

Welcome to Mountain View Christian Academy's 25th Anniversary Year!

We are so excited to begin this new school session! We can't wait to see God's hand as we strive to share the MVCA DIFFERENCE in our community and world!

Enclosed you will find:

1. the list and roles of faculty and staff,
2. a clinic supply list
3. Lunch accounts
4. student drop-off and pick up info,
5. a time schedule for all the special days,
6. a Parent/Teacher Fellowship preview
7. new medical policy
8. participation and medical treatment permission form
9. annual medication disbursement form
10. Winning at Winchester flier

Please look through everything carefully. You may call the office to have questions answered or wait until Meet the Teacher Night, Monday, August 22, to get more detailed information.

AUGUST DATES

- | | |
|-------|---|
| 6 | Basketball Open Gym - 1:00-3:00 pm |
| 7-10 | CCMV Vacation Bible School - 6:30-8:30 pm |
| 11 | Enrollment Interviews - 7:00 pm |
| 12 | Host Family Orientation - 7:00 pm |
| 15 | Mentor Monday - 8:00 am-4:00 pm (for new faculty and substitutes) |
| 16 | Rise to the Standard Workshop - 8:00 am-4:00 pm |
| 17-23 | Teacher In-Service Days - 9:00 am-3:00 pm |
| 19 | International Student Orientation - 7:00 pm |
| 20 | Faculty and Staff CPR training |
| 22 | Meet the Teacher Night - 7:00 pm |
| 24 | FIRST DAY OF SCHOOL - 8:15 am - secondary, 8:45 am - elementary |
| 25 | SGO Beach Wear Day (no swimsuits) |
| 27 | Back2School Bash - 1:00-4:00 pm |
| 31 | K-12 Chapel - 1:00 pm |

STAFF AND FACULTY

Administrative Personnel

Minta Hardman Ph.D	Administrator
Gary Bordelon	Director of Finance
Andy Fahey	Office Administrator
Heather Harbin	Athletic Director
Trudy Keiter	Secondary Administrator/Curriculum and Instructional Administrator
Carol Morgan	Learning Resource Coordinator
Christine Sealock	Assistant Administrator
Jason Speirs	Assistant Athletic Director
Teresa Sederstrom	Elementary Administrator

Instructional Personnel

Elementary

Carol Morgan	Kindergarten/ Learning Resource Coordinator
Carla Dhom	First Grade/Art
Tammi Cooke	Second Grade/Librarian
Teresa Sederstrom	Third Grade/Art
Judy Burkey	Fourth Grade
Jennifer Lynch	Fifth Grade and Sixth Grade Bible, Science, and Math/Music/Cheer Coach
Lindsey Hampton	Fifth and Sixth Grade Language Arts and History/Art
Michael Harbin	Physical Education
Christine Sealock	Computers

Secondary

Jason Speirs	Mathematics
Joy Presley	Social Studies/Student Government Organization Sponsor
Heather Harbin	Grammar and Literature/Volleyball Coach
Michael Harbin	Bible/Physical Education/Basketball Coach
Minta Hardman	Secondary Drama/Mathematics
Tammy Frye	Science
Dawn Higgins	Mathematics/Bible
Trudy Keiter	Spanish/Chemistry/Cross Country Coach
Christine Sealock	Business and Computers
Drake Westfall	Bible
Gary Bordelon	Bible/Cross Country and Basketball Coach

Resource and Support Personnel

Steve Cornwell	Facilities
Luci Walker	Teacher Aide
Cindy Hollenden	Instructional Aide/Tutor
Paul Walker	Transportation
Denise Burgamy	Kitchen Supervisor
Abi Callahan	Secondary Art
Judy Burkey	Sound Technician Instructor
Rachael Mengel	Teacher Aide/Volleyball Coach

CLINIC SUPPLY LIST

Thank you for helping to supply our school and church clinic with your generous donation. Please donate items only as specified. If you have more than one child enrolled, choose the item for the child in the lowest grade. These items can be given to the homeroom teacher or directly to the office.

