

**Julius R. Scruggs**  
**Child Development Center and Academy**  
*a ministry of First Missionary Baptist Church*



**Parent/Student Handbook**  
**and**  
**Choice Management/Code of Conduct Guide**  
**2022-2023**

Dr. Tammy Alexander, Head of School  
Dr. Don Darius Butler, Pastor  
Dr. Julius R. Scruggs, Founder



*From the Desk of the Pastor  
The Reverend Don Darius Butler, D.Min.*

Greetings Parents and Scholars:

I am pleased to welcome new and returning scholars along with their parents to the Julius R. Scruggs Child Development Center and Academy on behalf of the First Missionary Baptist Church. Founded by our Pastor Emeritus in 1982, and renamed in his honor in March 2016, the JRSCDCA was the first religious school organized by an African American congregation in the City of Huntsville. From its beginning with 42 students, our school has grown in its mission to provide a Christian based, preparatory curriculum that solidifies the spiritual, mental, physical, and social well-being of every scholar. With a wholistic approach to the educational enterprise, we have built a reputation of rigorous academic engagement and intentional character formation in the Christian tradition. We can boast of alumni/ae who are successful in a host of professional endeavors, and who credit our school with laying a firm spiritual and educational foundation in their lives.

By entrusting your scholar to our care, you continue the tradition of covenant-making between our school and your family. On our part, we commit to develop, educate, and nurture your scholar to actively honor God, exemplify Christian values, and grow in curiosity and the pursuit of knowledge. With every intentionality, we will affirm the dignity and sanctity of their humanity and ethnic identity as a reflection of the purposefulness of God's creation. For your part, we ask you to model before your scholar ethical and moral decision-making that comport with tenets of the Christian faith. Also, we insist that you take an active role in the instruction of your scholar by forging and maintaining a good rapport with his/her teacher as well as the other members of our faculty and staff. The wisdom of the African proverb, *it takes a village to raise a child*, calls each of us to hold up our part of the covenant because failure to do so will adversely affect our children.

As the new academic year begins, especially with the pandemic of the novel Coronavirus besetting us, I commit my personal prayers for your safety and wellbeing and that of your family, particularly your scholar. Know of the congregation's appreciation of your trust of us our school and the pledge we make to offer them a rich experience of learning and of growing in wisdom, stature, and in the fear of the Lord.

Warmest regards,

Reverend Dr. Don Darius Butler



# **Julius R. Scruggs**

## **CHILD DEVELOPMENT CENTER & ACADEMY**

*Dr. Tammy Alexander, Head of School Dr. Don Darius Butler, Pastor Dr. Julius R. Scruggs, Founder*  
3509 Blue Spring Road Huntsville, AL 35810  
Phone: 256-852-6673 Email: [www.JRSCDCA.ORG](http://www.JRSCDCA.ORG)

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Dear Parents and Scholars,

It is with enthusiasm and joy that I welcome you to the JRS Child Development Center and Academy. What an honor to serve as the Head of School. It is my hope that everyday your scholar will be able to share with you something new they have learned while attending the CDCA. It is our goal that they become adept in literacy and language along with math and manners. Our prayer is that they will grow in grace and in the knowledge of God's Word. Their academic success and spiritual growth are our priority.

Our learning community is small which allows us to meet the individual needs of our scholars. We pride ourselves in differentiating the learning experience. This includes whole group as well as small group instruction, one on one learning opportunities and technology in the hands of each scholar. Although we are in a unique time in education, our commitment to your scholar's success is unwavering. Our staff is well-trained and ready to provide a high-quality education.

The information included in this document serves as our foundation. Please spend time reviewing the contents so you are aware of our commitment to each of you and our expectations of you and your scholar. If you have any questions or concerns, please do not hesitate to contact me. I am excited about the 2022-23 school year. #togetherwithGod we will thrive. To God Be the Glory for what He will do this school year.

Sincerely,

*Tammy Range Alexander*

Tammy Range Alexander, PhD  
Interim Head of School

Julius R. Scruggs  
CHILD DEVELOPMENT CENTER & ACADEMY

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## PURPOSE OF THIS HANDBOOK:

The *Julius R. Scruggs Child Development Center and Academy Handbook* contains pertinent information that both scholars and parents need for reference during the school year. It covers a number of topics designed to give scholars and parents a general overview of school policy and procedure. Please be aware that not all topics related to our school can or will be included in this handbook, however, it is designed to cover those areas which we believe are most important to your child's success at the Julius R. Scruggs Child Development Center and Academy (JRS/CDCA). Please note that this handbook is updated yearly; however, policy adoption or revision and changes may occur throughout the year. Any policies that affect handbook provisions will be made available to through newsletters, the school website, and other communications.

**In case of conflict between board policy and any provision of this handbook, the provision that was most recently adopted by the JRS/CDCA Board will be followed.**

Please review this entire handbook and use it as reference during the school year. If you have any questions about the information in the handbook, please contact the Head of School. The handbook will remain available on the school website for your review of if you wish to print a copy. Additionally, copies will remain in the front office where parents are always welcome to visit and to review a copy.

As used in this handbook:

- **“JRS/CDCA”** refers to the **name** of the entire school – the Child Development Center and the Academy.
- The term **“school”** is used as a simpler reference to the **entire school**.
- The term **“Center”** refers to the school's Development Center (classes for ages 2 1/2 – 4).
- The term **“Academy”** refers to the school's Kindergarten – 5<sup>th</sup> Grade classes.
- The term **“parent”** also includes a legal guardian.

Our goal is consistency throughout the Center and throughout the Academy. In other words, we will have schoolwide systems that all teachers will follow to build and maintain a strong school culture of excellence. Additionally, each grade level will have age-appropriate, classroom-specific procedures that allow for smooth transitions to ensure an optimal learning environment for all and to maximize teaching and learning. Questions regarding grade level procedures or requirements should be directed to the appropriate classroom teacher and, if needed, the Head of School.



## **JRS/CDCA MISSION, VISION, PURPOSE**

The **mission** of Julius R. Scruggs Child Development Center and Academy is to develop and enhance the lives of children by actively honoring God, exemplifying Christian values, and providing a Christian-based, academically rigorous curriculum that solidifies their spiritual, mental, physical, and social well-being.

Our **vision** is to be an exemplary, biblically driven, and high-performing school that graduates Christ-centered, continuous learners who glorify God and edify humanity through their living, learning, and giving to the world.

Our **purpose** is to provide a quality educational program with an emphasis on Christian education. Children, parents, and community should benefit from the program.

## **Faith Statement**

We believe in the importance of building lives which begin with a solid foundation under the Lordship of Jesus Christ and by the power of the Holy Spirit. Therefore, from this foundation, we endeavor to develop and enhance lives of children who enter this institution by providing a Christian based curriculum and embracing our ethnicity to solidify their educational, spiritual, mental, emotional, and social well-being-thereby honoring God, loving self and respecting others.

## **JRS/CDCA HISTORY AND GOVERNANCE**

### **History of the Julius R. Scruggs Child Development Center and Academy:**

When God created the heaven and the earth, He gave dominion "...over the earth..." to his greatest creations – man and woman. This assignment and authority led to the first need for education. When Rev. Julius Scruggs was called to First Missionary Baptist Church in 1977, the congregation quickly learned that nothing outweighed his love for preaching, his passion for teaching, and his great compassion for God's people. Then God planted a special seed of concern for this congregation.

Among other things, the lack of school- or-state-sponsored prayer and Bible reading in public schools and the plight of Kevin Ross, a 6'9 college graduate and basketball player who could not read, fueled the pastor's fire to start a church school that would provide a spiritually based, high-quality education. After much hard work and dedication led by Pastor Emeritus Scruggs and supported by Sister Gwendolyn O'Neal who chaired the planning/steering committee, Brother Donald Outland whose research class at Alabama A&M University conducted a marketing and research study, and the congregation of First Missionary Baptist Church, the school was born.

In 1982, the Alabama State Board of Education (State License Department) issued the license to operate the First Missionary Baptist Church Child Development Center (CDC). Ten years later, in 1992, The Academy as opened and now serves scholars from kindergarten through the 5<sup>th</sup> grade. The Child Development Center and Academy (CDCA) has produced graduates who have become doctors, lawyers, engineers, educators, social workers, environmentalists, leaders in Christian vineyard, musicians, military & government personnel, and other dedicated professionals in the fields of education, science, religion, mental health, etc.

On March 18, 2016, the First Missionary Baptist Church Child Development Center and Academy was dedicated to the glory of God and was officially named The Julius R. Scruggs Child Development Center & Academy in honor of its founder Reverend Julius R. Scruggs.

