Plagiarism also includes the use of AI math solving apps and writing apps.
4. Students may not use inappropriate language with peers and/or adults.
5. Students may not chew gum in school.
6. Students will adhere to the uniform policy.

FINANCIAL INFORMATION

Tuition is assessed annually (\$6,100) and can be paid either monthly or annually. Tuition must always be paid in full regardless of attendance. We accept online payments, checks, or money orders only for payment – please, no cash.

Monthly Payments

Monthly payments are due each 1st of the month. If the 1st of the month falls on a weekend or holiday, tuition is due on the following business day. A *late fee* is assessed if tuition is received after the 3rd of the month. We reserve the right to withdraw a student if tuition is not received in a timely manner. The Financial Obligation Form must be signed and stay in the child's file. Payments should be placed in the tuition box outside of the office.

If a student takes the bus both to and from school and a parent cannot come to the school during the week, parents have the following options to ensure that their tuition checks reach us:

- Send the check in an envelope with your child in his/her folder. Please clearly mark the envelope "tuition" and the teacher will send it down to the office. Please consider your child's level of maturity and responsibility when choosing this option.
- Parents can pay online by going to our website at victoryacademypa.org and then click on the Pay Online link. You must register before actually making a payment online. When paying online, it is the parent's responsibility to determine how payments will be made: one time or recurring payments. If the recurring payment option is selected in the dropdown menu, only the parent will be able to change the payment frequency online. It is important to save all login information.
- Parents may mail their tuition checks or have them sent automatically via a bank's bill pay system. Deadlines for receiving monthly payments still apply, so parents would need to ensure that checks are mailed in plenty of time.

Discounts

- 5% Sibling Discount
- 15% Three Child Family Discount
- 5% Active Military, Police, EMT, & Firefighter Discount
- 5% Full Time Pastoral Discount
- 5% Church Member Discount*

10% discount is the maximum discount available unless you're a three child family which equals 15%

*If a family is "consistently attending and faithfully financially supporting Victory Christian Church," that family would be eligible for the church discount. 5% is deducted from the tuition. A parent must sign the space provided on the current policies and submit their church identification number. If a family ever ceases to meet these criteria, it is important to notify the office immediately. If families are eligible for both the sibling and church discounts, both discounts will be awarded.

Discounts are contingent upon a child's account remaining current. If a family's account becomes delinquent, the discount will be removed from the student(s)' tuition.

Fees

There are several fees that apply to Victory Christian Academy families:

- Registration Fees (\$100 per family) are due upon registration each year. This is an annual fee. When a student registers for the upcoming school year, the registration fee is due. This is non-refundable.
- Annual Fees (\$440) which include a school supply fee (\$40), and a book & material fee (\$400).

Classroom Books

- A \$10.00 fee is charged for classroom books that are lost or damaged.

- The price of a ruined textbook will be based on the cost of replacement.
- We reserve the right to hold the final report card in June until all books are returned.

Delinquent Accounts

VCA expects each family to prayerfully consider the financial obligation that they are making to our school before registration. It is important to keep all accounts current. In the event that an account becomes delinquent, the parents will be notified and proper actions will be taken. If parents have a special circumstance that creates a temporary financial difficulty, please communicate that to the office. If a student transfers to a new school, academic records cannot be sent until accounts are paid in full.

FOOD & CELEBRATIONS

Packed Lunches

All students bring their packed lunch daily. K-5 students also pack a daily snack. We are not able to refrigerate or warm any items brought from home. In addition, we ask parents to refrain from bringing any glass. Please limit the sugar content of snacks and lunches – we strongly recommend healthier choices for food. In the event that a student forgets his/her lunch, a lunch from school will be provided and there will be a \$5 charge.