1 st Grade:	Anti-Bacterial <u>Hand</u> Wipes, not cleaning wipes
2 nd Grade:	Children's chewable ibuprofen or acetaminophen
3 rd Grade:	Adult acetaminophen or ibuprofen
4 th Grade:	Antibacterial cream
5 th Grade:	Children's chewable antacid (Tums)
6 th Grade:	Adult antacid (Tums)
7 th -8 th Grade:	Band-aids
9 th -10 th Grade:	Adult acetaminophen or ibuprofen

LUNCH ACCOUNTS

Mrs. Denise Burgamy will work daily and be responsible for everything in the kitchen. She will prepare daily meals with a limited menu.

- Mrs. Denise Burgamy has updated her Safe Food Handling certificate this summer.
- The lunch menu will be limited and will repeat every 2 weeks – i.e. every 1st and 3rd Monday – grilled cheese and soup, every 2nd and 4th Monday – chicken nuggets and fries, etc.
- Lunches will be ordered as small or large and students in any grade can order either size. Small lunches will cost \$3.50 and large \$5.00. There will be no ala carte items except for drinks.
- Anticipated lunch charges should be paid in advance on a regular basis. Statements will be sent monthly for charges accumulated in a given month. Suspension of services may occur if the account is not kept current.

TRANSPORTATION AND CHILD CARE

Student Drop-Off and Pick-Up

Elementary: At 8:30 am, students who have class in the main building are to enter through the doors in front of the office to report to class. All other doors are locked and remain so throughout the school day. Students who meet in the modular may walk directly to their classrooms. Supervision is available in the gym free of charge from 8:15 to 8:30 am. Any student arriving earlier than 8:15 am must make arrangements with Training His Tots Daycare or go to Early Birds (see below).

Secondary: At 8:00 am, students who meet in the NW campus are to be dropped off at the top of the hill and should walk down to the building. Any student arriving prior to 8:00 am must sign in for Early Birds care (see below).

At the end of the school day, all students will be picked up from the gym. Parents are to drive around the building to the front of the large auditorium window and form two lines. Students will be released in the order of the line-up of vehicles at 3:25 pm. Parents who wish to come in and pick up their children at the end of the day must park in a designated space and wait in the front foyer until 3:20 pm for children to be called from their classrooms.

If students are dropped off or picked up at any time during classroom hours, parents must park in a designated space and come in to the office to sign the student in or out. **Please contact the office if you know you need to pick up a student early and we will have him/her ready for you.**

Before and After School Care

TRAINING HIS TOTS

Before and after school care is available for children up to 11 years of age through our sister ministry, Training His Tots Christian Daycare (THT), 540-869-2941. THT hours of operation are from 6:00 am to 6:00 pm. Fees will be charged by THT for this service.

EARLY BIRDS

All students may be dropped off at the NW campus between 7:15 and 7:30 am. After 7:30 am, elementary students may be dropped off at the main building while secondary students still get dropped off at the NW campus. Students are charged \$2.50 per day any time between 7:15 and 8:15 am for elementary or 7:15 and 8:00 am for secondary.

HANG TIME

Any student not picked up by 3:40 pm will be taken to Hang Time. Students who need after school care are charged \$5.00 per day. A late fee of \$5 per five minute increment (at six minutes the charge is \$10 etc.) is imposed for children picked up after 5:30 pm. Anticipated Hang Time charges should be paid in advance on a regular basis. Statements will be sent monthly for charges accumulated in a given month. Suspension of services may occur if the account is not kept current. Early Bird schedules are adjusted appropriately for one or two hour bad weather delays. **Hang Time is not offered on days of early dismissal. No child care is offered on days when school is not in session.**