### **Governance:**

The JRS/CDCA is governed by a Board of Directors, consisting of five (5) members from the Official Board of the Church - eight (8) members from the membership at large, and at least one representative from parents who have children enrolled in the JRS/CDCA. Officers shall include a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Church Treasurer. These officers, with the exception of the Church Treasurer, shall be elected by the Board members from their own group and shall make up the Executive Committee.

### **Current JRS/CDCA Board Members**

Dea. Tommie Batts

Jocelyn Boustani

Eric Bradford

Bobbie Bradley-Burrus

Dr. Don Darius Butler, Pastor

Yolanda Casmer

DeAndra Cowan

Gregory Hicks

James Oglesby

Rodney Richardson

Camille Scruggs

Dr. Julius R. Scruggs, Pastor Emeritus

Dea. David Thompson

Terrence Tolliver

## **ACCREDITATION AND ASSOCIATIONS**

Julius Richard Scruggs Child Development Center and Academy is accredited with the *Association of Christian Schools International* (ACSI) and with the *Southern Association of Colleges and Schools Council on Accreditation and School Improvement* (Cognia formerly known as Advance Ed).

### **Notice of Non-Discrimination**

Julius R. Scruggs Child Development Center and Academy is open to all students regardless of religious affiliation (or lack thereof), race, and/or ethnic origin. The JRS CDCA presently is not equipped to meet the needs of children who are mentally or emotionally impaired, nor those with learning disabilities. However, the JRS CDCA has a supportive working relationship with the public school system in the area, which provides these needed services.

## CURRICULUM

At JRS CDCA, we are intentional in all we do. This extends to our curricula decisions. We recognize the importance of providing our scholars with a strong biblical foundation that has a lasting spiritual impact in their lives and of providing a high-quality academic experience that prepares them for the next level in their educational journey. We view life and all in it from a Christian perspective. Therefore, we have chosen ABEKA as our **primary** curriculum source in the Child Development Center, and in the Academy, all academic subjects are taught from a Biblical viewpoint. In addition to referencing Scripture, teachers make **authentic** connections of God's role in all aspects of life throughout the academic day in order to biblically support and reinforce the academic subject(s) being taught. These curricula provide scholars with a continuum of school readiness skills while also teaching through the lens of a Christian world view.

Our Academy scholars receive a rigorous, high-quality academic experience that aligns with state and national standards. This allows us to ensure scholars are taught essential spiritual and academic skills and knowledge that become stronger and more complex as scholars matriculate each year. Below are more specifics on the JRS CDCA curricula.

### Child Development Center Curriculum

In addition to the ABEKA curriculum teachers use Savvas math, with teaching methodologies and age-appropriate experiences are an important part of the learning process.

Below are a few of the learning experiences in which our Pre-K2 1/2 – Pre-K4 scholars participate to master the skills they will need for future learning and for life.

- Working with paints, clay, crayons, blocks, and other manipulatives
- Learning phonics, number concepts, colors, shapes, etc.
- Sharing, taking turns, solving problems, and communicating with others
- Practicing appropriate social skills (manners).
- Developing and expanding motor skills through inside and outside play
- Listening to stories, poetry, dramatizations, films, and music
- Using ipads and other technological advances
- Exploring the world through the use of five senses
- Practicing good health habits
- Learning Bible stories, Bible songs and prayers.

### Academy Curriculum

The Academy curricula has been designed using God's Word and best practice in educational research. Specifically, subject matter is rooted in Biblical truth and shows how God connects to all things. Units are planned using the *Understanding by Design* process to ensure scholars reach deep understanding of subject matter, meet high expectations, and have rigorous goals. Additionally, everything is taught through the Christian lens, so scholars see the role God plays in their lives. We hold for ourselves and build in our scholars a Biblical worldview. The study of God's Word and His principles are the foundation for all that is taught in the academic curriculum. Academy classes utilize the following curricula resources to teach from God's perspective: *Wonders by McGraw Hill*, *Savvas*, *Purposeful Design by the Association of Christian Schools International* and *Discovery and Education*.

## **Literacy Focused**

Before scholars can truly maximize the offerings found in any STEM program or any other popular course offerings, they must first learn the necessary skills of thinking critically and problem-solving. While educators have explored many fads and searched for “magic bullets” in order to produce these desired results, research continuously and consistently proves that developing strong literacy skills (reading, writing, observing, listening, and speaking) is the key. Through the teaching of literacy skills and through the use of them to learn and to demonstrate learning in all subject areas, scholars not only build a solid foundation in all subjects, but also, they develop strong critical thinking and problem-solving skills. Thus, they know how to learn. And since many of the future jobs our current scholars will compete for have not been created yet, knowing how to learn is essential skill they must possess. Therefore, while JRSCDCA scholars will have many opportunities to explore topics in the STEM areas, our primary goal is to ensure they are the best and the brightest in this ever-changing world.

## **STEM**

JRS CDCA scholars will have multiple and varied opportunities to interact with STEM-related topics. Being literate in each of these areas will allow our scholars to begin building their understanding of 21<sup>st</sup> Century skills. Through our community relationships, the school will introduce scholars to the core components of the STEM disciplines. Scholars enrolled in K through 5<sup>th</sup> grade will have special opportunities to engage in learning that increases their understanding of and excitement for STEM.

Beginning in the 2020 school year, our primary STEM focus will be the teaching and learning of Coding, the quickly growing tech literacy skill. In fact, Tim Cook, Apple CEO, recently stated that coding is the “language that everyone needs”. He stated that all schools should teach coding starting in the primary grades. He says, “It's not just for the computer scientists. It's for all of us.” At JRSCDCA we see the value this holds for our scholars. Coding teaches all aspects of STEM in addition to critical thinking and problem-solving skills.

## **SUMMER PROGRAM**

A summer program that is separate program from the academic year will be offered. An activity fee and a registration fee will be charged. Regular tuition will also be paid following the stipulation under PAYMENT OF FEES AND LATE CHARGES in this handbook. A signed permission form by parents for field trips, swimming, and water play are necessary for each child. Parents who register their children for the summer program must pay for the entire summer session.

## ADMISSION and ENROLLMENT

While our aim is to make enrollment of your child a seamless process, please know that space for admission to the school is limited. Therefore, parents are encouraged to apply and register early. Families may apply for admission at any time, but once registration is full for an age group or grade level, all other applicants will be waitlisted on a first-come-first-served basis.

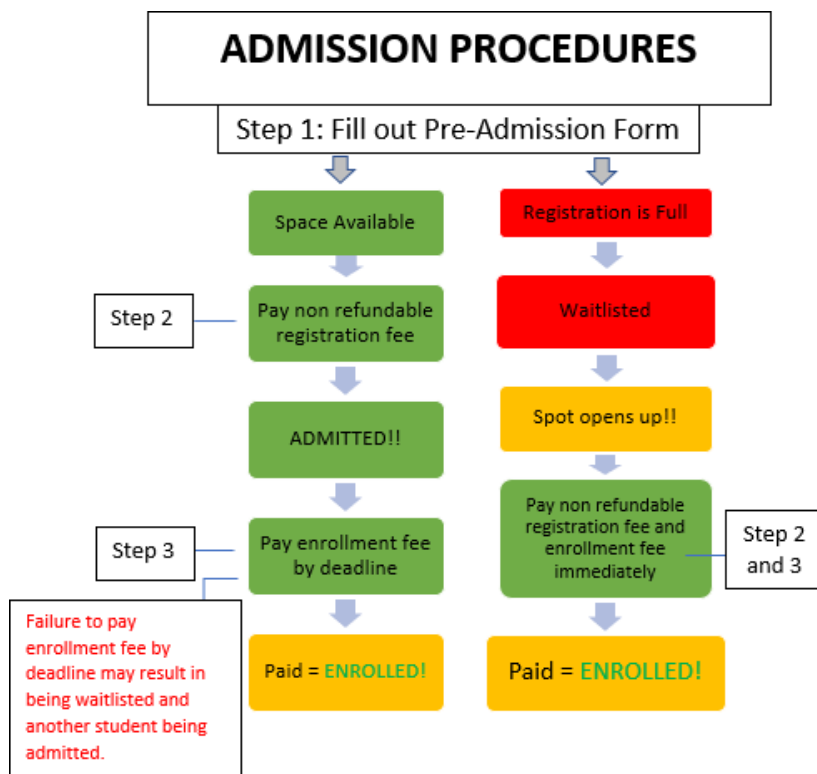
### Securing Your Scholar's Admission

In order to ensure a child is admitted, parents/guardians must fill out the Pre-Admission form and:

- **If space available**, parents must pay the non-refundable registration to secure their scholar's admission
- **If space is NOT available**, the scholar will be placed on the Waitlist. Parents will be called the moment a spot opens, but parents must pay the registration fee immediately or the school will offer the admission to the next name on the Waitlist.

