



Pamlico Christian
Academy

change your child's life

PreK

Handbook

2026-2027

ORGANIZATION

MISSION STATEMENT OF PAMLICO CHRISTIAN ACADEMY:

It is the mission of Pamlico Christian Academy to inspire students in academic excellence, civic responsibility and exemplary moral character; and to first and foremost know Jesus Christ as personal Savior and as the only foundation of all sound knowledge and learning.

THE VISION:

The vision of Pamlico Christian Academy is to be a center for spiritual awakening, academic opportunity, and social change for our students and the community in general. We wish to be a catalyst for sweeping Christian fellowship and good will throughout our communities.

THE PURPOSE OF PAMLICO CHRISTIAN ACADEMY PREK:

The purpose of Pamlico Christian Academy's PreK program is to provide a loving, flexible learning and spiritually nurturing environment where each child feels secure, comfortable, and special. Our staff is dedicated to making PreK a safe and happy experience for each child. We understand that "play" is important in the healthy growth of children. We believe that children have an active and a natural curiosity about the world around them, and given opportunities to explore and succeed, they will develop a life-long love of learning. We know that each child is unique and is deserving of our love and our support. As such, we will work together to foster a caring community.

PCA PreK is licensed by the State of North Carolina, though we operate under NC General Statute 110-106 as a religious sponsored center. This designation means we must abide by the same safety regulations and many of the same mandates and trainings as other PreKs and daycare programs. However, we do have the flexibility to teach a faith-based curriculum and provide a K-4 curriculum for learning.

Students and Families

It is the purpose of Pamlico Christian Academy to provide an environment that nurtures both the spirit, mind and body of its PreK students. The Academy hopes to partner with families as a stable, supportive, edifying influence through family groups, parent-run organizations, social activities, and opportunities for service. We look forward to times of corporate worship, work and play. The Academy will provide Christian student/parent counseling, student evaluation and recommendation, and emotional support for families in crisis.

STATEMENT OF FAITH

The following are the foundational beliefs on which Pamlico Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at Pamlico Christian Academy. All board members and staff of PCA must ascribe to these foundational principles.

Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of issues arise, they will be referred back to the family and local churches for final authority.

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16, II Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23; 5:8, 9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; the saved unto eternal life, and the lost unto eternal damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13, 14; I Corinthians 3:16, 6:19, 20; Ephesians 4:30, 5:18).

DOCTRINAL GUIDELINES

The administration shall not allow a particular Christian denominational doctrine or distinctive to be presented as favored within the school. The school is comprised of families from a variety of Christian congregations, each with their own historical heritage regarding issues of liturgy, governance, and doctrinal emphasis.

ADMISSIONS

NON-DISCRIMINATORY GUIDELINES

Pamlico Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Pamlico Christian Academy practices a Biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, athletics, and other school-directed programs.

ENROLLMENT REQUIREMENTS

Pamlico Christian Academy is, in essence, an expression of the commitment of a body of parents to provide the best possible training and instruction for their children. Our mission is to instill in each student a love for truth, wisdom, discernment and learning through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ.

Children entering the Pamlico Christian Academy PreK program must be at least 3 years old and potty trained by the time school starts in August. Please reference our potty training policy addressed later in this handbook. A birth certificate is required for enrollment.

The Application Process

1. New applications are accepted on a rolling basis at any time during the year as long as space is available in the PreK program. It is preferred that students participating in the K-4 curriculum enroll between August and December in order to experience the full curriculum, though parents who wish to enroll their child in this program at a later date in the year may do so upon special request to the PreK Director.
2. Anyone interested in applying for our program must fill out a PreK Application for Admission (available for download from our website or in our office).
3. A \$35 application fee must accompany the Application for Admission.
4. Once the Application for Admission is completed and returned to office, the PCA PreK Director will contact the parent and set up an interview/meeting with the parent and child. The PCA Head of School will be asked to join this meeting as well. In this meeting, policies and procedures in this handbook will be covered.
5. Once PreK Director and Head of School both agree that admittance is favorable, the parent(s) will be notified of acceptance.