Snack Cart

The snack cart is brought out each day during lunch Monday through Thursday for Grades 1-8 and is filled with a variety of different snacks. Kindergarten has snack cart available on Wednesdays only. A snack can be purchased for \$.50. Each child is solely responsible for his or her snack money. We will assume that parents give permission for their children to purchase a snack if money is brought in, regardless of how much lunch has been eaten. The lunch staff will not monitor the amount each child is eating at lunch. Please give your child snack cart money and pack lunches accordingly.

Birthdays

Communicate birthday treats with your child's classroom teacher ahead of time – there may be food allergy considerations. Sheet cakes and anything that needs to be sliced or scooped are not allowed. A simple treat such as soft pretzels, cupcakes, etc are welcome.

Peanut Free Table

We maintain a "peanut free table" in the lunchroom area. The students sitting at this table cannot open or eat any products containing peanut butter or peanuts.

HEALTH & SAFETY

Physicals

Each child is required to have a physical before original entry into school and again in Sixth Grade and before the first day of Seventh Grade. A Child Health Assessment Form is available from the office. The physical should include vision and hearing examinations. A School Health Record is constructed for each child and maintained by the Pennsbury School District school nurse.

Immunizations

VCA is required to follow the Pennsylvania Immunization Regulations. The State Board of Private Academic Schools mandates that all students must be adequately immunized in order to be admitted into school; however, provisional attendance is granted provided that the student's form documents at least one dose of each vaccine and a written plan is made to finish the vaccination schedule.

Please refer to the Pennsylvania Department of Health School Immunizations website for more details. If your child is missing any immunizations, parents have 5 days to rectify and produce documentation of immunization. Failure to do so will prevent your child from attending school.

Parents who oppose vaccinations for their children for personal or religious reasons only need to write a letter stating their personal objection to all or specific vaccines. Students with missing immunizations may be excluded from school in the event of a contagious illness outbreak.

Dental Forms

Students are required to have a dental examination upon original entry into school and again in grades 3 and 6. Parents should obtain a dental examination form from the office or the school website.

Vision and Hearing Screenings

The school nurse from the Pennsbury School District comes annually to VCA to conduct vision and hearing screenings. If any concerns are discovered at this time, the nurse will mail a form home to the parent indicating her findings. Height and weight are also checked at this time and each student's BMI (body mass index) is calculated. Any screening referrals from the nurse require a follow up form to be submitted to the office from the appropriate doctor.

Parking Lot Safety

With God's help, we strive to keep students safe! Please help us to help you by observing all parking lot procedures:

- Follow entrance & exit signs – enter only at the ENTRANCE and exit by EXIT sign. Leave a space at the entrance when lining up for the pick up line.
- Drive slowly, watching for children who may dart out
- Never talk on a cell phone or text while driving in the parking lot
- Avoid pulling around another car to pass while in drop off/pick up line
- Never park along the curb – use lined spaces only. Handicapped spaces are only for those with appropriate signage.

Medications

Medicines can be administered during the school day provided the following conditions are met:

- Medicines are in the original container with the student's name marked clearly.
- The instructions for administration of the medicine are written clearly on the bottle or doctor's note. If the parent comes to the school, we ask the parents to sign the Medication Log in the office. If the medicine is sent in with the student, it must be stored in the office, not to be kept with the student.
- Pain relievers will be given on an as-needed basis with permission, provided that there are no other exclusion conditions present. For middle school students, parents may give written blanket permission to administer the pain reliever as needed.

Emergency Contact Forms

Parents are required to fill out an online emergency contact form for each child enrolled. We need to be able to reach a parent at all times. Should one or both parents be at a different phone number for the day, please call the office to report that phone number.

All food allergies, food needs, and medical needs must be documented on the Emergency Contact Form.

School Wide Alert System: Dial My Calls

We use the Dial My Calls Alert System to communicate with parents quickly, for both routine reminders and urgent situations such as weather related closings. We enter each enrolled student into the system. If you would like to add any additional phone numbers, you must email the office with the correct information.

