IRONBRIDGE

CHRISTIAN ACADEMY

2026-2027

Parent Handbook

10900 Iron Bridge Road

Chester, VA 23831

804-295-5500

Website: www.ironbridge.academy

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updated: 4/30/26

Purpose Statement

The purpose of Ironbridge Christian Academy is to extend the ministry, mission and purpose of Ironbridge Baptist Church by providing care, education, moral and spiritual development, and family ministry for each child enrolled.

The school will seek to provide opportunities for the children enrolled in the program to grow spiritually, mentally, physically, emotionally, and socially by providing developmentally appropriate activities, guidance, ministry, and outreach to them and to the members of their families.

Ironbridge Christian Academy desires to partner with Christian parents in teaching and training young people to have faith in Jesus Christ, a love for learning, the tools to lead, and the desire to serve. The handbook contains the policies and guidelines that will guide our partnership. It is the purpose of ICA (Ironbridge Christian Academy) that all members of our community will read, understand, and follow the policies of this handbook as we will for a supportive community of faith with a common purpose—to develop and educate the whole student to the glory of God.

Ironbridge Christian Academy Statement of Faith

At Ironbridge Church we stand on a set of beliefs that permeates our walk with Jesus Christ and witness to the world. IRONBRIDGE CHRISTIAN ACADEMY is a ministry of Ironbridge Church designed to nurture students to be Champions in Christ by partnering with families to cultivate Christ-centered education where spiritual growth, academic excellence, and character development thrive. As a ministry of the Church, ICA will support the vision, goals, and objectives of the Church. This means that ICA, its employees, faculty, staff, and student body will operate in full harmony with the ministry and programs of the Church. Facilities will be shared equitably between the Church and all its affiliated ministries. This is our:

CONFESSION OF FAITH

3.1. This Church accepts "The Baptist Faith and Message" as most recently adopted by the Southern Baptist Convention as an affirmation of our basic Christian beliefs and as a general statement of our faith. Additionally, we put forth the following confessions of our faith:

3.1.1. We believe...the Bible (Scriptures of the Old and New Testament) to be inspired by God, inerrant, infallible, totally trustworthy, and of supreme and final authority in matters of faith, doctrine, and Christian living. (2 Timothy 3:16-17; Titus 1:9; Psalms 19:7-10)

3.1.2. We believe...that God eternally exists in Three Persons- Father, Son and Holy Spirit. (Matthew 28:19-20)

3.1.3. We believe...in the Eternal Jesus Christ, the only begotten Son of God, the Word manifested in the flesh. We believe that He was conceived by the Holy Spirit, born of the Virgin Mary, and that He is true God and true Man. (John 1:1-2, 14, 18; 3:16)

3.1.4. We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood. We believe that our Lord rose from the dead and ascended to Heaven. (1 Corinthians 15:3-4)

3.1.5. We believe ... that the Holy Spirit, being the Third Person of the God-head, convicts individuals of sin, regenerates, indwells, baptizes, seals and sets believers apart to live a holy life. We believe that He is the Teacher of the Word of God, and our Guide for daily life. (John 16:7-14)

3.1.6. We believe ... that all who, by faith, receive Jesus Christ as Lord and Savior, and who confess Him before others, are born again of the Holy Spirit and thereby become children of God. There is no salvation apart from personal faith in Jesus Christ as Lord. We believe in eternal security and everlasting blessedness of the saved, and the eternal conscious punishment of the lost. (Romans 10:9-10; 2 Thessalonians 1:9; John 14:6)

3.1.7. We believe ... that the Church of Jesus Christ is composed solely of those who have been redeemed, regenerated and sealed by the Holy Spirit. We believe that we are called together to worship and serve Christ until He returns. The two offices of the Church are Pastors and Deacons. The two ordinances of the Church are Believer's Baptism and the Lord's Supper, to be observed until He comes. (Matthew 28:19-20; 1 Corinthians 11:23-26; Acts 6:3-6; Acts 20:28)

3.1.8. We believe ... in our Lord's personal, imminent and premillennial return for His redeemed ones followed by His coming in glory to judge the rebellious and to establish His millennial reign on earth. There is no salvation apart from personal faith in Jesus Christ as Lord. (John 14:1-6; 1 Thessalonians 4:13-18)

3.1.9. We believe...that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

3.1.10. We believe...that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139:13-16; James 1:27; James 2:8)

3.1.11. We believe...that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)

3.1.12. We believe...that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. Accordingly, this Church, its pastors, staff and members acting in a legal capacity performing marriages, will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. (Genesis 2:18-25; Mark 10: 6-9)

3.1.13. We believe... that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality or unlawful sexual acts (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

3.1.14. We believe...that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Ironbridge Baptist Church. The Church should support its leaders and appointed and elected leaders should be accountable to the Church. (Mark 12:28-31; Luke 6:31); Hebrews 13:17)

3.1.15. We believe...that in order to preserve the function and integrity of Ironbridge Baptist Church as the local Body of Christ, and to provide a biblical role model to our members and the community, it is imperative that all Pastors, Staff (paid and un-paid), members, and volunteers agree to and abide by this **CONFESSION OF FAITH**. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

3.2. This **CONFESSION OF FAITH** does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, proper conduct of mankind, is the sole and final source of all that we believe. For purposes of our Church's faith, doctrine, practice, policy, and discipline, our Deacon Body and Senior Pastor are the final and interpretative authorities on the Bible's meaning and application.

ICA Mission, Vision, and Values

Mission

At Ironbridge Christian Academy we will nurture students to follow Christ by partnering with families to cultivate Christ-centered education where spiritual growth, academic excellence, and character development thrive.

Vision

We will prepare our students to become ambassadors for Christ through learning, service, and faith.

Values

To Love - Faith Lived Out in Jesus
To Learn - Pursue Educational Excellence
To Serve - Lives Lived for Others

Preschool Licensing Information

Section 63.2-1716 of the Code of Virginia exempts child day centers operated under the auspices of a religious institution from licensure. However, certain documentation must be filed annually with the Department of Social Services. ICA follows these procedures.

ICA staff members are certified by a physician to be "free from any disability which would prevent him/her from caring for children." Criminal history searches are also required for staff. The teachers must establish and implement procedures for hand washing for themselves, as well as the children, before eating and after using the toilet. The Code of Virginia also demands that all staff are able to recognize the signs of child abuse or neglect and report such abuse or neglect to child protective services.

Required documentation is available to the public regarding ICA's staff/child ratios, center's facilities and safety thereof, child vaccination records, public liability insurance, and first aid training. It is required that the facility meets fire, health, and building codes set forth by the Department of Social Services and these documents are also available upon request.