### Securing Your Scholar's Enrollment

Once admitted, parents will be given a date for enrollment fees to be paid as well as FACTS registration and payment plan. If the scholar's enrollment fees and payment plan is not confirmed by the due date, the family risks losing their scholar's admission and registration fee as the school will open the spot for the next scholar on the waitlist. (See the **FINANCIAL REQUIREMENTS** section for more information).



## Required Documents for Scholars

**New Enrollees** - Before a child may attend the JRS/CDCA, the following forms\* must be submitted:

1. Pre-Admission Form	7. Afterschool Commitment Form
2. Enrollment Agreement	8. Library Contract Receipt of Parent/Scholar Handbook
3. Immunization Form**	9. <i>One Call Now</i> Form
4. Birth Certificate	10. Receipt of Parent/Scholar Handbook
5. Emergency Form	11. School Covenant
6. Financial Commitment	12. Former school Documents (i.e. Report Cards, etc.)
7. Media Permission Form	13. <b>FACTS payment plan set up</b>

**Returning Families** – The following forms\* must be submitted annually:

1. Pre-Admission Form	7. Afterschool Commitment Form
2. Enrollment Agreement	8. Receipt of Parent/ Scholar Handbook
3. Emergency Form	9. <i>One Call Now</i> Form
4. Updated Immunization Form	10. Library Contract
5. Financial Commitment	11. School Covenant
6. Media Permission Form	12. <b>FACTS payment plan set up</b>

Please Note:

\*Any child may be refused admittance to the school program if the aforementioned forms are not on file.

\*\*Children shall not be allowed to remain at the school if immunization certificates are outdated.

## FINANCIAL REQUIREMENTS

JRSCDCA is committed to providing an educational experience that embodies the love of Christ, spiritual growth, and high-academic and behavioral expectations. To ensure we are prepared for every scholar, the following must be paid by the due date (given annually) in order for a child to be enrolled:

- **Registration Fee**
- **Book, Instructional and Testing Fees**
- **Extracurricular Fee**
- **A Minimum of one week's tuition**

### Financial Commitment

Upon enrolling, each family understands and agrees to making a full year (10 month) financial commitment to JRS-CDCA for each of their scholars. Every family must sign a "Financial Agreement" form prior to the first day of school. JRS-CDCA uses the Financial Agreement to properly staff the school. **Tuition pays the salaries of the teaching and support staff.**

## TUITION

Tuition is based on a full school year (10 months). It is as follows:

**CDC (K-2 1/2 —K-4)** (*Afterschool Care is included in the tuition for Pre-K2 1/2 through Pre-K4 scholars.*)

- Yearly\* \$ 4,950.00
- Semester\* \$ 2,475.00
- Monthly\$ 495.00
- Bi-Weekly \$ 247.50

*\*There is a 10% discount for parents choosing to pay for a full semester or the full school year.*

**Academy** (*Tuition for Academy applies to the regular school day only. See below for afterschool care*)

- Yearly\* \$ 4,250.00
- Semester\* \$2,125.00
- Monthly \$ 425.00
- Bi-Weekly \$ 212.50
- \*\*Afterschool Care \$ 35.00/week but **must be paid for the month (\$140)** to secure your child's position (Academy Only)

*\*There is a 10% discount for parents choosing to pay for a full semester or the full school year.*

*\*\* An additional agreement must be signed for Afterschool enrollment. This cost is not included in tuition.*



## **Additional Costs**

Breakfast	\$1.25 (When Offered)
Lunch	\$2.50/daily (Academy Only - optional)
Afterschool Care	\$140.00/month (Academy Only - optional)
Field Trip Costs	Varies per Trip
Scholar Novels	Varies per Grade Level

## **Payment of Tuition, Fees, and Late Charges**

Tuition payments are credited to the year's tuition regardless of how a family pays. Therefore, tuition payments are not adjustable for any reason. The **JRSCDCA Board** policy states that there shall be **NO REDUCTION** in tuition for snow days, holidays, teacher workdays, or short illness period. **Months with holidays (e.g. November and December) have the same tuition rate.**

### **Tuition payments are due as follows:**

#### **Your monthly and bi-weekly payment plans are set up through FACTS**

- **For the month of December**, all scholar accounts must have a zero “balance due” by **the 2nd Friday of the month of December**. Delinquent accounts are subject to late fees and termination of enrollment. See below for specifics on late fees.
- **For the month of May**, all scholar accounts must have a zero “balance due” by the **5th of the month**. There are no exceptions. This no balances carries over into summer school. Failure to comply with this requirement will result in a hold being placed on transcripts, final report cards and testing results. Additionally, non-compliance may result in scholar(s) not being allowed to complete the school term.

## **Book and Extracurricular Fees**

Book and Extracurricular Fees, etc., must be paid before enrollment into JRS-CDCA. Book fees are based on grade-level assignment. **These fees are non-refundable and non-transferable.**

## **Late Fees**

- **Tuition** - There shall be a \$10.00 **late charge** for tuition not paid before the late date.
- **Late Pick-up – Scholars not enrolled in the afterschool program** must be picked up on time or parents will be charged a penalty of \$15.00, beginning the first minute late and for the first 5 minutes, and \$1.00 per minute for every minute thereafter. This penalty is per child.

## **Methods and Manner of Payment**

1. JRS/CDCA accepts electronic payments only through the FACTS Tuition Management System. Parents/Guardians will receive an invoice payable monthly or bi-weekly by the following:
  - a) Credit/Debit card
  - b) Bank draft
2. Please DO NOT send payments by your child or give tuition monies to his/her teacher. The **procedure** you may use to pay: Pay online through the FACTS Financial Management System.

## **Tuition Discounts**

### **Discounts are as follows for those who qualify:**

1. The following discounts are as follows for those who qualify:
  - 10% — First Missionary Baptist Church Members
  - 14% — Second Child Discount
  - 14.5% — Third Child Discount

## **Failure to Keep Financial Commitment**

- 1) If no special arrangements have been **approved** by Head of School, a scholar will be dropped from the school's enrollment due to his/her account being two weeks past due. If payment is late two times during a school year, alternative payment arrangements will be made with the Finance Manager.
- 2) A child is not permitted to register if his/her account is delinquent.
- 3) **TWO WEEKS'** notice is required before withdrawing a child from JRS-CDCA. If the child attends school one day during a month and later withdraws, tuition must be paid for the entire month.
- 4) Report Cards and other scholar records will only be released if and once the scholar's account is paid in full.

## **Tax Claims**

JRS/CDCA keeps a record of tuition payments for each account. End of year Tax Summaries will be available upon request for CDCA Scholars **ONLY** per the **Internal Revenue Service**.

## **Insurance**

Included in the Registration Fee is the cost of a health and accident insurance policy for your scholar. The policy provides coverage for any expenses incurred from the result of any accidents your child may have on campus or on school-sponsored field trips.

## **Fundraising**

The Head of School will monitor all fund-raising activities for the school.

## **ARRIVAL AND DISMISSAL**

**School hours are from 7:45 AM – 3:30 PM.**

### **Arrival and Dismissal Procedures:**

In order for the school to operate effectively and efficiently, we ask that parents please follow all school procedures for arrival and dismissal.

#### **Arrival to School**

To ensure the safety of scholars, children are not to arrive to school before the designated time.

##### **COVID 19 Procedures**

- Temperatures will be taken upon arrival
- Scholars who have an elevated temperature will not be allowed to attend
- All Academy Scholars are to go through car line.
- JRSCDCA scholars may arrive **no earlier** than **6:30 AM**.
- Morning Drop Off time: **\*\*CDC Scholars 6:30-7:30 \*\*K 5 - 5<sup>th</sup> Grade 7:15- 7:45**
- All scholars will be marked tardy if they arrive **after 7:45 AM**
- All parents and/or other authorized persons **MUST** sign **CDC** scholars in each morning and sign out each afternoon. Sign in sheets are provided for all scholars.
- **Academy Scholars (Kindergarten – 5<sup>th</sup> grade)** will have their **attendance** taken by the classroom teacher daily.
- Parents will receive a copy of their scholar's attendance and tardies every nine weeks. Parents may also check these records on Ren Web at any time.

#### **Dismissal and After-School Care**

- **Academy Carline** begins at **3:30 pm** and ends at **3:45 pm**.
- **CDC scholars must be signed out by a parent or another authorized person.**
- **Scholars NOT participating in After-School Care are to be picked up by 3:45 PM**

- **All Scholars** will be dismissed via the school carline.
- Academy scholars who are not enrolled in afterschool care and who are **NOT** picked up by **3:45PM** will remain in the office with the designated employee. Parents will be charged **\$15.00** for the first 1- 5 minutes they are late and **\$1.00** per minute for every minute thereafter.
- Afterschool Care is from **3:30 PM – 5:45 PM**. Parents of scholars who are not picked up by **5:45PM** will be charged a penalty of **\$15.00** for the first 5 minutes and **\$1.00** per minute for every minute thereafter.