The Enrollment Process

1. Upon acceptance, the parent will need to submit a PreK Enrollment Form along with the following documentation **BEFORE PreK student may attend the first day**:
 - a. Copy of Birth Certificate
 - b. Copy of updated Immunization Record
 - c. Proof of Medical Exam
2. Upon acceptance, a non-refundable registration fee of \$200 is due along with PreK Enrollment Forms and the items mentioned above (a, b, c). The first month's tuition is also due before the first day of PreK in August.
3. It is understood that parents agree to support the policies of the school as affirmed in the PreK Application for Admission form and as outlined in this handbook.
4. All new PreK students will have a 10-day trial period to determine if PreK is indeed a good fit for the student. After 10 days of attendance, the PreK Director will touch base with the parent or guardian to give feedback on how the student is adapting and any suggestions or concerns related to the child's participation in program. Either the parent or the PreK staff may determine at any time that the PreK is not a good fit for the child or that the child is not ready for PreK and the student will be withdrawn from the program.

Detailed Explanations

- **Current Immunization Record** - All students attending Pamlico Christian Academy must have on record with the school office either a current immunization record or an exemption statement according to NC code before entering school.
- **Emergency Medical Contact Form** - In order to dispense non-prescription medicine (e.g., Tylenol, Tums, etc.), a signed form granting a year's permission to the school must be on file in the school office. No prescription medicines will be dispensed without written parental permission on file with specific directions to the teacher.

FEE & TUITION SCHEDULE

Payment

To simplify the management and administration of tuition, the total amount can be divided into 10 equal payments which are due starting July 1st. Tuition is not calculated based on the number of days school is held in a given month but rather as a set yearly amount divided into 10 equal payments. Tuition is due on or before the first day of every month. A late fee of \$25.00 is charged after the 5th of the month. We accept checks, cash and automatic bank draft payable to Pamlico Christian Academy. There will be a locked tuition deposit box outside the office for your convenience. Please mention your child's name and grade (PreK) on the check. If you pay with cash, please seal the envelope and write your child's name, grade, and month for which the tuition is paid. Any checks that are returned by the bank for insufficient funds will be subject to a \$35.00 fee.

Student Withdrawal

In the event of a student withdrawal initiated by the parents or guardians, the parents or guardians must make their intention known by communicating with the PreK Director. If student withdraws and tuition has been paid for the month, there are no refunds for that month. There is no refund on monies already paid.

GENERAL GUIDELINES AND PROCEDURES

SCHOOL DROP-OFF AND PICK-UP PROCEDURES

PreK students may be dropped off beginning at 7:50am in the PreK area. The parent or person dropping the student off must walk the PreKer to the classroom and sign in at the door of the PreK. Always hold your child's hand securely when walking through the parking lot to and from your car.

Full day pick-up time is between 2:15-2:30pm.

If a child is to be picked up by someone other than a parent, a record of that person must be on file in the school office. If the child is to ride home with someone other than the regularly scheduled driver, parents should send a note to the classroom teacher giving written permission for the student to leave school. The teacher will then call the parent (number given on the child's enrollment form) for verification. Photo identification will be required before release of the student.

Children picked up after the 2:45pm pick-up time may be subject to fines. Fines are as follows: \$10 for the first 10 minutes and then an additional \$10 for each five (5) minutes thereafter.

ADJUSTMENT TO SCHOOL

We know the first days and weeks of PreK can be difficult for many children. Young children can be anxious about the separation from parents when they first begin attending PreK. If your child is frightened and cries when you first come to PreK, try to remain calm and cheerful yourself. **DO NOT GIVE UP** and just take your child home. Give your child a loving and firm promise that you will return. If you wish, ask your child's teacher what the last activity of the day is going to be, and tell your child you will be back at that time. When you come back, make sure you remind your child that you kept your promise and came back when you said you would.

Continue with this routine each morning. Do not prolong your goodbye with your child. Experience has taught us that a cheerful and loving hug works best. If your child is still distressed when you leave, please feel free to call the PCA office after a while for reassurance that your child has settled down and joined in the fun.

We know that every child is unique, and we will work with you to meet those individual needs to the best of our ability, to help each child be successful.

COMMUNICATION

Pamlico Christian Academy uses a Remind texting system to send notifications to parents on weather, events, tuition reminders, etc. PCA also has an email newsletter that is sent if parents choose to submit their email address. Parents may sign up for the email newsletter on our website and may sign up for the Remind texts in the main office. Papers announcing events are often sent home with students in their folders and backpacks. PCA maintains both PreK & K-12 FaceBook pages.

Please know that Pamlico Christian Academy will only communicate sensitive and personal information (i.e. behavioral, medical, financial, enrollment status information) about our students with parents or legal guardians.