Ironbridge Christian Academy preschool is housed on the first floor in the children's wing of Ironbridge Baptist Church, located at 10900 Ironbridge Road, Chester, VA 23831. The first floor of the children's wing is approximately 11,873 square feet and was built in 1995 with an expansion completed in 2026. The building is maintained by our buildings and grounds team and inspected yearly by both the fire department and health department. The preschool uses approximately 15 rooms on the first floor of this wing, as well as, weekly visits upstairs for Chapel time. Our students go outside daily and use the enclosed playground attached to the church, which includes a swing set, play / slide area, circle cycle, bouncy car, teeter totter, and various small toys. We do not use the church kitchen facilities. Our enrollment capacity is 121 children. Our school is covered under Ironbridge Baptist Church umbrella insurance policy.

General Policies

Disclaimer:

This handbook is for informational purposes. It is not intended to constitute an enforceable contract or to be part of an enforceable contract by or between the school and parents, guardians, or students. Ironbridge Christian Academy (ICA) reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such as changes to policy or procedure, will be considered a replacement or update to the information in this handbook.

Ironbridge Christian Academy (ICA) does not discriminate on the basis of race, color, nationality, or ethnic origin. ICA reserves the right to set and maintain its own standards for student conduct, dress code, and scholarship. Academic programs are not designed for students with learning, emotional, or physical disabilities that would require significant modifications to accommodate them. ICA will make reasonable accommodations necessary for students with documented disabilities via a current 504/IEP who may benefit from its academic program on a case-by-case basis. Additionally, ICA recognizes that some students may have language barriers that could impact academic achievement. These students will be considered on a case-by-case basis, and reasonable accommodations may be provided to support their learning and access to the curriculum. Students who lack the ability for any reason to conform their conduct to the school disciplinary policies will not be admitted.

Enrollment and Registration

Ironbridge Christian Academy begins re-enrollment for current families in late Fall. This process begins for new families in January. Once the process opens to the community, current families no longer receive priority enrollment and can potentially forfeit their enrollment.

Ironbridge Christian Academy Preschool

Preschool Enrollment Requirements:
2 year old classes - must be 2 by July 1, 2026
3 year old classes - must be 3 by Sept. 30, 2026 *must be potty trained
Junior Kindergarten classes - must be 4 by Sept. 30, 2026 *must be potty trained

All children must be potty trained to enter the 3's and Junior Kindergarten classes.

No Exceptions. If you are having any issues with potty training, please call and speak with the preschool principal. Students in the 2's program do not need to be potty trained.

The registration form is to be completed and returned with the **non-refundable** registration fee.

All current preschool families that wish to continue at ICA are required to submit re-enrollment paperwork as well as their non-refundable registration fee.

All required documents must be submitted to the ICA office by Aug. 1. In order for a student to attend the first day of school, these forms include the following:

- A copy of the student's birth certificate
- Virginia School Entrance Health Form with current immunizations
- Signed Handbook Acknowledgement
- Emergency Contact Form
- Separated, Divorced or Single Parent custody situations- *legal documents stating custody schedules and authorized persons for student release must be in student's record*
- Updated Family Information
- Signed Statement of Faith Acknowledgement

Ironbridge Christian Academy Elementary + B56

Elementary Application Process:

Application
Families will submit an application form for the students that they wish to enroll at Ironbridge Christian Academy. This application will include basic information about the student and previous school experiences. The application fee is due at the time of submission and is non-refundable.

Family Interview
The admissions team will schedule an interview for the prospective family. During this time, ICA will get to know the student and their family. This is also an opportunity for the family to learn more about the school and our culture. The interview helps assess how well the family's values align with the school's mission.

Academic Assessment and School Records

The prospective student will be given an academic assessment based on the current grade level expectations at Ironbridge Christian Academy. This assessment will include age/grade appropriate content from letter identification, reading, math, and writing skills. Following the academic assessment, the families will receive feedback from the elementary principal with the best placement for the student.

Academic Records: When applicable, ICA will request a copy of the child's most recent report cards, transcripts, or any standardized test scores. This helps the school assess the student's academic history and achievements.

Medical and Psychological Assessments: When applicable and when it may pertain to potential and identified academic social development.

Decision and Notification

Once a decision has been made, the family will receive an official letter of acceptance (or waitpool notification, if applicable). If accepted, the final enrollment forms and remaining documents will be requested. Enrollment contract, statement of faith, and covenant agreement will be signed and returned. These documents will confirm your child's place at the school. Your child's spot will not be secured until these forms are received.

Re-Enrollment for Current Families

All current families enrolled at ICA will need to re-enroll their child on an annual basis beginning in the Fall for the following school year. This would also be the time for families to notify ICA if their child will not be returning. Spots fill up quickly at ICA, so we always want to provide our current families with an opportunity prior to open enrollment to the community, which begins in after priority enrollment. Your spot for the following school year is not secure until re-enrollment forms have been submitted and application fee has been paid.

Financial Policies

Terms of Payment

Ironbridge Christian Academy offers one payment method for families for online payments through our tuition management program. Families have the choice of automatic withdrawals (ACH or "auto-debit") for each month a balance is due from a savings account, checking account, or recurring credit card payment. There is a processing fee for all credit card transactions incurred by the Parent/Guardian. Further, ICA does not accept tuition or fee payments at the school.

Application and Registration Fees

ICA preschool requires a non-refundable *registration* fee to accompany their registration paperwork and online application. This registration fee is not credited toward annual tuition. This fee covers the entirety of the registration process.

ICA elementary requires a non-refundable *application* fee to accompany their online application. This application fee is not credited toward annual tuition. This fee covers the entirety of the application process.

Tuition Payments

If a family chooses a payment plan, tuition will be divided into **10 or 12 equal monthly installments**.

- **12-Month Payment Plan:** The first payment is due **June 5**.
- **10-Month Payment Plan:** The first payment is due **August 5**.

Payments are due on the **5th of each month**. Any payment **not received by the 10th will automatically incur a $40 late fee. If the payment is not received by the 15th, an additional $25 fee will be added. Late fees are accrued by student, not family.**

*Students may forfeit next year's registration status with a balance beyond May 10th of the current school year. (See Past Due Accounts)

Preschool Students

Signing the Student Contract for a student in the preschool program indicates the parent/legal guardian's agreement to provide a **30-Day Written Notice** if choosing to withdraw the child from the program. Tuition will remain the responsibility of the parent/legal guardian during the **30-day notice period**. If the contract is signed and the family wishes to terminate prior to the school year beginning, a $500 termination fee will be incurred.