## ATTENDANCE INFORMATION AND PROCEDURES

**Please Note:** Perfect Attendance is when a scholar has NO absences whether excused or unexcused.

### Absences

All absences must be accompanied by a **written excuse within three days** of the scholar returning to school. Failure to submit an excuse will result in an unexcused absence and missed work will not be accepted.

After **five absences**, a notification will be sent to alert parents. Academy scholars who have ten or more absences within a year will have their file reviewed to determine appropriate consequences **up to and including retention**.

### Excused Absences

All school-related absences, doctor's excuses, and absences due to extenuating circumstances (as determined by administration) will be excused.

**No more than nine parent notes** will be excused each school year. If a scholar is absent for **three or more consecutive days**, a doctor's excuse will be required.

- **More than five absences**, whether planned or unplanned, will be unexcused without a doctor's note or evidence of extenuating circumstances. The Head of School will use discretion to determine whether or not the absence is excused.
- All **makeup work** for excused absences, including tests, homework, projects, and written assignments, **must be made up within three days**.
- Any tests or assignments **assigned while a scholar was absent** are due the first day the scholar returns.
- Planned absences such as family trips, travel ball play dates, etc. **must be submitted to the Head of School no less than two weeks before the absence(s)**. Scholars who communicate planned absences in advance have the advantage of coordinating makeup work with their teacher(s). Teachers have the prerogative to require that makeup work be completed in advance of the absence(s). Otherwise, all work must be made up within **three days of returning**.

## **Unexcused Absences**

**\*Academy Scholars Only:** For unexcused absences - more than five absences that are not school-related or excused by a doctor's note will result in a parent conference with the principal and may require the scholar to make up the loss of learning time with parents assuming the cost of paying the teacher for the additional time given to the scholar.

## **Tardies**

**\*Academy Scholars Only:** A tardy is defined as being **1or more minute late** from the start of school. Start time is **7:45 am**.

## **Academy Check-out/Check-in**

Any scholar who checks out **before** 11:30 AM or checks in **after** 10:30 AM will be considered absent.

Parents/Guardians are required to sign their child in/out at the CDCA office.

**There are no checkouts after 2:45 PM. Parents will have to wait until dismissal to pick up their child.**

## WITHDRAWAL FROM SCHOOL

### Termination of Services

- **Family Withdrawal** - Two weeks written notice is required when a family withdraws a scholar from our program.
- **School Dismissal** – In order to ensure all scholars and families receive a safe, Christ-centered, high-quality educational experience, the school reserves the right to withdraw any scholar based on the following:
  - Parent or guardian does not comply with school rules and procedures
  - Scholar demonstrates a refusal to respect the rules and expectations of the school
  - Scholar's behavior suggests an inability to respect the rules and expectations of the school
  - Fees are unpaid

## COMMUNICATION WITH PARENTS

Good communication is important in any relationship, including the parent and school relationship. At JRSCDCA, we believe that communication with parents is very important to the successful school experience. Therefore, we may use a variety of methods to communicate with parents. Please do not hesitate to call the teacher or the Head of School if you have any questions or concerns about your child or about communication with or from the school.

The following are examples of communications you may expect from JRSCDCA:

Method of Communication	Frequency	Purpose
Homework Planner/Calendar /ClassDojo	Daily	All scholars will record homework and long range assignments, projects, and tests. The planner will also be used for other general planning purposes.
Parent Notes	Monthly	Send home school-wide events and documents (i.e. parent-forms, calendar of events, lunch menu, fundraisers, progress reports, etc.)
Progress Reports	Every 4 Weeks	Communicates a scholar's level of success in following the classroom management plan (i.e. notices of exceptional behavior, choice management referrals, classroom detention forms, etc.)
JRSCDCA.org	As Needed	Provides school & network news, events, alerts, and general communications.
FACTS/ formerly Ren Web	As requested, or accessed	Scholar grades and attendance information are available through the Ren Web website. We ask that parents check this information regularly.
One Call	As Needed	In addition to communicating information in writing, the school will communicate many announcements via One Call Now. This program will call parents with a recorded message from the school. Event reminders, school cancellations due to inclement weather, and other messages will sometimes be sent via One Call in order to ensure family's stay informed. We ask that parents keep their phone numbers updated with the school at all times.



## **HOMEWORK EXPECTATIONS**

JRS CDCA maintains rigorous standards for homework completion. We believe in maintaining high expectations so students will not only develop the academic skills necessary to compete in any academic environment in their future but also the discipline necessary to function at a high level in their future endeavors.

### **Homework Procedure: Parent & Student Roles and Teacher Role**

**Pre-K2 – Pre-K4 - Students** in the CDC will be given weekly homework packets with daily assignments. Packets will be uploaded to class Dojo each Monday. Parents are to do the following **daily**: 1) work with their child daily to ensure understanding and completion of homework and 2) sign that homework was completed. **Parents** are to do the following **weekly**: 1) return the completed packet with all signatures at the end of the week. **Teachers** will: 1) create a cover sheet that lists daily assignments for their homework packet; 2) teachers will give it out on the same day every week; 3) teachers will collect it on the same day every week; and teachers will return the graded packet with the new homework the next week.

**Kindergarten – 1<sup>st</sup> Grade** – Academy students in Kindergarten through 1<sup>st</sup> Grade will receive daily homework that is to be returned the following morning. Homework will be placed in their A.N.C.H.O.R (A Nightly Communication and Homework Organizational Resource) Binder daily. Parents are to ensure their scholar completes his/her homework and then place it back in the binder each night for the teacher to grade the following day.

**2<sup>nd</sup> Grade – 5<sup>th</sup> Grade** – Academy students in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades will be given daily homework. Teachers will ensure the homework is written properly and that students have all they need to complete the homework.

### **Homework Standards**

Homework is essential for practice using the knowledge and skills learned in class. Therefore, excellence is the expectation.

Homework assignments must meet the following criteria:

- ✓ **NEAT:** Assignments must be legible. The materials are not disheveled.
- ✓ **COMPLETE:** Assignments must be completed thoroughly.
- ✓ **ACCURATE:** The student follows the directions of the assignment.
- ✓ **ON-TIME:** Assignments are handed in on the designated due date at the beginning of class.

## **BEYOND THE CLASSROOM**

### **Field Trips**

At JRSCDCA, we believe scheduled field trips are an important part of the school curriculum. Therefore, all field trips during school hours are to be directly related to classroom learning. They are to enhance our scholars' experiences and provide for deeper learning that cannot be achieved in the four walls of the classroom.

Field trips will be scheduled only with the approval of the Head of School. **Scholars who have had any number of discipline infractions may be denied the privilege of attending a field trip or may be allowed to participate only if accompanied by a parent or guardian.**

Parents will be notified in writing when field trips are planned. Permission/Release forms must be signed by the parent and presented to the field trip organizer before a scholar is permitted to participate in a field trip activity. Field trips may have additional costs per child.



**2022-2023**

**Julius R. Scruggs**

**Child Development Center and Academy**

**Choice Management/Code of Conduct**

**Guide Section**

Dear Scholars and Parents of Julius R. Scruggs CDCA:

The Julius R. Scruggs Child Development and Academy Scholar Code of Conduct is a document for all stakeholders to use to understand the expectations, responsibilities, and rights of all scholars while on campus or in the care the school. It contains important information that should be used as a guide to ensure a successful educational experience for all. Please carefully review and discuss the Code of Conduct with your scholar.

Afterwards, please sign and return the following forms to the school:

- 1) Financial Commitment Form
- 2) After School Commitment Form
- 3) Potty Training Acknowledgment (**K2.5 Only**)
- 4) Media Permission Form
- 5) *One Call Now* Form
- 6) Library Contract
- 7) School Covenant
- 8) Receipt of Parent/Scholar Handbook & Code of Conduct Guide Acknowledgement Form

If you have any questions regarding this document, please do not hesitate to contact the school. Thank you for supporting your scholar and for partnering with the JRSCDCA. We look forward to working together towards the spiritual and academic growth of your child.

Sincerely,

*Tammy Range Alexander*  
Tammy Range Alexander, PhD  
Interim Head of School

## **GUIDANCE & DISCIPLINE**

Discipline will be used to help children grow, mature, and develop self-confidence.

