



7710 Windsor Mill Rd | P:410-496-8270
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An Excellent Christian based Program

Hour: Monday thru Friday

6:30am - 6:00pm

Ages: 6 weeks to Grade School

Vouchers Accepted

Drop in available

Summer Camp/Vacation Bible School

Before and After Care Activities

Enrollment Package



What We Stand For

Windsor Christian Academy, (WCA) is a parochial institution that does not discriminate on the basis of race, color, national or origin in administration of its educational policies, admission policies and other administered programs.

Windsor Christian Academy is licensed by the Child Care Administration and Maryland State Department of Education and strives to provide the highest quality of care possible for your children. Our teachers meet and or exceed the minimum certification requirement in Early Childhood Education (ECE), Kindergarten and grade school. Our teachers constantly enroll and participate in trainings and workshops and professional development courses. They are also mandated to attend additional ECE classes each year offered by various childcare organizations and schools, to enhance their present skills, keep abreast of new research, and create an inviting safe classroom.

The mission of Windsor Christian Academy is to assist families in the Baltimore County area by providing an environment conducive to the optimal development of the whole child – spiritual, cognitive, physical, emotional, and social.

WCA was established for the purpose of providing high quality childcare in a safe, nurturing, educational, and family oriented environment. We believe in the scriptural injunction to “Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6). It is our goal to individualize the education of every child through the freedom and flexibility of activity time, organized circle activities, emerging curriculum, and “teachable moments”.

WCA’s purpose is to provide parents with a Christian-based alternative to existing programs in the area. For this reason, we are a praying center and school, and we teach our children to worship and praise the Lord.

Please read our Enrollment package. Complete the enclosed forms and return. We will notify you of our decision and orientation meeting.

Please bring your child/children with you for the orientation meeting.

Thank you.

Statement of Faith

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

WINDSOR CHRISTIAN ACADEMY– FAMILY VALUE STATEMENT

Windsor Christian Academy is a ministry of Jesus House Baltimore and exists to demonstrate God's love for children and parents of this community. We are a Christian ministry that believe in the truth and relevance of the Bible. We also believe in the transformation of lives by teaching our children Christian values, ethics, principles and the word of God.

Our goal at Windsor Christian Academy is to develop leaders of tomorrow with a solid foundation academically and in the knowledge of God, and to positively affect their communities and the world at large and become successful in life.

We develop a relationship with the parents and families of our children so that we can all work together in achieving the goal of WCA.

- Our goal is that each of our faculty members have a personal relationship with Jesus Christ.
- Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible.
- We honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

Genesis 1:27. ***So God created people in his own image; God patterned them after himself; male and female he created them.***

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely. And families consist of male and female parents.

Deuteronomy 6:6-7: These ***commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (NIV)***

At Windsor Christian Academy, each board member, director, administrator and teacher bear witness to a personal relationship with Jesus Christ and are committed to serve faithfully to the best of their ability.

We believe that the family as God intended is, whenever possible, a partnership between a man and a woman who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

WINDSOR CHRISTIAN ACADEMY

For enrollment you will need the following:

1. Completed Application form and Fees
2. Parent Provider Contract Commitment form
3. ACH or Credit Card authorization form
4. Health Inventory
 - Record of Immunization
 - Physical Examination
 - Lead Test
5. Emergency Form
6. Parent's Guide to Regulated Child Care
7. Photo consent form
8. Birth Certificate - copy
9. Child's Social Security Card - copy
10. Copies of Records transferred from previous centers

Discipline Policy

This policy is provided to all parents who enroll children in this center as well as to all staff, substitutes, and volunteers who work with and are involved with Windsor Christian Academy, Inc. WCA was established for the purpose of providing high quality childcare in a safe, nurturing, educational, and family oriented environment.

The principles behind our discipline policy are:

1. Training up a child in the way he should go, because when he is old, he will not depart from it. (Proverbs 22:6)
2. Delicately bringing up a child and correcting in love, so that the child will succeed in reaching his/her highest potential in life.
3. Discipline is the combined effort of the family and the center staff who must cooperate and maintain good and open communication on matters relating to the children.