Elementary + B56 Students

Signing the student contract for students in the elementary or B56 program (K–6th grade) obligates the parent/legal guardian to pay tuition for the **first semester**, regardless of whether the student finishes the semester. One day of attendance in **January** obligates the parent/legal guardian to pay tuition for the **full second semester**, regardless of whether the student finishes the semester. (See Withdrawal and Dismissal)

Exceptions will be made on a case-by-case basis for military families who receive orders.

Full Payment

Parents have the option to pay in full, on August 5th, to receive a 5% discount off the total tuition rate of the current school year. This one-time payment can be automated from a checking/savings account or credit card.

Late/Returned Fees + Past Due Accounts

Tuition is due on the 5th of each month and is considered late if it has not been received on or before the 10th of the month. There will be a $40 late fee applied for failing to pay within this grace period. If the payment is still not received by the 15th, an additional $25 fee will be applied.

Failed ACH payments will be charged $30.

A student may be unable to attend class for non-payment of tuition if payment has not been received within 30 days of the due date. Parents must provide a written payment plan to the Financial Office explaining why the account is delinquent and outline how the account will be brought up to date. The letter will be reviewed by the business office who will accept, amend, or decline the plan. *Families who have a past due account cannot re-enroll for the following year until their account is brought current.

Report cards and permanent records can only be released if payments are current.

Withdrawal + Dismissal

Parents understand and agree that most of the school's expenses and obligations are incurred on an annual basis, that financial commitments for school services are made based upon anticipated enrollment, and that the educational operating expenses of ICA do not diminish with the departure of students over the course of the school year.

Preschool

If the student is in the preschool program, parents/legal guardians are required to give a 30-day notice prior to withdrawal. If a student is dismissed from our program, tuition would be pro-rated.

Elementary + B56

If a student leaves or is dismissed from ICA during the school year, parents are responsible for the full semester tuition for the student if in the elementary and higher programs. No prorated credit will be given. Parents understand and agree that, regardless of a student's absence, withdrawal, or dismissal from the school, parents remain obligated to pay the amount of tuition set forth in their contract. It is understood and accepted that **no refund** of registration, books, fees, or any tuition paid will be made.

Financial Aid + Scholarship

Financial Aid and Scholarships will be available to students through an application process. The process is handled through a third party company. The family's financial information is not shared with Ironbridge Christian Academy. Parents can contact the admissions office for more details.

Calendar + Daily Schedule

ICA Main Office Hours: Monday-Friday 8:00-4:00pm
ICA Extended Care Hours: Monday-Friday 3:30-5:30pm
ICA Summer Hours may vary.

Preschool Operating Hours:
Half Day Programs: Monday-Thursday 9:30-1:30pm
Full Day Programs: Monday-Friday 8:30-3:30pm
Elementary + B56 Operating Hours:
Kindergarten-6th Grade: Monday-Friday 8:30-3:30pm
Extended Care Hours:
Kindergarten-6th Grade: Monday-Friday 3:30-5:30pm

School Calendar



School Closings

Ironbridge Christian Academy will mostly align with Chesterfield County Public Schools for closures and delays. Additionally, we will assess our parking lots and facilities to determine if further adjustments are necessary. Since ICA serves students and staff from surrounding counties, our priority is ensuring the safety of everyone. We realize this creates a change in daily routines, therefore communication will be sent out to families with as much notice as possible.

Delayed Opening

1-hour delay - full day programs will open at 9:30, half day programs will open at 10:30.
2-hour delay - full day programs will open at 10:30, half day programs will open at 11:30.

Early Closing
In the event of closing early due to inclement weather, please follow communication sent from Ironbridge Christian Academy.

School delays and closings due to inclement weather or other unforeseen circumstances (such as hurricanes, snow, or power outages) will not result in prorated tuition fees. Our fees and academic schedule already account for a certain number of closure days each year. If needed, additional days may be added to the school calendar to ensure academic requirements are met.

Safety and Security

Children have the utmost opportunity for growth and development in an environment that is safe and secure. Parents can go to work and be productive with the knowledge that their child(ren) is/are protected and out of harm's way. Staff members at ICA are charged with the duty to maintain a safe environment throughout the school. We are confident that all staff will follow the guidelines listed below, with a great sense of responsibility for the students in our care.

All external doors to the buildings remain locked when unattended. All parents or visitors who wish to pick up or drop anything off are directed to the ICA main entrance. All visitors must ring the bell and identify themselves prior to entering the building. Students will be released only to their parents or persons listed on their emergency contact form as "approved pick-ups." An ID is required by anyone on the emergency contact form before the student is released. ICA and Ironbridge Church staff members have key cards to enter the building on campus. The campus is monitored by surveillance cameras and security officers both externally and internally (hallways, entry/exit doors).

Mandated Reporter

It is our moral and legal obligation to report suspected incidences of child abuse or neglect to the Virginia Department of Social Services. All staff members are mandated reporter trained.

Visitor Policy

Parents, Family, Volunteers, and Other Adult Visitors are required to check in at the main ICA entrance. A badge will be issued and must be worn while on the ICA campus. Visitors are required to check out upon completion of their visit and exit from the main entry doors. We want to be sure visitors in our building do not compromise the safety of our students. Please notify school administration immediately if you see someone without a badge in the hallways.

Parents are not permitted to visit classrooms without prior approval from administration or an invitation from the teacher. Due to space, siblings are not permitted in the classrooms during volunteer opportunities.

Student Security

Students will be released only to their parents or persons listed as "approved pick-ups" on their Emergency Contact Card. Persons listed on the Emergency Contact Card may be asked to show identification to release a student. If your child is going to be picked up early, we ask that you please let the office know ahead of time.

Weapons Policy

It is unlawful for any unauthorized person to carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school-sponsored function or activity, on any school bus, vehicle, or other transportation furnished by the school, or in a private vehicle parked on school property.

PUNISHMENT: Violations may result in suspension, expulsion, and/or criminal prosecution.

Sexual Harassment Policy

ICA does not tolerate sexual harassment. Sexual harassment includes unwelcome jokes, comments, pictures of a sexual nature, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature. Any person who feels that he or she has been subjected to sexual harassment should immediately report to the principal or a teacher who they trust.

Tobacco/Drugs/Alcohol Policy

ICA is a tobacco, vape, alcohol and drug-free campus. Any use is strictly prohibited upon entering ICA's parking lot.

Bullying Policy

Bullying is behavior by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is the willful, conscious desire to hurt, threaten, intimidate, or frighten someone else. It is deliberately hurtful behavior, which may be face-to-face, indirect, or using a range of electronic means known as cyberbullying. ICA prohibits bullying, harassment, and intimidation in any form, including verbal and non-verbal abuse. Students who are found to be guilty of bullying type behavior will be subjected to disciplinary actions as per ICA policies.