DAILY	Regular	Early Out	1 Hr Delay	2 Hr Delay	AM Activity	PM Activity
1st	8:15-9:05	8:15-8:45	9:15-9:55	10:15-10:45	8:15-8:50	8:15-8:50
2nd	9:10-9:55	8:50-9:15	10:00-10:40	10:50-11:20	8:55-9:30	8:55-9:30
3rd	10:05-10:50	9:20-9:50	10:45-11:25	11:25-12:00	10:45-11:25	9:35-10:15
4th	10:55-11:40	9:55-10:25	11:30-12:10	12:55-1:30	12:35-1:15	10:20-11:00
5A- 6th-8 th lunch	11:45-12:15		12:15-12:45	12:05-12:45	11:30-12:00	11:50-12:20
5B -9 th -12 th lunch	12:20-12:50		12:45-1:15	12:05-12:45	12:00-12:30	12:20-12:55
6th	12:55-1:40	10:30-11:00	1:15-1:55	1:35-2:10	1:20-2:00	11:05-11:45
7th	1:45-2:30	11:05-11:30	2:00-2:40	2:15-2:45	2:05-2:40	1:00-1:35
8th	2:35-3:20	11:35-12:00	2:45-3:20	2:50-3:20	2:45-3:20	1:40-2:15
Activity					9:35-10:35	2:20-3:20

WEDNESDAY	Regular	Early Out	1 Hr Delay	2 Hr Delay
1st	8:15-8:45	8:15-8:45	9:15-9:35	10:15-10:30
2nd	8:50-9:15	8:50-9:15	9:40-10:00	10:35-10:50
3rd	9:20-9:45	9:20-9:50	10:05-10:25	10:55-11:10
4th	9:50-10:15	9:55-10:25	10:30-10:50	11:15-11:30
6th	10:20-10:45	10:30-11:00	10:55-11:15	11:35-11:50
7th	10:50-11:15	11:05-11:30	11:20-11:40	11:55-12:10
8th	11:20-11:45	11:35-12:00	11:45-12:05	12:50-1:05
5A 6th-8th	11:50-12:20		12:10-12:35	12:15-12:45
5B 9th-12th	12:25-12:55		12:35-12:05	12:15-12:45
Chapel	1:00-2:00		1:00-2:00	1:10-2:00
Elective	2:05-3:20		2:05-3:20	2:05-3:20

Wednesday	Wednesday
K-2 Lunch	3-5 Lunch

11:15-11:45	11:40-12:10
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K-2 Recess	3-5 Recess
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11:45-12:10	12:10-12:35
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	K-2 Lunch	3-5 Lunch
Daily	10:50-11:20	11:15-11:45
1 Hour Delay	11:20-11:50	11:45-12:15
2 Hour Delay	11:15-11:45	11:35-12:05
AM Activity	10:35-11:05	11:00-11:30
PM Activity	10:50-11:20	11:15-11:45
	K-2 Recess	3-5 Recess
Daily	11:20-11:45	11:45-12:05
1 Hour Delay	11:50-12:15	12:15-12:40
2 Hour Delay		
AM Activity	11:05-11:30	11:30-12:00
PM Activity	11:20-11:45	11:45-12:05

PARENT/TEACHER FELLOWSHIP

“Parent Involvement Matters! Getting involved makes a difference in your child’s life. Involved parents make a positive impact on kids and their school. Research proves parent involvement is important. Many in-depth studies have been conducted over the past 30 years. They show that the more parents are involved, the more likely the child will succeed. Here’s what the research shows: Children with involved parents get better grades and score higher on tests, attend school regularly, have better social skills, get their homework done, are more positive about school, and are more likely to graduate and go on to higher education. Every parent can do it! Every involved parent can make a difference! By getting involved you say to your child, ‘your education matters and you are important to me.’ If you are involved, you know what is happening at school. That makes you a better, stronger advocate for your child. Parent Involvement Matters! You can Make a Difference!” (PTOToday.com)

FUNDRAISERS for 2016/2017

- Box Tops and Campbell’s Education Labels
- Spirit Nights at Chipotle, Chick-fil-A, Ledo Pizza, and CiCi’s Pizza
- Book Fairs
- And more!

We continue to look for your support as we raise funds through

- Box Tops 4 Education <http://www.boxtops4education.com/>
- Labels for Education <http://www.labelsforeducation.com/>
- Shop at AmazonSmile.com and make Mountain View your beneficiary
- Martins Bonus Card for the A+ School Rewards program.