Inclement Weather

In the case of inclement weather, the information for school closings and late openings will primarily be announced through our alert system. The announcements may also be found on our social media pages.

In general, *but not always*, we will be closed or delayed if the Pennsbury School District is closed or delayed. If the school is closed but the Early Learning Program portion of VCA is open, care may be offered as space allows (see the section on Before and After School Care).

If your child takes the bus, parents will need to ensure that the school district that transports your child is open and on time. If the school district is closed or delayed, the bus will be closed or delayed. Transportation schedules are solely dependent on the district's schedule – please check with your public school district about their operating schedule for the day.

Accident Insurance

Victory Christian Academy has obtained a student accident insurance policy for all students grades K - 8. This policy is underwritten by Gerber Life Insurance Company and covers any injuries or accidents which would occur on the premises of Victory Christian Academy only. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first in the event of an injury. VCA is not responsible or liable in the event of any injury or accident on the premises. VCA will not assume any responsibility for any medical or related expense beyond what the accident insurance covers.

Wellness Policy

If your child should become sick with any illness symptoms, we simply ask that you keep him/her home until well enough to return to school; this would include being fever-free for 24 hours without medication. Please take time to review our Wellness Policy which further outlines what to do if your child is sick. As always, if your child is sick please keep him/her home until well.

- Should your child become ill while at school, we will phone you at work and expect your child to be picked up as soon as possible. If leaving work for this reason poses a problem, we suggest finding an emergency contact person that will be able to do this for you.
- Should your child need to visit a doctor (in person or via telehealth) due to an illness, we will need a certificate of return from the doctor stating the date when your child can return to school.
- Sick children must remain at home until they are well enough to come back to school. Specific amendments to this policy include but are not limited to:
 - a. A child must be fever free for 24 hours before they may attend school
 - b. A child must be free from vomiting for 24 hours before they may attend school
 - c. If a child has diarrhea he/she must remain at home for 24 hours unless your doctor sees the child and sends a note dictating otherwise.
Diarrhea is defined by one of the following:
One runny stool accompanied by a fever (100.4+) or 3 runny stools in succession
 - d. A child will need to leave school and be seen by a physician should any discharge be evident from the eyes.
 - e. A child must remain at home until he/she has been on an antibiotic for a full 24 hours or appropriate doses
 - f. A child will need to leave school if any contagious condition is present. This would include ringworm. Medication must be applied for 24 hours or appropriate doses before the student is allowed to return to school.
 - g. VCA has a “no nit” policy for lice.

Exceptions to this wellness policy will only be made if a doctor’s note states otherwise. The doctor must see the student in order for the doctor’s note to be valid.

ACADEMICS

Homework

The purposes of homework are to help students master skills, develop a sense of responsibility and independence, encourage good study habits, and familiarize parents with what the child is learning in the classroom. The guidelines for homework include, but are not limited to:

- Homework will be relevant to the curriculum content & reasonable in length and appropriate for student’s grade level
- For any concerns or questions concerning homework, parents should keep in communication with the teacher.
- Assignments will be clearly explained to the student. If a student comes home unsure of what to do, as a means of fostering responsibility, allow your child to contact a classmate.
- In the event that there is a legitimate reason for incomplete homework, parents should send a note with the child to the teacher. We understand that emergencies arise. But this should be the exception, not the rule. In such an event, parents need to communicate with the teacher.
- Check with your child’s teacher for specific homework assignments and directions

Summer Work

Summer work is issued at the close of the school year. Summer work is designed to keep students’ minds sharp over the summer break. Summer work is a part of a grade when students return in the fall and is therefore *mandatory*.

Monday Newsletter

You can expect to see the newsletter sent home each Monday via email. Newsletters are written by classroom teachers and provide important information. An office newsletter will be included as well.

Contacting Teachers

When you have a question, concern, or comment, please contact your child’s teacher first via email. Teachers are generally in the building between 8:00 AM-4:00 PM.