Car Seat Policy

Ironbridge Christian Academy fully supports Virginia's laws regarding child safety seats, and it is our expectation that anyone who transports our students follow the Virginia laws. The staff at ICA are not allowed to buckle students in the car seat at carline due to insurance/liability reasons.

EMERGENCY SITUATIONS

When an emergency exists on our campus, parents will receive a message from administration. As the status of the situation changes, parents will be updated as quickly and efficiently as possible. Parents are not permitted to pick-up their child(ren) during an emergency unless directed to the school communication to the parent.

Communication will be provided in the following order:

1. Direct Messaging via Classroom Apps
2. Social Media/Email

LOCKDOWN

A lockdown will be issued if there is a critical or dangerous situation on our campus. Students may be moved to a central location as necessary, and all outdoor play will be suspended until administration determines safety is no longer threatened.

LOCKOUT

A lockout will be called as a precautionary measure due to a potentially dangerous situation existing in the vicinity of ICA. The educational process will continue as normal; however, outdoor play will be suspended until administration determines it is safe.

MEDICAL EMERGENCY

A medical emergency code will be called if a student, staff member, or volunteer is having a medical emergency. This will allow emergency personnel to get into the building as smoothly as possible and prevent additional trauma to those who may be involved.

Drills

Students and staff at ICA participate in drills throughout the school year. This allows everyone to prepare and practice for emergency situations such as fires, tornados, earthquakes, and intruders. We have designated safe rooms and safe spaces within the education wing in case of severe weather and lock downs.

**In case of building evacuation due to fire or other severe conditions, we will relocate to the Kroger Café at 10800 Iron Bridge Road, Chester. You will be contacted by ICA staff in this event.*

Lost and Found

Lost and found is located in the ICA office. At the end of each month, ICA reserves the right to donate any unclaimed items. Having your child's name in their belongings will help ensure the return of lost items.

Forgotten Items

If a student forgets items at home or in the car (lunches, backpacks, reading books, or assignments), they may be dropped off at the main ICA entrance and will be taken by ICA staff to the student's classroom.

School Safety Officers

To support a safe and secure learning environment, Ironbridge Christian Academy employs trained **School Safety Officers (SSOs)** to assist with campus security and emergency preparedness.

Purpose

The purpose of the School Safety Officer position is to help maintain a safe, orderly, and protected environment for students, staff, and visitors. School Safety Officers provide a visible safety presence on campus and assist school leadership in implementing security protocols, monitoring campus activity, and responding to potential safety concerns or emergencies.

School Safety Officers work under the direction of the Head of School and collaborate with school staff to ensure the continued safety of the ICA community.

Qualifications

School Safety Officers at Ironbridge Christian Academy are required to have a **prior professional law enforcement background** or comparable professional experience in public safety. This experience ensures that individuals serving in this role have the training, judgment, and expertise necessary to respond appropriately to safety situations.

All School Safety Officers must:

- Have previous law enforcement or equivalent public safety experience
- Successfully complete all background checks required by the school
- Demonstrate professional conduct and sound judgment
- Be approved by school administration prior to serving in this role

Additional training related to school safety, emergency response, and student protection may be required.

Security Presence

School Safety Officers may monitor campus entry points, conduct campus walkthroughs, assist with traffic and arrival/dismissal procedures, and support emergency preparedness planning. Their presence helps deter potential safety concerns and provides an additional layer of protection for the school community.

Authorized Safety Equipment

Approved School Safety Officers **are authorized to carry a firearm while on campus** as part of their safety responsibilities. Any officer authorized to carry a firearm must meet all applicable legal requirements and school policies, and must demonstrate appropriate professional training and experience in firearm safety and responsible use.

The presence of trained and qualified School Safety Officer is one of several measures Ironbridge Christian Academy uses to help maintain a secure environment for students and staff.

Student Acceptable Use Policy (AUP)

Technology and digital tools are valuable resources that support learning at Ironbridge Christian Academy. With these opportunities come responsibilities. Students are expected to use technology in a way that honors God, respects others, and supports their education.

Expectations for Students

1. **Honor God in All You Do**
    - Use technology for school-related learning and growth.
    - Avoid websites, apps, or content that are inappropriate, harmful, or dishonoring to God.
2. **Respect Others**
    - Communicate kindly and truthfully in all digital interactions.
    - Do not use technology to bully, tease, or hurt others.
    - Respect the privacy and work of classmates and teachers.
3. **Use Technology Wisely**

    - Access only approved websites, programs, and apps.
    - Protect your passwords and never use someone else's account.
    - Do not change computer settings or damage school devices.
4. **Practice Academic Integrity**
    - Do your own work and give credit when using information from others.
    - Do not copy, cheat, or use technology dishonestly.
5. **Stay Safe Online**
    - Never share personal information (such as address, phone number, or location) without permission.
    - Tell a teacher immediately if you see something online that is unsafe, inappropriate, or makes you uncomfortable.

Consequences

Failure to follow these policies may result in loss of technology privileges, disciplinary action, and/or communication with parents.

Sick Policy

All students are required to have an emergency form on file in the school office that includes health information. If your child has any health changes during the school year, it is important to notify the school office and school nurse. Update this form as needed during the school year.

If a student shows any of the following symptoms, parents will be notified and expected to pick up the student immediately. If the parent cannot be reached; the emergency contact person will be called to pick up the child. In the meantime, the student may be isolated so as not to infect other students. ***Students not picked up within one hour may be charged a late fee.***

- Persistent coughing
- Nausea, vomiting, or diarrhea
- Skin rash/visible, raised bumps with open sores
- Fever (ear/temporal > 100.3)
- Discharge from eye
- Discharge from nose that is thick (dark yellow or green in color)
- Lice or other bodily infestation
- Unusual lethargy or inability to join in regular school activity due to drowsiness
- Communicable diseases such as, but not limited to chicken pox, measles, mumps, impetigo, scabies, scarlet fever, ring worm, whooping cough, pink eye, influenza, strep throat, hand-foot-mouth disease, meningitis, norovirus, RSV, or covid.

If your child has been sick, they must be fever free for 24 hours, without medication, before returning to school. If your child has vomited or had severe diarrhea, please do not send them back to school until 24 hours after these symptoms have ended. If your child has had lice, please treat them and make sure they are free of nits. You may be asked to show proof of treatment. If you send your child in with any of the above symptoms, you will be notified to come pick them up.

Hand, Foot, and Mouth Disease

Any child with a visible rash/open sores, fever and/or behavior change, will be sent home. A doctor's note stating the child is not contagious is required before they are able to return to school. Parents of exposed children will be notified.

Lice and Other Body Infestations

Children with head lice or other body infestations **may not return to school until they have been treated and all symptoms have ceased.** A doctor's note stating that the child is free of any body infestation is required to return to school. Parents of exposed children will be notified.