1. Please assure your child that school will be a pleasant experience.
2. Limits or rules will be few and stated so that the children will understand them.
3. The staff will agree on acceptable and unacceptable behavior or on limits set.
4. Expected behavior will be on the child's level.
5. Discipline will be consistent and fair.
6. No corporal/physical punishment will be used.
7. Punishment will not be associated with food, naps or bathroom procedures.
8. Techniques of punishment will not be humiliating, shameful or frightening to the child.
9. Punishment will be related to the misbehavior and will be administered immediately by the staff members responsible for the child.
10. No verbal abuse, threats, or derogatory remarks about the child or his/her family will be made.
11. Punishment will consist of withdrawal from group activities, sitting in a chair, and/or withdrawal of privileges.
12. A kind, firm voice will be used.
13. Any serious conflicts, which occur when working with your child, will be discussed with you.

## **MORALS AND MANNERS**

A child's home environment affects his/her thoughts and actions at school. As a parent, you are encouraged to demonstrate good moral principles in the home so that teachers can reinforce them at school. Please teach your child to say, "thank you," "please," "I'm sorry," "may I," etc.

## **The Behavior Management Plan**

### **Addendum: July 19, 2004**

**The Possession and/or use of weapons or explosive items are prohibited.** No scholar may have any instrument, which may resemble or give the appearance of being a knife (to include box cutter, pocket knife, switchblade), gun or any lethal or dangerous weapon to include explosive items. Any scholar on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity or who possesses an explosive item or uses a weapon shall be subject to disciplinary action. Disciplinary action taken for violation of this policy shall be suspension of up to 10 consecutive school days or immediate expulsion from JRS CDCA depending on the severity of the offense. See appendix A of this manual (BEHAVIOR MANAGEMENT PLAN).

### **Addendum: July 19, 2004**

Note: A record will be kept of your child's behavior. The infraction count will be ongoing for the current school term. **If the child's behavior does not improve after the fifth infraction, a decision will be made as to the child's permanent dismissal from the school. The CDCA Administrator / or Designee will make the final determination.**

### **Addendum: June 24, 2009**

Note: K-2—K-5: We expect each child to comply with rules as stated in the Behavior Management Plan. We will serve as leaders to guide them to develop reasonable self-control. Good behavior will receive praise and/or rewards. The following negative behaviors will not be tolerated in or outside of the classroom and may result in further disciplinary actions:

A. Biting

B. Hitting or Kicking with the intent to harm

C. Temper Tantrums

D. Spitting on another scholar and/or teacher.

E. Defiant behavior. Refusal to follow a reasonable request by a teacher.

F. Bullying

G. Fighting

## **Bullying Definition: Addendum: July 8, 2014**

Bullying is unwanted, aggressive behavior among school aged children that includes a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of Power: Kids who bully use their power –such as physical strength, access to embarrassing information, or popularity– to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

### **Types of Bullying:**

There are three types of bullying:

**Verbal bullying** is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name– calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships.

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone in public
- Embarrassing someone in public

**Physical bullying** involves hurting a person’s body or possession. Physical bullying includes:

- Hitting/ Kicking/ Pinching
- Spitting
- Tripping/ Pushing
- Taking or breaking someone’s things
- Making mean or rude hand gestures

The CDCA Administrator and Board of Directors reserve the right to administer any other consequence appropriate to the severity of the infraction.

## **Position Statement**

The Julius R. Scruggs Child Development Center and Academy expects all scholars enrolled to conduct themselves in a manner that edifies others and that facilitates the educational process. Our words and actions are to honor the Lord Jesus Christ at all times. Therefore, as a school we have procedures that teach our behavioral expectations, and we have rules and regulations that support these behavioral expectations and relational norms to ensure the educational process is not disrupted, the following behavior management plan has been endorsed and adopted by the pastor and CDCA board of education.

## **Theme**

God's discipline requires times of leading and times of feeding. Christian discipline always loves, and its object is always the well-being of the beloved. We hold high expectations for our scholars and for all stakeholders – faculty and staff, parents, and scholars. JRSCDCA employees will model proper behavior for our scholars, and the school is committed to providing a safe and orderly environment that optimizes learning. Additionally, because all staff members at Julius R. Scruggs Child Development Center and Academy care about your scholar(s), we teach them the acronym CARE for their behavioral goals.

## **Behavioral Goals:**

**C**ooperate – to help one another

**A**ct Responsibly – to be trustworthy and act with integrity

**R**espect yourself and others – to value highly

**E**ncourage and enjoy one another – to give hope; to urge someone to do something; to inspire



## Consequences for Misbehavior

When we make poor choices, there are consequences. In an effort to work with the parents and children in a Christian manner, the following plan has been approved by the CDCA Board of Directors to make the CDCA a safe and orderly environment to nurture children. When a child has minor disruptive behaviors or makes minor poor choices, the following steps will be taken to ensure that you and your scholar will have due process and to maintain an environment where all children will be treated fairly.

**Additionally, students will write *Choice Reflections* to help them reflect on their behavior and to think through proper future behavioral choices in the future.**

- ***First infraction*** — The child will receive verbal redirection from a teacher, administrator or staff member.
- ***Second infraction*** — The child will receive verbal redirection from a teacher or administrator and the parent will be contacted.
- ***Third infraction*** — The child will be placed in time-out inside the classroom. A conference with the parent, child, teacher and the administrator will be scheduled.
- ***Fourth infraction*** — The child will be removed from the classroom for half a day or more and placed in a designated area. A letter will be sent to the parent/guardian notifying them that the child will possibly be suspended if one more infraction occurs.
- ***Fifth infraction*** — The child will be suspended. The child will need to be picked up from the school immediately by parent or guardian upon notification of suspension. Possible grounds for loss of privileges to continue attending the school for the remainder of the school year.

• **Note** — A record will be kept of your child's behavior. The infraction count will be ongoing for the current school term. **Repeat offenses of infractions will be cause for permanent dismissal from the school. The CDCA Administrator and Board of Directors will make the determination** (See Addendum July 19, 2004).



**Julius R. Scruggs**  
**Child Development Center and Academy**

**Dr. Tammy Alexander, Head of School      Dr. Don Darius Butler, Pastor      Dr. Julius R. Scruggs, Pastor & Founder**

*3509 Blue Spring Road Huntsville, AL 35810*

*Phone: 256-852-6673    Email : JRSCDCA.org*

**Fourth Infraction Notice**

**Dear \_\_\_\_\_,**

**Your scholar's behavior has prompted me to send this letter. On \_\_\_\_\_**

**Date**

**has committed the following infraction(s): \_\_\_\_\_.**

**If such behavior continues, it will be (list infraction(s) \_\_\_\_\_  
necessary for you to come to school and meet with the teacher and administrator of the CDCA.**

**Please discuss the above listed infraction(s) with your child in order to bring about  
improvement in his/her behavior.**

**Thank you for your cooperation.**

**Sincerely,**

\_\_\_\_\_

\_\_\_\_\_

**CC:    Administrator's file**

**Classroom Teacher**

**I hereby acknowledge receipt of a copy of this letter.**

\_\_\_\_\_

\_\_\_\_\_

**Julius R. Scruggs**  
**Child Development Center and Academy**



Dr. Tammy Alexander, Head of School

Dr. Don Darius Butler, Pastor

Dr. Julius R. Scruggs, Founder

*3509 Blue Spring Road Huntsville, AL 35810*

*Phone: 256-852-6673 Email : JRSCDCA.org*

**Fifth Infraction Notice**

Dear \_\_\_\_\_,

Despite repeated warnings, your child continues to be extremely disruptive at school. Because of this repeated pattern of behavior, he/she is being suspended for day(s). Your child is expected to return on (day and date) \_\_\_\_\_.

In the past, your child's behavior has involved the following:

\_\_\_\_\_.

Please work with your child to achieve this improvement in his/her attitude and behavior so that suspension will not take place. Please note that if any of the above listed misbehaviors occur following his/her return from suspension, dismissal from the CDCA will be immediate.

Prayerfully, together we can be successful in helping your child become his/her best.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

CC: Administrator's file

Classroom Teacher

I hereby acknowledge receipt of a copy of this letter.

\_\_\_\_\_

\_\_\_\_\_

## **UNIFORM & DRESS**

### **DRESS POLICY**

#### **2 ½ years through 4 Year Old's:**

1. Children should be dressed in suitable, loose, comfortable play clothes for indoor and outdoor wear. Shoes must be appropriate for play. **All children must have appropriate shoes** (non-skid, rubber sole) for PE daily.
2. In adjusting to new surroundings and situations, young children may have toileting accidents. For these reasons, a complete change of seasonal clothing (clearly marked with the child's name) must be kept at school at all times for children 2 1/2 through k-5. Children must have a sheet and blanket or two sheets to use at rest time. Parents are responsible for taking these items home for laundry on Friday and returning them on Monday.
3. Parents are strongly encouraged to label ALL items (clothing, tote bags, books, sheets, etc.). Please mark your child's name clearly. Teachers will do their best to see that none of your child's articles are misplaced.