The teacher will always be happy to schedule a conference with you should you need to meet in person. However, the teacher is not typically able to meet with parents during classroom time. Please avoid drop off and pick up times for extended conversations. We cannot accommodate walk in meeting requests and do not allow parents to walk up to the classroom during class time. Your comments, questions, and concerns are important to us. As such, we want undistracted time to meet with parents.

SCHOOL SOCIAL EVENTS

Field Trips

Field trips are not only exciting for the students but also an educational enrichment to the program. Field trips relate the curriculum to the students. The cost of the trip is determined by considering all of the components of the trip, i.e. transportation, admission, etc. The cost is the responsibility of the parents. If a financial hardship is present, please contact the office. Field trip attendance is always contingent upon the child's behavior.

Teachers may ask for parent chaperones to attend the trip. All chaperones must have their up to date volunteer clearances (child abuse, criminal record, and FBI if out of state). Siblings are not permitted to attend field trips.

Class Parties

We love to celebrate God's goodness! We will typically celebrate the following: birthdays (including teacher birthdays), Jesus Jubilee (this is in October – we do not celebrate Halloween), Thanksgiving, Christmas, Valentine's Day, and Easter. Teachers will communicate the needs for the party including any food allergies present.

Class Social Lists

Class social lists are sent out each fall. It includes parent(s) names, email, phone number, and address. Contact Renee - rmanzo@victoryacademypa.org if you would prefer your contact information to not be included on the class social list.

Student Expectations

One of the goals of a maturing child is to learn how to be responsible for his or herself. We understand that this is a learning process. Our role is to have realistic expectations for each developmental stage. Parents and teachers need to work together to help the student become independently responsible. As such, we are asking for parental support in this process. During Back-to-School Night, the teacher will share with families the realistic expectations of the age group.

Listed below are some practical examples of ways to foster responsibility:

- Homework – *Should your child forget his or her homework or purposefully not finish the assignment, allow him/her to face the natural consequence in school.* Avoid the temptation to rescue your child by making a special trip to school to drop off the homework. Sometimes a missed recess can be the best motivation for remembering homework. Should your child forget a book from school, they will not be permitted to return to school to retrieve it.
- Belongings – Everyone can be forgetful from time to time. However, *students need to take responsibility for their own belongings*, i.e. hats, pencils, sweaters, lunchboxes, meal tickets, etc. It is not the school's responsibility to keep track of students' belongings. Labeling items will help your child in finding lost items.

Uniforms

Victory Christian Academy has adopted a uniform policy in an effort to remove the peer pressure element clothing in general, and set the framework for a sense of order. Exact specifications of the styles and colors that are acceptable can be obtained through the office or via the website. Students need to wear their uniform on a daily basis in its entirety. See the Uniform Policy for specifics. Uniforms should be free of holes and tucked in and neat. Leggings are not permitted.

When choosing shoes, please select navy or black rubber soled uniform shoes. All black (solid, no logos or trim or colors) sneakers are now acceptable –in addition to navy or black rubber soled dress shoes (see the Uniform Policy in full detail for more information).

In the event that a family situation prevents a child from wearing his or her uniform to school on a given day, we simply ask that parents send a note or email to communicate the situation. Again, this should be the exception, not the rule. *However, if the child is repeatedly out of uniform without communication between parents and the school, the office will need to contact the parents.*

I have read the Victory Christian Academy Handbook in its entirety. I agree to partner with VCA in the education of my child. I will uphold the policies, procedures, and guidelines of the school.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Grade: _____ Date: _____

Thank you for the privilege of learning and growing with your child at Victory Christian Academy.

This handbook will be updated as needed.