If your child has a medical excuse for not participating in PE or other activities, a note is required which should include the physical reason for exemption and the duration of time. Notes exempting participation for more than one or two days should be written by the attending physician.

Medications

It is the school policy that only designated administrators can administer medication during school hours. Please do not send medications to school with students to drop off in the clinic or take on their own. **Parents** must bring all medications (over the counter or prescription) to the school clinic upon arrival at school. The medication will be stored in the clinic cabinet or refrigerator for your child. In order to safely administer medications to a student, a Medication Authorization Form must be completed. All prescription medications must be in the original labeled prescription bottle. If the medication is taken at home and at school, a second labeled bottle is required from the pharmacist to ensure proper dosing. All over the counter medication must be in the original, unopened packaging. No medications, prescription or over-the-counter, will be administered by the teachers in the classroom. Children may not bring cough drops, aspirin, or other pain relievers to school for self administration. Please do not send any medication in your child's backpack as other children have access and could be harmed.

Asthma

If your student has asthma and has been prescribed an inhaler, ICA must have a copy of their Asthma Action Plan signed by your student's physician to keep on file. The Asthma Action Plan *must be completed at the beginning of each school year and updated as changes arise.* Inhalers and nebulizer medication must be checked in/out of the school clinic. If your student uses a nebulizer, please ensure a mask and medication dispenser are included.

Life Threatening Allergies

If your student has been diagnosed with a life-threatening allergy and is prescribed an EpiPen, please provide the school clinic with an EpiPen prior to the first day of school. An Allergy Action Plan must be completed by the parent and student's physician and must be on file in the office before the first full day of school. This Allergy Action Plan must be completed at the beginning of each school year and updated as changes arise.

Type I Diabetes

If your student has been diagnosed with Type I Diabetes, a Diabetes Management Plan, developed by the child's medical practitioner, must be on file in the school clinic prior to the first full day of school. All insulin dosing and changes to insulin administration devices must be communicated to ICA immediately and under a physician's order.

All forms and care plans must be updated yearly or as changes in healthcare arise.

Injuries

Our staff members are certified in first aid/CPR. If a minor injury occurs, basic first aid (such as washing the wound and applying a Band-Aid) will be administered in the clinic and a report will be written and sent home in the child's communication folder. A copy will also be placed in the student's file. Students who visit the clinic during the school day for something that does not warrant an

immediate phone call to parents/guardians will receive a clinic note describing their visit. Phone calls will be made to parents or guardians for any hard impact injuries or injuries leaving a mark.

If a child is seriously injured, emergency personnel will be immediately notified along with parents. The child will be kept stable until an ambulance arrives. Parents enrolling their child at ICA are giving us permission to call emergency personnel in the event their child is seriously injured or their health is at serious risk.

Discipline

Preschool

Discipline is an ongoing training relationship between parent/child and teacher/student. Children are provided with guidance and opportunities in making appropriate choices. In the event that a child is conducting themselves in an inappropriate way distracting other children,and disrupting the classroom, teachers will respond in a gentle but firm manner. This may range from reviewing the rules with the child, providing suitable choices, allowing for consequences to occur which may lead to isolation from the group temporarily, such as a "time out chair" or "composure area." The child may also be taken to the Preschool Principal's office for a period of time. If a child continuously has difficulty obeying classroom rules and cooperating with the teacher and other children, a meeting will be scheduled with the parents, teacher, principal, and head of school. ICA reserves the right of dismissing any child who continues to exhibit behavioral problems that are disruptive to the class or dangerous to other children.

Elementary

At ICA, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize and reward good behavior in the classroom. Individual classroom policies are explained at orientation. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

Elementary Corrective System

Classroom teachers create disciplinary structures unique to their classroom for most behavioral issues at this age level. For repeated or excessive issues, the classroom teacher works with the principal to create a plan for resolving the issues moving forward. *The severity of offenses are based on the teacher's and supervising adult's discretion.*

Elementary Referral System

Warnings (3 warning = 1 Referral)	Level 1 - 1 Referral	Level 2 - 2 Referrals
May include but not limited to the following: ● Talking or disruptive behavior in class ● Failure to follow directions ● Horseplay (classroom, hallway, bathroom, athletic fields) - 1st offense ● Misuse of Technology	**May include but not limited to the following:** ● Excessive talking or disruptive behavior in class ● Horseplay (classroom, hallway, bathroom, athletic fields) - 2nd offense	**May include but not limited to the following:** ● Threatening, bullying, excluding etc. another student - 1st offense ● Hitting or causing physical harm to another student ● Fighting/Tussling

● Other actions determined to merit a warning offense.	● Horseplay that leads to an altercation (Student sent home for remainder of the day) ● Inappropriate communication (spoken, written, read or drawn) - 1st offense ● Cursing or abusive language or inappropriate gestures ● Cheating (Student may receive a zero on the assignment/test) ● Lying ● Stealing ● Misuse of Technology - 2nd offense ● Verbal or physical disrespect toward faculty, staff, students, or other adults on campus (belittling, teasing, verbally abusing or mocking) - 1st offense (student sent home for remainder of the day) ● Other actions determined to merit a Level 1 offense	● Deliberate defacing/destruction of school property (parent responsible for the cost to repair/replace property) ● Other actions determined to merit a Level 2 offense
Consequences: ● Warnings -Parent contact from teacher ● Warnings - Loss of Recess Time ● 3 Warnings/Referral - Phone call from Principal	**Consequences:** ● Phone call from Principal ● Removed from the classroom.	**Consequences:** ● Phone call from Principal ● Sent home for the remainder of the day.

Consequences of Referrals:
3 Referrals - 1 day out of school suspension / Teacher+Principal Meeting with Parents 5 Referrals - 3 day out of school suspension / Teacher+Principal Meeting with Parents 10 Referrals - 1 week out of school suspension, 4 week probation period upon return to school 10+ Referrals - Expulsion from school / Principal/Head of School's discretion

General Guidelines

Meet + Greet / Orientation / Supply Drop-Off

There will be an opportunity prior to school starting for parents and students to meet their teachers, check out their classroom, and drop off any school supplies. This is a great opportunity for your child to look around their new classroom and become familiar prior to the first day of school. It is encouraged that your child attends. Dates and times will be communicated to families in the summer, prior to each new school year.

Staff Requirements

Preschool Staff

Lead Teacher Requirements:

An ICA preschool teacher must be a Christian and have at least 12 months of experience with preschool children in either a preschool setting or daycare facility. Teachers must pass a background check as prescribed by the Code of Virginia as well as pass a basic physical exam through his/her physician. Teachers must teach the school curriculum and Christian values. Lead teachers are required to have 10 hours of continuing education per year.