#### **Kindergarten through Fifth Grade:**

Scholars will be in uniform always unless notified by the school office. Parents may not give permission for their child to be out of uniform. The school reserves the right to remove and keep scholars out of classrooms if the uniform regulations are not followed. The appropriate uniform for the scholars of the CDCA shall consist of the following:

#### **GIRLS:**

1. Blue/Green jumper, skirt, culottes, white blouse (Peter Pan collar), blue or white socks; or navy blue or khaki slacks/shorts, white blouse (Peter Pan collar), red sweater, blue or white socks. White, light blue or light-yellow polo w/CDCA logo/monogram
2. Girl's hair shall be neatly combed and should not contain color that the Administrator of the CDCA deems inappropriate.
3. Girls shall be allowed to wear earrings or pierced earrings. It is recommended that the pierced hoop earrings not be worn due to the possible injury to your child or other children.
4. Dress code infractions shall include but not be limited to the wearing of nose rings, eyebrow rings, lip rings, tongue rings, navel rings or ankle bracelets by the scholars of the CDCA.

#### **BOYS:**

1. White, light blue or light-yellow polo w/CDCA logo/monogram, navy blue or khaki slacks, red sweater, blue,

black, or white socks. Pants should not have topstitching in any color. There should not be labels on the outside of the slacks. No sandals, boots, or blue jeans are permitted. "No uniform" days are designated by the Administrators for special celebrations.

2. Boys shall wear their hair cut, neatly trimmed on the sides and back. Dress code infractions shall include but not be limited to any hairstyle or hair color that the Administrator deems inappropriate for male scholars.
3. Dress code infractions shall include but not be limited to the wearing of any type of earrings or other jewelry (i.e., large necklaces that the Administration of the CDCA deems inappropriate for male scholars).

### **Required Chapel Uniform – Every Wednesday**

#### **Girls:**

- Belair/Bradley Plaid Jumper with Peter pan blouse and Belair Plaid or Navy Tie
- Blue or black dress shoes/church shoes (NO tennis shoes)

#### **Boys:**

- White, light blue or light-yellow polo w/CDCA logo/monogram (long or short sleeve); must be tucked in
- Navy or Khaki Pants (belt must be worn if the pants have belt loops)
- Clip-on/four in hand/bow tie Belair Plaid or Navy
- Blue or black dress shoes/church shoes (NO tennis shoes)

### **Optional Friday Uniform**

- White, light blue or light-yellow polo w/CDCA logo/monogram with plain blue jeans.
- No embellishments, colorful stitching, or decorations of any kind on blue jeans
- Shirts must have the school's logo.
- Regular uniforms must be worn if the scholar chooses not to wear jeans.

## Uniform Policy at a Glance

We ask that parents ensure that the uniform is adhered to by carefully supervising what their scholar wears to school. Should a problem arise with compliance, parents will be contacted. The uniform for Julius R. Scruggs CDCA consists of the following components:

Description	Color	Style	Girls	Boys
Polo Shirt	White Light Yellow	Short Sleeve Long Sleeve School Logo or Monogrammed	✓	✓
Peter Pan Collar Blouse	White Light Yellow	Short Sleeve Long Sleeve	✓	
Oxford Button Down	White Light Yellow	Short Sleeve Long Sleeve		✓
Pants	Navy Khaki	Pleated or flat Front	✓	✓
Shorts	Navy Khaki	Walking NO Cargo Shorts		✓
Shorts	Navy Bradley Plaid Belair Plaid (RP 55)	Walking	✓	
Skirts/Skorts	Navy Bradley Plaid Belair Plaid (RP55)	Pleated Wrap Around With/without tab	✓	
Jumper	Bradley Plaid Only	Crew/V-neck	✓	
Sweater	Red	Cardigan	✓	✓
Belt	Navy/Black	Plain Leather or Braided Leather	✓	✓
Tie	Navy Bradley Plaid Belair Plaid	Tie Redi Knot Tie Four in Hand Or Bow Tie		✓
Socks	White Navy	Crew		✓

**\*Uniforms can be ordered from: [DennisUniforms.com](http://DennisUniforms.com)**

## **Required Physical Education Uniform – Daily**

- White sole tennis shoes

### **General Guidelines**

- All shorts, skirts, and skorts must be no shorter than 3 inches above the knee.
- All shirts and blouses are to be tucked in at all times this refers to girls and boys.
- Shirts are to have no contrasting trim or stitching.
- Ties **MUST** be worn with the Peter Pan collar blouse and the Oxford button down shirt.
- Belts must be worn with pants that have belt loops.
- Belts can only be plain leather or braided navy/black in color with **NO** embellishments.
- Shorts are to be worn under jumpers and skirts.
- Socks or tights must be solid in color.
- Red sweaters **ONLY**/ No hoodies.
- Red cardigan vest pullover sweaters can be purchased from Dennis Uniforms or Educational Outfitters.
- The white polo JRS CDCA monogrammed polo can be worn with **PLAIN** blue jeans every Friday.
- Pants, shorts, skirts, and skorts must be of uniform fabric; these items should not be stretchy, clingy, or knit material.
- Uniforms must fit properly; they may **NOT** be thread worn/faded, discolored, torn, stained and/or too small etc.
- Backless shoes or clogs are not permitted.
- The following styles of jeans are not allowed: Capri pants, gauchos, low riders, corduroys, stitched, or torn.
- The **PLAID** jumpers, skirts and skorts can be purchased from Dennis Uniforms or Educational Outfitters.
- There should not be labels on the outside of the slacks. No sandals, boots, or blue jeans are permitted. “No uniform” days are designated by the Administrators for special celebrations.

Revised April 2021



## Julius R. Scruggs Child Development Center and Academy

Dr. Tammy Alexander, Head of School    Dr. Don Darius Butler, Pastor    Dr. Julius R. Scruggs, Founder

3509 Blue Spring Road Huntsville, AL 35810

Phone: 256-852-667    [www.JRSCDCA.ORG](http://www.JRSCDCA.ORG)

### 2022 ~ 2023 Uniform Violation Policy

The Julius R. Scruggs official uniform is to be worn by Academy students each day. It is the responsibility of each teacher and/or faculty member to issue a violation form to each student who is not in compliance with the uniform policy. Depending on the details of the violation, the school may request the parent to bring a change of clothes starting with the first violation.

Listed are the specific steps to be taken and the penalty for consistent violations:

1. For the first violation, the student's teacher and/or faculty member will complete the violation referral form and contact the parent/guardian.
2. For the second violation, the student's teacher and/or faculty member will complete the violation referral form and send the student to the office for the administration to contact the parent/guardian by telephone.
3. For the third violation, the student's teacher and/or faculty member will complete the violation referral form and send the student to the office and administration will contact the parent/guardian by telephone requesting appropriate clothing be brought to school. The administration will reiterate the guidelines of the policy and consequences of future violations.
4. For the fourth violation, the student is removed from class and sent to the office. Consequences will be determined by administration.

I have read, understand and reviewed with my child the Uniform Violation Policy.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Please return this page to the school after signing.**



## **PARENT LEGAL & INFORMATION NOTICES**

### **Child Abuse and Neglect**

In the event of suspected child abuse or neglect, all staff members are required by law to report the same to the Department of Human Resources (DHR), local chief of police, or any appropriate law enforcement authority.

\*\*\*\*\*

### **Parties**

JRS CDCA allows four celebrations during the school day each year. Faith over Fear Festival, Christmas, Valentine's Day, and End of the Year are the times we celebrate. Because instructional time is valuable, the Head of School will determine the length of time spent celebrating. For example, one celebration may only be during an extended lunch time while another may take place during half of the school day.

### **Class Party Guidelines**

- All class party activities must be organized by or through the classroom teacher and approved by the Head of School.
- Fees for all class parties may not exceed \$10 per student.

### **Personal Parties at School**

- Birthday treats may be served at lunch but must be scheduled in advance and cannot disrupt learning time.
- All other parties (rewards, etc.) must receive administrative approval.
- No flowers or limos should be brought to school.

### **Personal Party Invitations**

Party invitations for birthday celebrations away from school may be passed out at school ONLY when the entire class is being invited. All other invitations should be sent through the mail.

## **CHILD NUTRITION**

The school offers lunch for Academy students who wish to purchase them. The CDC provides all meals and snacks for its students. The school takes necessary precautions for children with food allergies. A medical report detailing food allergies is to be given to the school.