Victory Christian Academy Contact Information

215.736.2391

victoryacademypa.org

Robin Laskey, Director

Linda Kelly, Assistant Director

Front office:

rlaskey@victoryacademypa.org

lkelly@victoryacademypa.org

rmanzo@victoryacademypa.org

sellis@victoryacademypa.org

Financial Questions:

michelle@victorycc.org

VCA K-8 Teachers & Staff:

Kindergarten	Christina Rowsey	crowsey@victoryacademypa.org
1st Grade	Emily Rodriguez	erodriguez@victoryacademypa.org
2nd Grade	Meridith Brown	mbrown@victoryacademypa.org
3rd Grade	Jeannine McGoldrick	jmcgoldrick@victoryacademypa.org
4th Grade	Sara Ellis	sellis@victoryacademypa.org
5th Grade	Gena Clark	gclark@victoryacademypa.org
Middle School	Donna Velenchik	dvelenchik@victoryacademypa.org
Middle School	Grace Phillips	gphillips@victoryacademypa.org
Middle School	Michelle Tanghare	mtanghare@victoryacademypa.org

INTERNET & TECHNOLOGY USE POLICY FOR STUDENTS

We are excited to be able to use technology as a learning tool at Victory Christian Academy. We have installed filtering software in the building in an effort to block content that is inappropriate. We would ask that each family review the student guidelines for Internet use with their child(ren) and also communicate the standards that you wish to be upheld when students are using the Internet. Responsible internet use is a privilege and misuse can result in loss of this privilege at any time.

VCA has implemented a 1:1 Chromebook Laptop Initiative for grades 3-8 and a 1:1 iPad Initiative for grades K-2. This is to equip our students with 21st Century Skills such as problem solving, critical thinking, communication, collaboration, and technological literacy. Using Chromebooks & iPads will increase and strengthen what is already being taught in the classroom and provide another avenue to meet individual needs. Chromebooks and iPads are subject to inspection by administrators, teachers, or staff members at any time. Chromebooks will also be monitored at all times by teachers.

Parent/Guardian Agreement

As the parent/guardian of a student at VCA, I agree to the terms of Internet use for my child. I understand that Internet access is to be used for educational purposes only. I will review with my child all of the guidelines for student use of the Internet. VCA is providing an appropriate filtering system. However, I understand that it is possible that offensive or inappropriate words or images *may* be viewed by my child, even with all provisions in place. I agree not to hold VCA liable for any damage caused by my child viewing material while using the Internet. I understand that my child may lose his or her privilege to use the Internet and/or any instructional technology if it is misused in any way.

Student Agreement

1. I understand that it is my job to be careful and gentle with the equipment and ask for help whenever I need it. Students are expected to treat all technology components with the utmost of respect. If something is accidentally broken, I agree to report it to my teacher right away.
2. I will use the Internet for learning more about subjects that we are studying in class. I will not use the Internet for other non-educational reasons (for example, if I am supposed to be researching a topic, I will not be playing games).
3. I will never give out personal information about myself (for example, my name, address, or telephone number). I know that people I don't know are strangers, even on the Internet. If I am asked for my personal information, I will tell my teacher right away.
4. I understand that I might see pictures or words that are not good for me and may not be things that Jesus wants me to fill my mind with. I will use my back key or close the window if I see something that I shouldn't. I won't print or save things that are bad for me. I will also tell my teacher right away.
5. When I am writing to people, I will use good manners and words that Jesus would approve of. I will always consider "How would Jesus want me to act?" when I am sending an email or communicating with someone on the Internet.
6. I know that if I misuse the Internet or the computer on purpose, I may not be able to use the computers and/or the Internet on a temporary or permanent basis.