Assistant Teacher Requirements:

An ICA assistant teacher must be a Christian and have at least 6 months of experience with preschool children in a preschool setting, daycare facility, or child care setting. Assistant teachers must pass a background check as prescribed by the Code of Virginia as well as pass a basic physical exam through his/her own physician. Assistant teachers are required to have 10 hours of continuing education per year.

Elementary + B56 Staff

Teacher Requirements:

Any ICA teacher (kindergarten-above) must have a valid state teaching license and/or a license through our accreditation agency. Elementary teachers are required to have 20 hours of continuing education per year. Teachers must pass a background check as prescribed by the Code of Virginia.

Support Staff Requirements:

Any ICA elementary support staff member must have at least 12 months of experience with children in a school setting. Support Staff are required to have 15 hours of continuing education per year. Support Staff must pass a background check as prescribed by the Code of Virginia.

All ICA staff are CPR/First Aid certified.
At least two staff members are EMAT certified. All staff complete continuing education throughout the school year.

Extracurriculars

Students at ICA have opportunities to participate in extracurriculars both during the academic day and after school. It is the expectation that students who participate in extracurriculars will reflect ICA in a positive manner. It is at the discretion of both ICA and the 3rd party organization hosting the extracurricular to remove a student from a program if deemed necessary.

Weather Permitted Recess

Students participate in outdoor learning and recess daily as weather permits. If the outside temperature is below 40 degrees, staff are encouraged to limit outdoor recess times. The judgement of school staff members, however, is the ultimate guide.

In determining whether outdoor activities should be conducted in the heat, ICA staff will refer to the National Weather Service Heat Index. If the outside temperature is above 90 degrees, staff are encouraged to limit outdoor recess times. Students with chronic health conditions may be excused from outdoor activities at the request of parents if serious weather or air quality conditions apply. (See sick policy)

Birthdays + Parties + Celebrations

ICA occasionally hosts seasonal parties and celebrations within the classroom to include birthdays and holidays such as: Fall Harvest (October), Thanksgiving, Christmas, Valentine's Day, Easter, Spring Carnival and the end of the year. Because we are a Christian school, we avoid the secularization of Christian holidays and therefore avoid Halloween, Santa, and the Easter Bunny, etc. If you are asked to send in items for these celebrations including books, arts and crafts or decorations, please keep this in mind. If you have any questions about what is appropriate, please consult your child's teacher.

Students are permitted to celebrate their birthdays in the classroom which also includes half birthdays for students who have summer birthdays. Please contact your child's teacher regarding birthday treats- type and dates/time that will work best.

Social Media

Social media can be a valuable tool for communication, connection, and sharing school experiences. However, because online content is public and easily shared, members of the Ironbridge Christian Academy community must use social media responsibly and in a way that reflects the mission and values of the school.

For the purposes of this policy, **social media includes any online platform where users create or share content**, including but not limited to Facebook, Instagram, TikTok, X (Twitter), blogs, YouTube, messaging platforms, and other digital forums.

Members of the ICA community—including students, parents, faculty, administrators, and staff—are expected to exercise good judgment and Christlike conduct when posting or interacting online, to avoid negatively reflecting the ICA community.

Guidelines

When posting on social media, members of the ICA community should:

- Represent the school with integrity, respect, and professionalism
- Ensure that posts involving the school reflect the mission and Christian values of Ironbridge Christian Academy
- Protect the privacy and dignity of students, families, and staff
- Avoid posting confidential or sensitive school information
- Refrain from sharing images or information about students without appropriate permission
- Avoid content that could harm the reputation, unity, or mission of the school

Class Placement Policy

The administration carefully considers several factors when determining student placement, including teacher recommendations, class size, academic needs, student needs, and the personalities of both teachers and students. The goal is to create a balanced and supportive environment that benefits all students. Each placement is made prayerfully, with the belief that it is in the best interest of every student.

Parents are encouraged to provide input regarding their child's strengths, weaknesses, and specific needs, which are taken into consideration during the placement process. ICA administrators strive to place each student in an environment where they are most likely to succeed. However, unforeseen challenges may occasionally arise. In such cases, the administration reserves the right to determine if a change in class placement is necessary for the benefit of the child and other students.. This decision rests solely with the administration.

Electronic Devices

Students are **NOT** permitted to bring electronic games, tablets, cell phones, or other electronic devices to school. If such items are brought to school or if cell phones are turned on and in use, they may be confiscated and held in the school office. Only parents are allowed to retrieve confiscated items. Any items not claimed by the end of the school year will be donated to charitable organizations.

Smartwatches are allowed but must not be used for messaging or phone calls during school hours.

Attendance Policy

Consistent attendance and punctuality are crucial for optimal learning and development. At ICA, we aim to instill responsibility and support our students' success both in school and in their future endeavors. In accordance with Virginia State law, elementary students are required to meet a minimum number of attendance days each year. The following guidelines have been established to encourage academic success and growth.

Early Dismissal:
Early dismissal from school should be reserved for urgent matters, such as medical appointments or emergencies. To excuse a student early, the parent or guardian must sign them out, providing the reason, time, and date of dismissal. If someone other than the parent or guardian is picking up the student, please ensure they are listed as an authorized pickup on the student's approved emergency contact card.

Tardies:
If a student arrives to school late, please sign in at the ICA main entrance to notify administration and to sign your child in with reason for tardy.

Preschool Students: Students are expected to be in their classrooms by 9:35am to be considered on-time.
Elementary Students: Students are expected to be in their classrooms by 8:35am to be considered on-time.
Elementary + B56 Students: After TEN (10) tardies and/or absences per quarter, the parent/guardian may be required to meet with the ICA administration to create a plan to improve student attendance.

Absences:
Elementary + B56 Students: All absences will be evaluated on an excused or unexcused basis. For an absence to be excused, we must receive a parent note presented no more than three days after the student returns from an absence.

Written excuses must include the date of the absence, explanation or reason for absence, and a parent (or doctor/dentist) signature. Written excuses must be received by the school office within THREE (3) days of the student's return to school. The school may not excuse an absence if the written excuse is not received in the THREE (3) days allowed.
Excused Absenses:
Elementary + B56 Students:

A student may have a maximum of TEN (10) cumulative excused absences during a school year. Subsequent absences, beyond these TEN (10) days will require a parent meeting with the principal and Head of School. ICA reserves the right to no longer serve students who are chronically absent from school.
Examples of Excused Absences:

- Illness
- Medical and Dental Appointments
- Family Emergencies
- School-Sponsored Activities
- Death in the Family

Unexcused Absenses:
After TEN (10) unexcused absences, parents/guardians will be required to attend a school attendance improvement conference. During this meeting, discussion will cover what might be keeping your child from coming to school and what can be done to facilitate attendance. Unexcused consecutive absences of twenty (20) days may result in removal from ICA and/or loss of course credits?