It is the mission of the Parent-Teacher Fellowship to promote unity within the MVCA family, improve and enhance the quality of the school and its programs, and present and promote the mission of MVCA through positive public relations in the community.

The PTF will be creating a school directory as soon as school begins. Your contact information will automatically be included unless you go to your RenWeb account and change your preferences to hide address, phone or email information. You may also contact the office and communicate your desires for hidden information. Enrolled families can advertise their businesses by sending a digital business card or ready-to-print advertisement to mvcaofc@ccmv.com.

The first PTF meeting will be held on **Thursday, September 15, at 7:00 pm** in the cafeteria. Officers will be elected at that meeting and additional meetings or PTF events scheduled. The third Thursday of every month is set aside for PTF planning.

MVCA MEDICATIONS POLICY November 2015

As a member of the Virginia Council for Private Education, Mountain View Christian Academy must follow VCPE guidelines and state law for dispensing medications during the school day. In order for a staff member to dispense any over the counter or prescription medication, they need to be certified in CPR and AED and have been trained and certified in Medication Administration Training through a course approved by the Board of Nursing and the Virginia Department of Social Services. The following policies have been created in order to comply with these new guidelines.

- A. MVCA will only dispense prescription medicines for a period of no more than 10 school days when a parent has:
1. Provided the medications in a labeled prescription package. Prescription medications cannot be in any other containers. A parent must bring the medication to school.
 2. Filled out the medication consent form. Any changes to the medication dosage etc. require a new form be filled out.
 3. Already provided at least the first dose and has had time to witness possible side effects.

Unused medications will be returned at the end of the 10 day period. In order to provide prescription medicines for more than 10 days or for the full school year (i.e. inhalers for asthma) the medication consent form must be signed by the prescribing physician.

B. MVCA will only dispense over the counter medicines after a parent has been contacted and gives approval. In order to provide OTC medicines throughout the year without consent for each individual instance, a parent must provide a medication consent form with a physician's signature with each medication desired listed. If a particular OTC medicine is not present at the school, the parent must provide it for their child's use.

C. MVCA will not dispense any medication listed as a narcotic even with a physician's approval. MVCA will not administer insulin injections or rectal medications unless specialized certification has been awarded to a staff member through MAT training.

D. Student health information, medical and psychiatric records, and medical consent forms will be kept separate from other student records. Access to these records will be limited and protected. This information may only be shared with necessary school personnel with the written permission of the parent. MVCA will collect new information from the parent upon enrollment, or past information from the previous school when transferring. It is the parent responsibility to keep these records up to date when changes occur.

E. Training or retraining on policies and procedures will be done during the opening week of teacher attendance for each new school year. Training may be provided throughout the year for new personnel or for changes to policies or procedures.

F. All instances of occasional medication disbursement will be recorded in the current student record management program. Regular daily, weekly or monthly disbursement will have been recorded on the consent forms.

2016-2017 AUTHORIZATIONS**Authorization for Participation**

I give permission for my dependent _____ to participate in:

- 1) school activities during the school day on premises;
- 2) class-sponsored field trips during the school day off premises including the transportation to and from in school vehicles;
- 3) school-sponsored retreats on or off premises.

I understand notice will be sent out prior to all activities with detailed information. I absolve the school from liability to my student because of any injury at school or during any school activity.

When my initials are present, my dependent has my permission to participate in any and all home and away practices, scrimmages, matches, tournaments and tours, and all other activities related to his/her participation in a sport at Mountain View Christian Academy, including school vehicle transportation to and from such events.

INITIAL HERE

Parent/Guardian signature and phone no.

Date

Parent/Guardian signature and phone no.

Date

Authorization for Medical Treatment

General first aid will be administered for cuts, bruises, sprains etc. and parents will be notified if additional treatment might be needed. In the event of a serious injury or emergency, a rescue squad will be summoned. Parents will be contacted immediately and if unable to come to the school, a school official will go with the student to Winchester Medical Center or another medical facility.