### **Meals and Snacks**

The school shall provide all meals and snacks for CDC students. Snacks are provided at 8:30 am and at 2:30 pm. Meals and snacks for children with special dietary needs shall be provided in accordance with the child's needs as verified by written instructions from a licensed physician. A well-balanced lunch is provided daily. Menus are posted monthly.

Due to an increase in food allergies an emergency action plan has been developed and will be implemented by our office staff and administration.

### **Lunch**

Parents are welcome to eat lunch with their student; however, due to limited space, your child's teacher must be notified at least 24 hours before your coming to lunch. Visiting parents must sign-in at the office before meeting their child in the cafeteria. Anyone eating lunch with a student, who is not an immediate family member, must be on the approved list as determined by the student's parents at the beginning of the year.

**\*\*\*\* *This policy has been suspended due to the pandemic.***

## **STUDENT HEALTH INFORMATION**

### **Illnesses or Accidents at School**

In case of illness an accident at school, a staff member will immediately notify a parent so that the student can be picked up. Students must be free of fever, 100 degrees and over, vomiting, pink eye, infectious drainage from the nose, and diarrhea for 24 hours without the aid of medication, before returning to school.

### **Medication**

All medication should be in the original container with the student's name. School staff cannot administer any medication without the Medical Release Form signed by a parent or guardian.

Non-routine medications such as Tylenol or Advil can only be administered after parent contact has been made, and only if the parent provides the medication.

### **Immunization Requirements**

Students entering school for the first time at any grade level must present an Alabama Certificate of Immunization (IMM-50) or exemption. The IMM-50 must have an expiration date in order to be valid. Students in grades 1-6 must have proof of Varicella vaccine or verification of having had the chicken pox virus. Students entering 6th grade must have an updated IMM-50 that shows they have had a 6th DTP immunization.

## **Illness Information:**

Children learn best when they are in good health. The following allow for the school to make certain that all children are in good health and are ready to participate in the school's program.

- 1) A Medical Report is required as part of our registration procedure for each child. This Medical Report is required before the child attends daily. Additionally, a student must be free of any illness when he/she begins school.
- 2) Upon entering the building after an illness, the child must appear to be fully recovered in order to be re-admitted to school and must have a statement from an attending physician.
- 3) Should a student appear ill during the day, he/she will be isolated immediately. Parents will be contacted and asked to pick up their student immediately.
- 4) The Department of Human Resources (DHR) requires parents of all children in the CDC to pick up or arrange for a designated person to pick them up when sick.
- 5) Parents are required to notify the school whenever a child has been exposed to a contagious disease. The school will in turn notify other parents.
- 6) All new students to CDCA must have the proper immunizations for their age as required by the Health Department.
- 7) All parents and volunteers who work with students must present certificates of good health and provide proof of negative tuberculin results.

## **Check-out: Illness**

If a student becomes ill during the school day, he/she will need to be checked out by a parent. Parents are urged to pick up their student as soon as possible (within 30 minutes) to prevent the spread of illness to other students and to staff members.

Students with a temperature of 100 degrees and/or a contagious condition are required to leave school. Parents are to ensure their contact information and student's **health record are up to date** so that parents or other designated persons can be contacted in the event of illness or injury at school.

## **Permission to Participate in School Activities and to Receive Emergency Medical Care:**

In the case of medical emergencies, the Administrator or an assigned designee will take the necessary steps to obtain emergency medical care. Parents are to give a signed Emergency Treatment Form at the beginning of each year. This allows the school to ensure each student is safe and to take the appropriate steps in the case of an emergency while the student is in the care of the CDCA.

The following steps will be taken in case of an emergency.

- 1) Medical professionals will be contacted to report the emergency
- 2) Parents or persons on the Pre-Admission form will be called immediately and given a report of the nature of the emergency.

\*The school will not be responsible for anything that may happen because of false information given at the time of enrollment. **All parent phone numbers (work, home, and cell or other contacts) are to be current.**

\*Parents are responsible for making sure all current medical information concerning their scholar(s) is turned into the school, is correct, and is updated when changes occur. **Parents are responsible for contacting the school immediately to ensure the most current information is on file.**



# Julius R. Scruggs Child Development Center and Academy

Dr. Tammy Alexander, Head of School   Dr. Don Darius Butler, Pastor   Dr. Julius R. Scruggs, Founder

3509 Blue Spring Road Huntsville, AL 35810  
Phone: 256-852-6673   Email: [www.JRSCDCA.org](http://www.JRSCDCA.org)

## Financial Commitment Form

By enrolling your student, you are agreeing to a full year (10 month) commitment to JRS-CDCA. Before any student is enrolled, his/her family must sign and turn in this financial commitment form prior to the first day of school.

In signing this Financial Commitment, I/We, \_\_\_\_\_, parent(s) of \_\_\_\_\_ do hereby understand and agree to all of the terms and conditions of the tuition and fees outlined in this handbook.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2nd Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CHOOSE ONE:

\_\_\_\_\_ Tuition payment will be made MONTHLY   \_\_\_\_\_ Tuition payment will be made BI-Monthly

\_\_\_\_\_ Tuition payments will be made at the BEGINNING OF EACH SEMESTER

**Please return this page to the school after signing.**



## Julius R. Scruggs Child Development Center and Academy

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### Afterschool Commitment Form

The Afterschool Program is offered to all Academy students; however, **space is limited so that appropriate staffing can be done. The fee is \$140 per month (\$35.00/week).** To secure a student's spot in afterschool care, parents must sign and submit this form and the first month's payment of \$140 to the school. Once space is full, the Academy will place students of additional families' requests on the "Waitlist". Parents will be contacted when a space is made available. If enough "Waitlist" families request and commit to afterschool care, the school will hire additional staff and allow the appropriate number of students to enter the afterschool program.

Students who are not picked up by 3:45 pm are considered "Afterschool". A late fee will be charged to each family's account for each student who is not a paid participant in the Afterschool Program. (Please refer to the section on **PAYMENT OF TUITION, FEES, AND LATE CHARGES** in the Student Handbook for more details.)

In signing this Afterschool Commitment form, I do hereby understand and agree to all of the terms and conditions.

Our Family (circle one):

**WANTS AFTERSCHOOL CARE**

**DOES NOT WANT AFTERSCHOOL CARE**

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this page to the school after signing.**



**Julius R. Scruggs**  
**Child Development Center and Academy**

**Dr. Tammy Alexander, Head of School    Dr. Don Darius Butler, Pastor    Dr. Julius R. Scruggs, Founder**

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**K2.5 – K3 ONLY**

**Potty Training  
Acknowledgement**

I, \_\_\_\_\_ acknowledge that my child  
\_\_\_\_\_ must be 2 1/2 years old and **potty trained before  
admittance to the CDC**. The administrators reserve the right to withdraw a student, if it is  
determined that he/she is not **potty trained**. The Policy will be **strictly enforced**. I, as  
parent(s)/guardian(s) hereby acknowledge by our signature that we have received a copy of the  
Potty–Training Acknowledgement Form.

(Signed) \_\_\_\_\_

(Signed) \_\_\_\_\_

(Signed) \_\_\_\_\_

Dated \_\_\_\_\_

**Please return this page to the school after signing.**





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### ***Media Permission Form***

There are many occasions when a student at his/her school could be photographed or interviewed by the newspaper or television. There are occasions when your child's teacher would like to photograph or interview your child for certain approved professional publications. Students may be photographed working in the classroom, on the playground or in other school activities. Please check below if you give your permission for your child to be photographed and/or interviewed by the media or for professional publications. This permission would only be valid for the current school year.

\_\_\_\_\_ Yes, my child has permission to be photographed and /or interviewed.

\_\_\_\_\_ No, my child does not have permission to be photographed and /or interviewed.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

School \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Disclaimer: \_\_\_\_\_

**Please return this page to the school after signing.**



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## One Call Now Parent Communication

To better serve our parents and students, JRS-CDCA is a member of the **'One Call Now'** service. We ask all Families to signup for **'One Call Now'**.

This service allows us to notify all parent /guardians quickly and efficiently in the event of an emergency or an early school closure. Additionally, it allows us to keep you informed of school events and other important news regarding the school. The **'One Call Now'** service can notify everyone, every time, everywhere, in no time.

Please take the time to consider how important it is to be informed of information regarding your child's school. For example, if and when we are threatened with severe weather, you will be immediately notified. Minutes make a difference! The **'One Call Now'** service will guarantee that you will be reached in time.

Sign up now!