Examples of Unexcused Absences:

- Personal business (work, hair appointment, shopping)
- Oversleeping
- Vacations
- Skipping Class
- Car Problems/Transportation Issues
- General Excuses
- Failure to submit Written Excuse with 3 day grace period
  **Arrangements can be made at the discretion of the teacher/administration for long-term absences to make-up work.*

Uniform + Dress Code Policy

Ironbridge Christian Academy holds to a biblical worldview that shapes our conservative understanding of both gender and sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct genders work together to reflect the image of God. (Gen. 1:26-27) All ICA policies are intended to provide guardrails for students as they learn and grow in their faith and understanding of who they are as image bearers of God. Student clothing, hairstyles, and personal appearance should be a reflection of their commitment to pursue lives built on and shaped by a biblical worldview as well as their commitment to abide by ICA policies. Believing that gender is not a choice but instead biological by nature, students are expected to both dress and present themselves in a manner consistent with their God-created gender.

While the Scriptures do not give explicit instructions for one's apparel or hairstyle, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is an integral part of our daily lives. The dress code is not created for the purpose of having more rules for the student but is designed to exercise an ability to follow guidelines for acceptable dress in their future workplace. It should also be remembered that a part of our growth is submission to authority. All ICA students wear uniforms to school each day. Uniforms may be ordered from our school vendor and/or vendors that carry ICA selected items.

All Students:

Uniform Requirements (Monday-Thursday)
Tops:
Boys + Girls

● Polo (short or long-sleeved) with the embroidered ICA Shield. (Only shirts purchased from our vendor)

Bottoms:

Boys

● Black, Khaki, or Navy plain style shorts or long pants

Girls

● Black, Khaki, or Navy plain style shorts or long pants
● Black, Khaki, or Navy skorts or jumpers
● Black, Khaki, or Navy knee length skirts – (black or navy, bicycle shorts must be worn underneath)

*Preschool ONLY (2's, 3's and 4's) may wear leggings to help with bathroom ease.

*If plaid is worn instead of black, khaki or navy -, it must be the same ICA plaid from our vendor website.

Friday Uniform Options:

Boys + Girls

Tops:

● Ironbridge Christian Academy branded approved spirit wear, including t-shirts
● Polo (short or long-sleeved) with the embroidered ICA Shield.

Bottoms:

Boys

● Jeans (no rips, holes, tears)
● Plain style shorts or long pants, black, khaki, or navy (no leggings, jeggings, or joggers)

Girls

● Jeans (no rips, holes, tears)
● Plain style shorts or long pants, black, khaki, or navy (no leggings, jeggings, or joggers) *Preschool students may wear leggings.
● Skorts – black, khaki, navy
● Knee length skirts – (black or navy bicycle shorts must be worn underneath)

Other Optional Clothing options on Monday-Friday:

● Jumpers – black, khaki, or plaid (plaid must be purchased from the uniform distributor and approved by ICA)
● Navy or Black Cardigan sweater, button down
● Ironbridge branded spirit wear outerwear (jacket, sweatshirt, etc.) may be worn over a uniform shirt.

Shoes and Socks

● Shoes should be **black, white or black and white,** flat and appropriate for PE or recess. Athletic shoes are acceptable but should not have wheels. No open-toed or backless shoes. No flip-flops or Crocs. Boots are permitted as well. (brown/black)
● Socks, when visible, should coordinate with the overall outfit and not be distracting in nature.
● Solid white or black tights are also permitted.

● Solid black leggings are permitted but only if worn under skirts or dresses.

Hair Accessories and Jewelry

● Hair accessories should not be distracting in nature.
● Girls who have pierced ears should not wear large, dangling earrings. Post earrings are preferred for safety reasons.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. All dress code policies are reviewed by the Head of School and school board.

Curriculum

Preschool

Ironbridge Christian Academy Preschool bases its learning foundation with thematic units, a strong literacy program and handwriting that encourages fine motor skills. Bible curriculum is taught daily in addition to weekly Chapel.

Elementary

Ironbridge Christian Academy Elementary School integrates a variety of curricula into its classical education framework. Literacy instruction emphasizes classic literature and reading, while Singapore Math, Deep Roots Bible, and Science and History curricula are taught within a classical context. Elementary students participate in daily Bible lessons in the classroom, complemented by a weekly large-group Chapel.

Academic Policies

Grading Scale

ICA uses the following grading scales for elementary program students, which is determined through formal and informal evaluations:

Kindergarten- 2nd grade
E- Excellent (90-100)
S- Satisfactory (80-89)
P- Progressing (70-79)
N- Needs Improvement (69 and below)

Third grade and above
A 90-100
B 80-89
C 70-79
D 60-69
F 59 or below

Report cards provide final grades for each grading period and are sent home at the end of each 9-week grading period for students in the elementary and above programs.

Students in the Preschool programs will receive an assessment given by the teacher in Fall and Spring for returning students or as deemed necessary.

Retention

Promotion is based on academic achievement, maturity level, and attendance. Promotion will be determined by the classroom teacher and is based on her/his appraisal of the child's academic and emotional readiness for the next grade level. If a child is being considered for retention, a meeting is scheduled between the teacher, Head of School , and the parents/guardians.

Parent Involvement

At Ironbridge Christian Academy, fostering strong partnerships with parents and families is central to our mission. Ironbridge Christian Academy offers scheduled family conferences in the fall, with additional conferences available throughout the year upon parent request. Additionally, teachers are always available throughout the year to meet and discuss your child's needs and progress.

Each classroom will have a dedicated room parent to support and coordinate classroom events and celebrations. To further encourage parent engagement, our school also offers a Parent-Teacher Fellowship, providing opportunities for families to actively participate in school activities and build a vibrant ICA community.

Drop Off and Pick Up Procedures

Preschool -
ICA Preschool has a carline drop off policy for all preschool students with the exception of 2-year-olds. The students in the 2's class will be walked into the designated door. Drop off times will be from 9:25-9:35am. If you plan to pick up your child early, please let the preschool office know before arriving. This will help your child and their classroom transition smoothly.

Elementary + B56 -
Kindergarten and above will utilize a carline for drop off and pickup. The carline will begin to drop off at 8:15am daily. The carline will end at 8:30. If you arrive at 8:30 or after, you will need to park and walk your child into the building. The carline procedures will begin at 3:30 daily. Carline will end at 3:45. If you arrive after 3:45, late fees will apply.
3:45pm-3:55pm: $10 fee per child
After 3:55pm: In addition to the above fee ($10), a $1 per minute fee will occur every minute thereafter.