In the event that my dependent is injured or ill while under the care of the caregiver, I hereby give permission to Mountain View Christian Academy employees to provide first aid for said dependent and to take the appropriate measures, including contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility.

In making medical decisions on my behalf for the benefit of my dependent, I direct that the professional caregiver attempt to contact me. However, if medical care becomes essential, I give permission to the caregiver to make such decisions regarding such treatment as deemed appropriate by the medical doctor, hospital or their authorized designee. In furtherance of any treatment decisions to be made by the caregiver on my behalf for the benefit of my dependent, I authorize the caregiver to request, obtain, review and inspect any and all information bearing upon my dependent's health and relevant to any such decisions to be made respecting such treatment.

I acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the condition of my dependent and that I am responsible for all reasonable charges in connection with the care and treatment rendered to my dependent during this period.

Parent/Guardian signature and phone no.

Date

Parent/Guardian signature and phone no.

Date

2016-2017 MEDICAL DISBURSEMENT PERMISSION FORM_____
Student name_____
Grade_____
Date of birth and Age

Height _____

Weight _____

Gender M F

Glasses or contacts? _____

I hereby authorize Mountain View Christian Academy MAT certified employees to dispense the circled non-prescription medications or their generic equivalents or the specific medication listed to my dependent throughout the school term without my individual permission for each medical situation.

Pepto Bismol

Tums(antacids)

Children's Benadryl(diphenhydramine)

Tylenol(acetaminophen)

Advil(ibuprofen)

Aleve(naproxen sodium)

Eye wash(saline solutions)

Cough drops(menthol)

Neosporin(bacitracin, neomycin)

Bengay(camphor, menthol cream)

LISTED _____

Parent/Guardian signature and phone no._____
Date_____
Parent/Guardian signature and phone no._____
Date_____
Physician signature_____
Date_____
Family Medical Practice name and address

IMMEASURABLY MORE

SEPTEMBER 2-4

www.winningatwinchester.com

ADULT SESSIONS

FRIDAY

JT Oaks Concert - 6:30pm
Derek Baker - 7pm
Aaron Davis - 8pm

SATURDAY

Dave Webster - 9am
Bobby Ringle - 10am
Kevin Yeager - 11am
Patricia Oaks 2pm (Ladies)
Tommy Oaks - 2pm (Men)
JT Oaks Concert - 6:30pm
Vernon Eldridge - 7pm
Darrel Hall - 8pm

SUNDAY

Doug Hardman - 8am
Dick Chambers - 9:30am
Tommy Oaks - 10:30am
JT Oaks Concert - 6:30pm
Chuck Doughty - 7pm

TEEN SESSIONS

FRIDAY

7 - 9 PM
Emcee: Josh Colvin
Worship: Brian Dicken
Speaker: Nate Tucker

SATURDAY

9 AM - Noon
Emcee: Josh Colvin
Worship: Brian Dicken
Speaker: Nate Tucker

7 - 9 PM

Emcee: Josh Colvin
Worship: Brian Dicken
Speaker: Nate Tucker

SUNDAY

With adults in auditorium

CHILDREN'S SESSIONS

NEWBORN - 2 YEARS

Room 10 w/Adult Staff
Snacks & drinks provided

3 & 4 YEAR-OLDS

Room 5 w/Adult Staff
Snacks & drinks provided

K - 1st Grade

Room 18 - CCCB Ministry Team
will lead children in Bible adventures,
games, music, playtime, skits, snacks
& much more!

2nd - 5th GRADERS

Small Pavilion - CCCB Ministry Team
will lead children in Bible adventures,
games, music, playtime, skits, snacks
& much more!

CONCESSIONS AVAILABLE

ON-SITE CAMPING FACILITIES

FREE PICNIC SUNDAY @ NOON



CHURCH OF CHRIST @ MOUNTAIN VIEW

153 Narrow Lane
Winchester, VA 22602
(540) 869-2244

www.winningatwinchester.com