*Please sign & return*

-----

\_\_\_\_\_  
*Child's Name*                      *Class/Grade*

\_\_\_\_\_ *Yes, I would like to be added to the list.*

\_\_\_\_\_ *No, I am not interested in being added to the list.*

\_\_\_\_\_  
*Parent/Guardian Name*                      *Parent/Guardian Name*

\_\_\_\_\_  
*Telephone/ Cell*                      *Telephone/ Cell*

\_\_\_\_\_  
*Email Address*                      *Email Address*

*Text the word **ALERT** to 22300 to receive text messages.*

**Please return this page to the school after signing.**

# Julius R. Scruggs Child Development Center and Academy



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## STUDENT LIBRARY CONTRACT

I understand that this is **my** school library. I will use the library for various class assignments and projects as well as for pleasure. The care and return of all books I borrow is **my** responsibility. This means:

- I am committed** to improving my reading skills by reading my library books!
- I will** keep books clean and dry.
- I will** use a bookmark to mark my place.
- I will** leave book covers attached to the books and will not remove them.
- I will** keep the books free of writing or drawings.
- I will** keep books in a safe place (away from young children, pets, water, etc.)
- I will** carry my library books carefully.
- I will** return my books on time so that others may borrow them.
- I will** report any damage I notice in a book to the librarian.

If I choose not to be careful and responsible with my books, I understand the following things will happen:

1. If I lose a book or damage it, I will need to replace it by purchasing a new copy or paying for the damaged one.
2. I will not be able to check out other books until my fines are paid, or my books are returned in good condition. I understand that this will affect my grade.
3. A notice or invoice will be sent to my parents. **(The student will be able to check out library materials when this contract is signed and returned to the library.)**

I understand my responsibilities as a JRS-CDCA library user and agree to follow these rules.

Student \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

As a parent or guardian, I agree to help my child remember to take care of his/her library books and return them on time. If a book is lost or damaged, I agree to pay the replacement cost in a timely manner. I understand that my child will need to use the school library and that not being able to do so will affect his/her access to materials and therefore, his/her academic performance doing so

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**"Responsibility is the key to the power you give to me!"**

**Please return this page to the school after signing.**



# Julius R. Scruggs Child Development Center and Academy

Dr. Tammy Alexander, Head of School   Dr. Don Darius Butler, Pastor   Dr. Julius R. Scruggs, Founder

## STAFF

3509 Blue Spring Road Huntsville, AL 35810  
Phone: 256-852-6673 Email: [www.JRSCDCA.org](http://www.JRSCDCA.org)

### Julius R. Scruggs Child Development Center and Academy School Covenant A Commitment to Excellence

#### We believe that every child ...

- 1 is a gift from our Heavenly Father and has the capacity to learn, grow, and develop into a Christ-centered, successful individual
  - 2 must have access to the very best programs and practices a school can offer.
  - 3 must be engaged in learning that is relevant, challenging, integrative, and exploratory.
  - 4 thrives academically, socially, and emotionally in a Christ-centered learning environment where trust and respect are paramount and where family and community are actively involved.
  - 5 faces significant life choices and needs support in making wise and healthy decisions; and
  - 6 deserves educators who are prepared to work with his/her age group, who are themselves lifelong learners and committed to their own ongoing professional development and growth.
- Therefore, we proudly dedicate ourselves to becoming the best educators we can be and active advocates for all youth. We are committed to excellence!

#### As part of the school faculty, I fully agree with and commit to the following:

- 1 I will grow in my walk with Jesus Christ through daily prayer and studying of the Holy Bible.
- 2 I will exhibit the rigor required to ensure actions are based on educational best practices and will do whatever it takes to meet individual student needs.
- 3 I will attend and participate in all staff meetings and professional development to ensure best teaching practices for continuous improvement.
- 4 I will “go the extra mile” by being available before and after school to work with students and parents by addressing any concerns.
- 5 I will respond to communications from staff and parents within forty-eight (48) hours, during the school week.
- 6 I will remain focused on standards and excellence leading to results that support and implement the mission of Julius R. Scruggs Child Development Center and Academy.
- 7 I will utilize data to support and measure curricular and academic achievement.
- 8 I will protect the safety and well-being of all CDCA Community members and further organizational goals by enforcing all rules, codes, policies, procedures and Christian values.
- 9 I will promote JRS CDCA, its staff, students and community in a positive way at all times.
- 10 I will contribute to the school by offering my suggestions in constructive ways.
- 11 As a returning member to the JRS CDCA community, I will offer my support and guidance through modeling, chairing of events and helping out where I can support new staff and new teachers. I will also actively seek out leadership opportunities for myself and communicate these with the Head of School.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_














### **School Covenant: A Commitment to Excellence 2022-2023**

You are your child's most important teacher and role model, and we are pleased to have the opportunity to share in the education of your child. Parents, teachers, and students must combine efforts for your child to utilize his/her God-given gifts and to reach his/her highest potential. It is our expectation that our learning community share the following mission:

It is the mission of Julius R. Scruggs Child Development Center and Academy to develop and enhance the lives of children by actively honoring God, exemplifying Christian values, and providing a Christian-based, college preparatory curriculum that solidifies their spiritual, mental, physical, and social well-being.

### **SCHOLAR'S COMMITMENT:**

As a JRS CDCA scholar, I fully agree with and commit to the following:

-  I will study the Holy Bible, pray, and practice my scriptures daily as I grow in my relationship with Christ
-  I will arrive at school every day by **7:45 a.m.** in order to guarantee a full instructional day.
-  I will attend tutoring or any other support services that are needed as required by the school and my teacher
-  I will work and behave in accordance with the school's honor code.
-  I will complete all my homework with excellence every night
-  I will contact my teachers if I have a question or concern related to my academic or social well-being.
-  I will be respectful and cooperative toward my parents and teachers.
-  I will act with integrity and accept responsibility for my actions.
-  I will follow all school rules, codes, policies and procedures.
-  I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.
-  I will conduct myself in a manner that is conducive for learning.
-  I will ensure my schoolwork is my own.
-  I will take proper care of any technology provided to me by the CDCA.















Failure to adhere to these commitments can cause me to lose privileges and can lead to removal from Julius R. Scruggs Child Development Center and Academy

Print Name: \_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

## PARENTS'/GUARDIANS' COMMITMENT:

As a parent, I fully agree with and commit to the following:

-  We commit to supporting our child's growth in his/her love of Christ and understanding of the Holy Bible
-  **We will make sure our child arrives at Julius R. Scruggs Child Development Center and Academy every day by 7:45 a.m. -3:30 p.m. (Mon. through Fri.) on every instructional day on the school calendar unless my child is sick or there is an emergency.**
-  I will make arrangements so my child can be at school after the school day when and if tutoring is required
-  We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night and read to or with him/her every night.
-  I will communicate respectfully with faculty and staff.
-  I will read all papers that the school sends home, sign if necessary, and return the next day.
-  I will participate in all meetings and conferences concerning my child.
-  I will support the academic expectations and curricular programs of the school including allowing our child to go on school field trips.
-  I will be a role model for my child and model Christian principles as I follow the rules, codes, policies, procedures and the values of the school.
-  I will pick my child up from school on time or accept the consequences or penalties.
-  I will notify the school if my child is unable to attend school. I understand that daily attendance is essential to student success.
-  I will adhere to Julius R. Scruggs Child Development Center and Academy attendance policies ensuring the academic success of my child.
-  I will ensure that my child follows the school rules, codes, policies and procedures so as to protect the safety, interests and rights of all individuals in the classroom. We will support the school as it administers consequences in response to student behavioral choices in accordance to the school policy.
-  I will sign up for volunteer work and support school fundraisers and initiatives.

Failure to adhere to these commitments may cause my child to lose privileges and may lead to my child's removal from Julius R. Scruggs Child Development Center and Academy.

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2022-2023 Student Information

**Please print legibly**

Student: \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City/ State Zip

Teacher /Grade \_\_\_\_\_

### Contact information:

Mother/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

Home # : \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

Home # : \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

### Allergies:

\_\_\_\_\_  
\_\_\_\_\_

Medication: \_\_\_\_\_

### Emergency / Release to contacts:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

### Additional Information:

\_\_\_\_\_

**Parent/Student Handbook and Code of Conduct Guide  
Acknowledgement Form**

I, \_\_\_\_\_, enrolled  
in the Julius R. Scruggs Child Development Center and Academy and my  
parent(s)/guardian(s) hereby acknowledge by our signatures that we have had an opportunity to  
review the Parent/Student Handbook and Code of Conduct guide. We acknowledge that we are  
able to access it online at any time and are allowed to review a hard copy at the school upon  
request.

(signed) \_\_\_\_\_

(signed) \_\_\_\_\_

(signed) \_\_\_\_\_

Date: \_\_\_\_\_

Please return this page to the school after signing.

**NOTE: ALL forms must be returned to school within five (5) school days.**



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Julius R. Scruggs  
CHILD DEVELOPMENT CENTER  
& ACADEMY  
3509 Blue Spring Road  
Huntsville, AL 35810