The following actions are specifically prohibited (including, but not limited to):

- *Accessing personal e-mail accounts and messaging*
- *Using network resources to commit plagiarism.*
- *Unauthorized installation, use, storage, or distribution of copyrighted software.*
- *Downloading software, screen savers, and background*
- *Changing backgrounds and settings of the computer*
- *Usage of inappropriate language, images, or content*
- *Intentional misuse of any hardware*

While Using the Chromebook & iPads Students Will:

- Sign out their Chromebook during homeroom and return it back to homeroom plugged in at the end of every day.
- Only use their Chromebook in the classroom under the direct supervision of a teacher. Chromebooks remain in a classroom at all times and never leave the building unless directed to do so by a teacher.
- Only use their account to log in and will not share their account or password information with other students.
- Only use appropriate and respectful words and pictures while communicating and collaborating.
- Not change or attempt to change any settings, backgrounds, or icons on their Chromebook.
- Keep their documents on the VCA Google Drive and share them with their teachers at all times.
- Keep their assigned Chromebooks safe, secure, and closed while transporting them throughout the school day.
- Report any problems or damages to their classroom teacher immediately.

If the Chromebook/ iPad is lost or damaged a replacement fee of \$249 will be assessed. There is a \$25 fee for lost or damaged charging cords.

By signing this agreement, I have completely read and understand all of the above rules and procedures for Chromebook use in the classroom. I agree to follow all of the rules and understand what my personal, financial, and ethical responsibilities are as stated above. I understand that the use of Chromebooks is a privilege and failure to comply with the above stated procedures will result in the loss of privileges deemed appropriate by teacher(s) and administrators. The signature below indicates that you have read & agree to all above.

Parent Signature: _____ Date: _____

PHOTO & MEDIA ACKNOWLEDGEMENT

Victory Christian Academy regularly photographs and records students participating in classroom activities, special events, programs, field trips, performances, athletic events, and other Academy-related activities.

These photographs, videos, and recordings may be used by Victory Christian Academy and its affiliated ministries for educational, information, and ministry purposes, including but not limited to:

- Academy & church websites
- Social media platforms
- Printed publications and marketing materials
- Newsletters & email communications
- Promotional videos and presentations
- Livestreams and other online content
- Yearbooks, event programs, and Academy publications

Photographs and videos are used to celebrate student learning, highlight Academy programs and events, communicate with current families, and share the mission of Victory Christian Academy with the broader community.

Student names will not be published in connection with photographs or videos without additional permission.

Parents or guardians with specific safety, custody, or privacy concerns regarding the use of their child's image should contact Robin Laskey - rlaskey@victoryacademypa.org - so that those concerns may be reviewed and addressed as appropriate.

This acknowledgement shall remain in effect for the duration of the student's enrollment at Victory Christian Academy. Parents or legal guardians who wish to withdraw this acknowledgement may do so by submitting a written request to Robin Laskey - rlaskey@victoryacademypa.org. Any such request will apply to future use of photographs and videos and will not require the removal of media that has already been published, distributed, or archived.

By signing below, I acknowledge that I have read and understand this Photo & Media Acknowledgement and understand that photographs, video recordings, and other media containing my child's likeness may be used by Victory Christian Academy and its affiliated ministries in the normal course of VCA operations, communications, and promotional activities.

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

EMERGENCY CONTACT / PARENTAL CONSENT FORM 2026-2027

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182: 3280.124(a)(b), 3280.181 & 182: 3290.124 (a)(b), 3290, 181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/ LEGAL GUARDIAN		EMAIL ADDRESS
ADDRESS		HOME PHONE NUMBER
BUSINESS NAME		BUSINESS PHONE #
ADDRESS		CELL NUMBER:
FATHER'S NAME/ LEGAL GUARDIAN		EMAIL ADDRESS
ADDRESS		HOME PHONE NUMBER
BUSINESS NAME		BUSINESS PHONE #
ADDRESS		CELL NUMBER:
EMERGENCY CONTACT PERSON(S)		
NAME	ADDRESS	TELEPHONE NUMBER
PERSON(S) TO WHOM CHILD MAY BE RELEASED		
NAME	ADDRESS	TELEPHONE NUMBER
NAME OF CHILD'S PHYSICIAN / MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION
MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

Parent Signature: _____ Date: _____