Procedures:

- A carline map will be provided to all families during the Meet & Greet day before the school year begins.
- For the safety of your child, we ask that they remain seated in the car while waiting in the morning drop-off line until a teacher assists them. Please stay in your car as a teacher helps your child out. Ensure your child does not hang out of open windows or ride with doors open, as this is unsafe.
- With over 100 cars navigating the drop-off process, it is crucial that everyone follows the designated drop-off routes. Failure to adhere to these safety rules will require you to park and wait outside the ICA office until regular drop-off concludes. At that time, staff will assist with late admittance, but walking your child to their classroom will not be permitted.
- We ask that no parents get out of the car during the drop off or pick up time. We need to keep the carline moving as smoothly as possible to prevent traffic back up on Route 10.
- If someone other than a parent or guardian listed on the contact form is picking up your child, advance notification is required. A written note should be sent to the teacher, and the individual picking up your child must present a valid photo ID at the ICA office. A copy of the ID will be added to the child's file. In case of a last-minute emergency, please contact the ICA office directly. If the individual is not listed on the Emergency Contact form, we will contact the parent or guardian for verification before releasing your child.

Late Drop off and Pick up Procedures

If you are dropping off your child after the designated carline has ended, **you must park and come to the school entrance to be allowed access**. Please do not go to the Main Church office as they will not be able to allow you into the school wing.

Our teachers have responsibilities after school, so please pick your child up promptly at dismissal. There will be a fee assessed for children left after the pickup time ends.

Traffic Patterns on Campus

Safety for our students and consideration of other drivers is the basis for our policy related to driving and parking on the ICA campus. These simple rules help keep everyone safe.

- Drive slowly (under 10 mph) on campus, following appropriate traffic patterns.
- A traffic pattern map will be provided at your meet and greet.
- At arrival, students are to be discharged from their vehicle only when a person on duty is assisting/supervising them.
- At dismissal, approved persons may pick up the student at the assigned location or carline. If you need to pick the student up early, please call the office.

Communication with the School

Important notices/newsletters will be sent home in your child's communication folder. **Please check your child's folder daily for information. If any of your contact information changes, please update the ICA office as soon as possible.** Weekly communication will be sent through email or the school communication app. Important documents and resources can be found on the school website. www.ironbridge.academy

ICA uses e-mail for much of our communication; please be sure to add our e-mail address so emails are not sent to your spam folder. We want to hear from you! Please feel free to contact us for any reason by email or phone. All messages will be returned in a timely manner.

If you need to contact your student's teacher, please contact them using email or class communication app and they will get back to you by the next business day. Feel free to send notes to teachers in communication folders as well.

In order to protect the privacy of students and respect the authority of their parents or legal guardian(s), it is the policy of ICA to meet and correspond only with parents/legal guardians of students for conferences or communication relating to the student's progress or behavior. It will be the responsibility of the parent/legal guardian to communicate with therapy, grandparents, or other interested parties. ICA provides access to newsletters, school closures and emergencies, and additional information through online systems. Teachers and administration communicate with parents primarily through email or classroom communication apps. All other forms of communication to ICA staff (social media, texting personal numbers) are prohibited.

Problem Resolution

Problems are usually solved with a simple email or telephone call. The following procedure should be used in handling a problem or concern:

- First, email or call the office to speak with the teacher or person directly involved.

- If the problem is not resolved, email or call the program principal.
- Please use the Matthew 18 principle to be an agent in the solution. In Matthew 18:15-17, Jesus outlines a process for conflict resolution, which involves first addressing the issue privately with the person you have a conflict with, then if necessary, bringing in one or two others as witnesses, and finally, if all else fails, bringing the issue to the wider community or leadership to resolve; essentially emphasizing direct, private communication as the first step to resolving conflict with the goal of reconciliation.

Snack & Lunch

Your child will need to pack a lunch for school each day. Refrigeration is not available; therefore, perishable food should be placed in an insulated lunch bag with an ice pack. Students will not have access to a microwave or oven to heat up food. Please have lunch prepared so that your child can eat with minimal assistance.

Only water is permitted in the classroom for drinks – **no juices, milk, tea, or soda**. A refillable water bottle that closes is required so students stay hydrated throughout the day.

Parents will be informed of items not suitable due to allergies present in the class. Occasionally, we will have children with peanut allergies. There will be a peanut free table for students with peanut allergies.

If you will be bringing in a special snack for your child's birthday, please let the teacher know a few days in advance so there can be an alternate snack provided for any children with an allergy. Parents or guardians are responsible for alternative snacks for their child with allergies, to ensure their safety.

Due to safety reasons, Students cannot have food delivery services deliver food to the campus. This includes: DoorDash, UrberEats, GrubHub, etc.

Student Property

ICA is not responsible for lost or damaged items brought to school from home. Toys are not allowed to be brought from home. When there are special days that students are allowed to bring in specific items from home, please clearly label the item with your child's name. Precious or expensive items are best left at home. Preschool, Junior Kindergarten, and Kindergarten students must pack a change of clothes (underwear, socks, shirt, and pants) must be kept in reserve in your child's cubby or backpack. At the change of seasons (Fall to Winter; Winter to Spring) please send in weather-appropriate extra clothing. This is a great time to break the security blanket habit. We discourage any of those special items in the classroom.

Extended Day Program

Aftercare: 3:30pm-5:30pm (Kindergarten and Older Students Only)

Students must be checked out of the Extended Day program each day.

Late fees apply in the afternoon if students are not picked up by 5:30pm.

5:31pm-5:40pm: $10 fee per child
After 5:40pm: In addition to the above fee ($10), a $1 per minute fee will occur every minute thereafter.

Statement of Cooperation

By accepting admission to ICA, parents agree to the following statement of cooperation:

It is understood that my child's attendance at ICA is a privilege and not a right, and that if at any time his/her conduct, academic progress, or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate at its discretion any child's enrollment.

I agree to fully cooperate with its policies and with the teachers and staff in the education of my child. When I disagree or have more concerns about policies or events that have taken place, I will speak directly and discreetly with the persons involved and will avoid spreading gossip, seeking a friendly, cooperative resolution.

I agree with the school's efforts to train my child in the Bible and will encourage my child in this and all phases of instruction.

Parent Agreement

We have read the Ironbridge Christian Academy Family Handbook and agree to abide by its policies and regulations. We have shared appropriate information with our child. We will support the school through our prayers, cooperation, and involvement in school activities, to the best of our abilities.

_____ _____

(Parent/Guardian Name Printed) (Child's Name)

_____ _____

(Parent/Guardian Signature) (Date)