UNIFORM GUIDELINES

The purpose of the school uniform is to foster a sense of unity among the students, to provide a consistently attractive and neat appearance for all students, to avoid peer pressure in matters of dress, and to draw less attention to oneself. Parents and students are responsible for reading the Uniform Guidelines and familiarizing themselves with the policies.

Basic Guidelines

- Dress Neatly - That is, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- Be Clean - That is, recently bathed and with groomed hair.
- Be Modest - Skirts and shorts should be reasonable lengths. Outlandish or distracting clothing or appearance will not be allowed. Leggings should be worn with longer shirts or with skirts over the top of them in order to keep little bottoms covered for purposes of modesty.

Please take the time to mark each of your child(ren)'s belongings with a permanent laundry marker to facilitate return of lost items. Please check items such as sweatshirts and sweaters periodically to be sure your child has not picked up someone else's items. With so many alike, it is easy to mix up belongings! Also, please check to ensure that your child's name is still legible on his/her belongings. Please note that uniform selections may be worn until they are outgrown as long as they are in good condition.

PreK Uniform Guidelines

PreK students may wear any white, navy or light blue top with khaki or navy bottoms. Girls may wear khaki or navy jumpers. All clothing and accessories, with the exception of shoes and socks, must be school colors: white, navy, light blue or khaki. Tops and bottoms may have stripes, polka dots, etc., but they must be in school colors. This includes leggings and tights. PreK students may participate in Christian t-shirt and jeans day on Fridays.

Shoes

- Shoes must be close-toed for safety purposes, both in the classroom and on the playground.
- No heels of any kind are permitted.

Lunch Box/Bag and Backpack Guidelines

No controversial prints on lunch boxes or backpacks will be allowed. The PCA PreK Director reserves the right to determine what is or is not acceptable.

Enforcement and Special Exceptions

The school administration will determine if there is a violation of the dress code. The violation will be discussed discreetly with the parent by the PreK Director, either at the beginning or end of the school day, and the parent will be asked to correct the violation. As the PreK Director and Head of School determine, events such as PE and field trips may call for other clothing options. Special days may be scheduled, such as dress-up days or Spirit week, where other clothing options are allowed.

SNACKS AND LUNCH

Please provide a healthy snack and lunch including one drink for each (snack and lunch). Please, no soft drinks/sodas and cold lunches only.

HOLIDAY PARTIES

Our holiday parties will include a Christmas gift exchange in December, a Valentine card exchange in February and an Easter egg hunt in the spring. Details about these events will be shared in time to prepare for the event.

OUTREACH ACTIVITIES & FUNDRAISERS

Pamlico Christian Academy PreK is only partially funded through tuition and registration fees. We rely on contributions from individuals, businesses and churches to help cover the additional expenses not covered by tuition and fees.

Traditionally, Pamlico Christian Academy has a few fundraisers each year, which we hold for the pleasure & convenience of our families. These fundraisers include our Blue Letter Campaign which is associated with our #ServeENC Community Service Day, our PTO-sponsored Fall Family Fun Festival, and our specially purchased lunches.

We are also registered to participate in the General Mills *BOXTOPS for Education* program. By sending us the BOXTOPS coupons, we earn hundreds of dollars to make extra equipment purchases to improve the program. Our Friday pizza days, sponsored by our PTF, generate funds that also purchase playground and other special equipment for our school as well as our teachers.

Throughout the school year, we also provide our PreK families with a variety of opportunities to reach out to others in need of help. Support of outreach projects is strictly voluntary. Our hope is that our children will begin to understand that not everyone lives like we do. There are many ways we can offer our love and our help to the greater world.

POTTY TRAINING POLICY

Children in our PreK program must be reliably toilet trained*. *Reliably toilet trained is defined as: “a child who can ***tell an adult*** when he/she needs to use the bathroom.” **None of the children in our PreK should be wearing “pull-ups” to school as a “just in case” measure.....reliably toilet-trained children are past this need.**

It is helpful if you have your child use the bathroom right before coming to school each day.

Our Policy for Repeated Toileting Accidents

While accidents will occasionally occur, children in the PreK program with frequent toileting accidents will need to be withdrawn from the school for one month to work on successful potty training. A half-tuition rate will be charged for one month, to hold the child’s spot in the program. If, at the end of a month, the child is still not reliably potty trained, the parent will need to withdraw the child from the PreK program.

