

Dayspring Christian Academy

Parent Guidelines and Courtesies

Parents – These guidelines expand on what is in the Parent-Student Handbook. Thank you for partnering with us by adhering to these guidelines and courtesies throughout the year. Working together things will run smoothly and safely for everyone. Please contact the office if you have any questions.

Parent Volunteers

We appreciate you! Please note. All parent volunteers must report to the office to sign in/out while you are on campus for lunch duty or any other volunteer purpose. All volunteers are given an identification badge while they are on campus. We want to account for everyone on campus should an emergency arise. Substitute teachers and other visitors are given badges to wear while on campus. The badges are color coded as follows:

- White – parent volunteer
- Yellow – substitute teacher
- Blue – visitor
- Green – former Dayspring graduate/student visitors

Drop Off/Pick up Policy

Students who arrive to school after the morning bell at 8:25 should come to the office to sign in and receive a check-in slip prior to going to class. Parents who are picking up students prior to the dismissal time should also come into the office to sign out the student. We particularly encourage elementary parents to come into the office and sign in/out their student (s) for security purposes.

Please call the office by 12:00, if possible, to notify the school of early pick up and/or students riding home with someone other than the usual parent/guardian. We need to inform both the teacher (s) and Mr. Anderson if you have not communicated this information to the office with an email or note at the beginning of the school day.

We need to account for everyone on campus at all times should an emergency arise.

Student Medication Policy

Medications brought from home:

All student medications brought from home should be labeled and kept in the office. All medications brought from home should have a note, email, or label from the parent/guardian containing the following information:

- Date
- Medication in original container or in a plastic bottle/baggy
- Name of student and teacher (if elementary)
- Name of medication, dosage, and time/s to be given during the school day
- Date/time of any medication given at home prior to school

We also store inhalers, epipens, etc. for students to use as necessary in the office with parental permission and instructions.

Medications to be dispensed from office:

The school can give medication, typically Tylenol or Advil, on occasion to students who may develop headaches, etc. during the school day. Medication is given **only** by the permission of a parent/guardian and is given in the office once parental permission is obtained. The office keeps a log of all medications given to students at school during the school year. If a parent cannot be contacted, the student is sent back to class or remains in the office until parental permission is obtained. (Please note that students who need medication on a regular basis need to bring in a supply that is labeled with their name etc. See above. The office supply is limited.)

Sick Child Policy

If in doubt, please keep your child home. If your child has any symptoms of illness, please keep them home. This is not only in the best interest of the student, but for their classmates and teachers as well. Be proactive and have a backup plan in case your child gets sick while at school and needs to go home. In light of current health concerns this is more important than ever. Teachers will work with families to make sure any missed schoolwork is sent home for the child to keep up with things. Please contact teachers to make arrangements. Parents of students in 6th-12th need to contact the appropriate campus office to request that a homework assignment sheet be sent around to collect assignments. Parents also need to make arrangements to pick up the sheet. See Parent-Student Handbook for more details. See also: Virginia Department of Health: www.vdh.virginia.gov; 1-877-275-8343 (toll free).

Lunches/Items for Student Pick Up

Please label lunches or other items dropped off to the school office for pick up by students or for the office to give to students during the school day.
If students are ordering hot lunches, please keep payments separate.

Office/Kitchen Items

Please label all items or food brought to the office with your name and purpose of item left. We want to ensure that items/food is given to appropriate parties and that your container is returned to you.

Kitchen/Teacher Resource Room Guidelines

Any time you use the kitchen or the Teacher's Resource Room, please wash/dry/store all cups/dishes/utensils that are used from the kitchen. This is a courtesy to all others using the kitchen and avoids leaving the responsibility to the office. This is particularly important for the use of the upstairs kitchen for school events.

We do not usually have anyone that volunteers to clean the kitchens on a regular basis and do not want to leave dirty dishes until they become a science experiment. We also do not want to place this burden on Mr. Anderson or the office staff.

Please return all items borrowed from the teachers' resource room or kitchen to their respective drawer or cabinet once you have finished using them. This ensures that items are available for other teachers to use. Also, items left on the counter clutter the counter workspace that is used for special projects by parents or teachers as well as placing the responsibility on another staff member or teacher to place items back into drawers/cabinets.

Donated Items

Please call the office before donating items to the school to ensure that we have a need for them as well as a place to put them. Space is tight. Please label all donations with your name so we can contact you with any questions about the item. We appreciate your donations and want to be good stewards of the resources given to the school.

Parking Lot Safety

It is important to only allow students to exit/enter your car in the drop off lane or a parking space for safety reasons. Please remind your student (s) to use the crosswalks when walking across the parking lot.