CLASS SCHEDULES, ROUTINES and CURRICULUM

Because children are most comfortable in a predictable environment, each class will follow a general schedule of daytime activities. The schedule of daily activities and a monthly calendar is posted in the classroom, by the door and on the bulletin board. In addition to these classroom activities, there will be opportunities for music, creative movement, arts and crafts and chapel time, which will vary depending on each child's age and the days each child attends PreK.

Pre-K CURRICULUM

PreK uses Abeka, which has been producing a solid academic curriculum for over 40 years. Students will be introduced to learning and writing letters and numbers, phonics, pre-reading, art and social-emotional skills that *may help* prepare them for Kindergarten, depending upon the child's developmental level.

FIELD TRIPS

Whenever students are traveling away from school, they are expected to behave in the same manner as required on school grounds, with appropriate respect and courtesy. Each PreKer must be accompanied by an adult or guardian. All students should observe school dress code unless otherwise stated on the permission slip.

PARENT-TEACHER ORGANIZATION (PTO)

PCA offers a Parent-Teacher Organization. This group exists to support the teachers and also provides opportunities for fellowship and the exchange of ideas. We seek to encourage parents to get to know one another and work together to further enrich their children's education.

RECESS

Students need and want a time during the day to engage in self-directed activity. Recess is provided for that breath of fresh air. As in the classroom, the supervising teacher is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demean an individual are not allowed.

SCHOOL DAYS, CLOSING, & SAFETY PROCEDURES

We begin our school year in late August and we finish in late May. Pamlico Christian Academy PreK follows the same calendar as the K-12 program, including student holidays and early release days. Days off will be noted on the PCA calendar. Missed days will not be made up unless announced.

In the event of inclement weather, all PreK families will be notified through our Remind texting system. This is our most efficient means of communication, so update your information as needed.

SAFETY DRILLS

All classes will participate in monthly fire drills. In the first two months of school, drills will be announced, and we will carefully explain to the children why we are practicing leaving the building quickly & quietly. For the remainder of the year, the drills will be unannounced. The children will also practice what we would do in the event of a tornado. Each exterior class is paired with an interior, windowless classroom, where the classes will go in the event of a tornado.

Lock In/Lock Down Drills

Lock in/lock down drills are conducted on an as needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playgrounds/fields immediately should there be a need to do so. A lock in is when there is a general or specific localized threat and for the safety of the students the administration ensures that all entry doors remain locked and posts a notice on the main entrances and exits. The notices state that a lock in is in effect. Parents who come across these signs may be unaware of the potential danger and may call the school for admittance to the building. Lock downs are more rare and are handled similarly. This is unannounced and for imminent danger that may present itself. Procedures are in place for handling such emergencies.

HEALTH, SAFETY and SICK CHILDREN

The children in our care are our first and most important priority, and your child's health and safety govern every decision we make here at Pamlico Christian Academy PreK. PCA PreK teachers and the PreK director are trained in CPR and pediatric first aid. All staff members at PCA have had criminal background checks completed.

Each member of the PreK staff follows mandatory health and hygiene procedures which include: frequent hand-washing with anti-bacterial soap, use of waterless cleaners between hand-washings, use of disposable gloves for any contact with bodily fluids, and frequent disinfecting of classroom surfaces & toys.

You will be asked to provide emergency back-up phone numbers of friends or relatives that we can call in the event your child becomes ill at school and we are unable to reach either Mom or Dad. Please let them know that you have given us their names & numbers.

Some Plan Ahead Advice.....

If you have something *important* coming up that you simply cannot miss, and you have scheduled it during PreK hours -- be very sure that you have a **"JUST IN CASE PLAN"** spelled out with your neighbor, grandparent, friend, or spouse -- in the unlikely chance that your child wakes up ill on the morning of your plans! **A sick child will be sent home immediately for the good of all our families.** This policy is non-negotiable.

Our policy concerning sick children is quite simple: **Sick children need to be at home!**

Any child who appears ill on arrival at school will not be permitted to stay. This is in the best interest of the sick child, as well as the staff and all the other children and families in our program. Children who are sick must remain fever free for a **FULL 24 hours without the use of medication** before your child can return to PreK.

If you will regularly be attending a class, lesson, or other activity during school hours be sure the classroom teacher and the PreK office have the phone number where you can be reached.

Keep your cell phone **charged, on, and with you** during school hours so we can reach you if needed.

REPORTING CHILD ABUSE AND NEGLECT

We are required by law to report any suspected cases of child abuse or neglect to the appropriate authorities. The law requires teachers to be alert to unexplained bruises, cuts, or burn marks. Please be sure that you keep the PreK staff informed about any recent accidents or injuries concerning your child that, if left unexplained, might be cause for alarm.

MEDICATION

PreK teachers nor the PreK Director will administer any oral medication to a child. If your child requires regular medication, such as an inhaler, during the school day, written permission & instructions must be on file in the PCA school office, along with a “school supply” of the medication. **NEVER send any medication in your child’s school bag – not even cough drops!** If your child needs sunscreen, please apply it at home before coming to school.

PCA PreK’s Guidelines for Sick Children

Make certain that your child’s immunizations are up to date.

DO NOT send your child to school with any illness/rash that could be spread to other children.

DO NOT send your child to school when taking medication that causes drowsiness or diarrhea.

If your child has been diagnosed with any highly contagious illness, please alert the PreK teachers or main PCA office. We will then notify other families in the program to be on the lookout for any symptoms or warning signs.

Your child should stay at home if exhibiting any of the following symptoms:

vomiting	frequent sneezing	fever
diarrhea	discolored sinus drainage	sore throat
constant cough	unidentified skin rash	pink, weepy eye

In the case of fever, vomiting, or diarrhea, the symptoms must be gone for a **FULL 48 HOURS without the use of medication** before your child can return to PreK. Keep in mind that some medications can cause diarrhea, so until the medication is finished and the stool has returned to normal, your child should not return to school.

If an illness requires an antibiotic, your child must have completed a **FULL 48 HOURS** on medication prior to returning to PreK. Antibiotics must be given before and after school, not during program hours.

A note from your pediatrician's office is needed for the following illnesses before your child may return to PreK:

infectious hepatitis	meningitis	ringworm
impetigo	scarlet fever	whooping cough
head lice	scabies	measles
mumps	rubella	tuberculosis
MRSA Infection	mononucleosis	Influenza (flu)

Please work with us to keep PCA PreK a healthy place for our staff and for all of our children.

DISCIPLINE GUIDELINES

Our Biting Policy

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort the child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, the parents will be contacted immediately. However, if the bite is superficial, and the child has returned to play, then both sets of parents will be advised of the incident at dismissal.

When a child bites, it is generally for one of the following reasons:

- Out of curiosity – “what will happen if I.....ouch!”
- Out of affection – starts with a hug, ends withouch!
- Out of ownership – trying to get something from another child.....ouch!

Most children at this age typically do not bite because they tend to use words instead. However, in the unusual case that one of our students does bite, the teachers will try to determine which type of biting scenario has taken place. Then, they will closely monitor the situation, hoping to intercept the next “need to nip” – accompanied by a stern “NO”.

When a child bites, the PreK's policy is:

- **1st offense** – the child who bites will quickly be placed in “Time Out”, while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to “Time Out” and speak with the offending child about what has happened. The child is reminded that teeth are for eating food & smiling, not for biting. Both sets of parents will be told of the incident.
- **2nd offense** – The child's parents will be asked to keep their child at home for the same number of days that the child attends PreK each week, and focus on helping the child understand that biting is unacceptable.

- **3rd offense** – The PreK staff and PCA Head of School will meet to determine whether the next step will be further time at home or removal from the program for the remainder of the school year.

Other Discipline Issues

In the event that a PreK student needs to be disciplined for aggressive behavior toward others students, disobedience to teachers, talking back or mistreatment of PreK property, the following steps will be taken:

1. Student will be put in time out, and the offense will be explained once the child is in time out.
2. If behavior continues or PreKer refuses to change attitude, student may be sent to Head of School's office.
3. In case of a second or third offense, parent or guardian will be called and may be asked to come pick up child early.
4. The final option is to remove child from PreK program

All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers may meet together to discuss biblical standards and school guidelines concerning discipline. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of education at PCA, love and forgiveness will be an integral part of the discipline of a student.

GRIEVANCE GUIDELINES

The objective of these guidelines is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Pamlico Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Pamlico Christian Academy's operations between any two (2) parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and the Board.

1. All concerns about the classroom must first be presented to the PreK teachers and PreK Director by the parents.
2. If the problem is not resolved, the parents may bring the concern to the PCA Head of School.
3. If there is still no resolution, they should request in writing a hearing from the Pamlico Christian Academy Board.

(Revised 7/2026)

Pamlico Christian Academy PreK

I have read the Pamlico Christian Academy PreK handbook thoroughly and agree to the guidelines as stated in this document.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Today's Date