WCA Discipline Practices:

- Children learn by examples. Therefore adults must serve as good role models and must model acceptable behavior by using polite language in mild voices at all times. Adults must develop positive relationships with children by expressing interest in each child and their activities.
- Encouragement and praise is the basis of the discipline policy of the center.
- Staff will ignore inappropriate behavior when the behavior can be tolerated.
- When a child misbehaves, staff will talk with the child quietly to explain why the behavior was wrong. An example of appropriate behavior will be given. Limits will be consistent and firm. The rules will not change from day to day.
- If a child continues to display the inappropriate behavior after all possible behavior management techniques have been exhausted, "Time Out" will be used. WCA believes that at times students who have behavior problems need a period of time during which they are separated by some physical space in the room. Physical separation from others may help a child gain control as well as reduce the reinforcement that is gotten from other students. It is not a time to enter into a contest of wills with the child.
- "Time Out" will be used with children who are at least two years and older. If "time out" is not appropriate for the younger child, he will be removed from the situation.
- During "time out", the child will be seated in a chair apart from the group but not out of sight of the staff. The length of time that a child is required to sit in time out depends on his age – 3 years-olds, three minutes, 4 year-olds, four minutes. Staff will explain to the child why he is being required to sit in time out.
- Staff will always make clear to a child that it is the child's behavior that is wrong. No child will be called bad or made to feel bad about them.
- If a child persists in the inappropriate behavior, staff will confer with the Director of the center and parents(s) to discuss a plan of action.

Disciplinary Practices Not Used In This Center

- The licensee, staff, volunteers, substitutes or any other individuals connected with this center will not subject any child to injurious treatment. Corporal punishment or physical discipline will not be used. This includes but is not limited to tapping, slapping, spanking, hitting, or shaking of children.
- A child will not be subjected to verbal abuse, such as shouting, cursing, Shaming, or ridiculing. Discipline methods, which create undue discomfort, will not be used. A child will not be isolated out of sight of staff.
- No child in this center will be forced to eat. No child will be punished for not eating. Meals or snacks will not be withheld as a punishment.
- Vigorous outdoor play is a necessary activity to ensure the health and wellbeing of children. Children will not be deprived of outdoor play as punishment.

SCHOOL UNIFORM POLICY

Students are expected to arrive at WCA daily dressed in the appropriate uniform. Class teachers will check student's attire throughout the day.

Consequences of Uniform Policy Violations:

1. First Offense: The violation(s) will be recorded by the teacher and the teacher will make a courtesy call and/or send a note to the parent.
2. Second Offense: The violation(s) will be recorded by the teacher and a parent/teacher conference is required.
3. Third Offense: The violation(s) will be recorded by the teacher and the parent will be contacted by the school administrator.
4. Fourth Offense: Suspension

Your support in helping your child follow WCA uniform policy is greatly appreciated. Thank you!

Health Policy

Your child must stay home if he/she:

1. Is developing a cold or has had a cold less than three (3) days old.
2. Has a sore throat or an earache.
3. Has swollen neck glands.
4. Has a "fresh" runny nose or cough.
5. Has a fever or has had a fever in the past 24 hours
6. Has an unusual rash or sore.
7. Acts sleepy or complains of a headache.
8. Has pink eyes or a flushed face
9. Appears ill to you.
10. Has or has had vomiting or diarrhea in the past 24 hours.

The Center Staff has been asked to:

1. Take every precaution to protect your child from illness.
2. Be alert to pick up signs of illness in your child.
3. Contact you if your child becomes ill, show marked changes in behavior, or has an accident while in the center.
4. If possible, isolate your child if he/she becomes ill until you arrive to take him home.
5. Not to give any prescribed or patent medication to your child unless a written directive comes from the physician to the center. The label on the medicine bottle or a note from the parent is not enough. (This includes aspirin and cough medicine).

Please keep your child at home when he/she is suspected to have a cold, cough, or any communicable disease. A child, who has been away sick for three days or more, must bring a doctor's slip for re-admission. Please do not bring your child sick to the center. The parent of a sick child in the center will be called to pick up the child and this must be done within an hour at the latest.

Administration of Medication:

Parents must fill a medication form with a child on medication. Only prescription medication will be administered by medication certified personnel. If however an over the counter medication needs to be administered, it should have a Dr. Prescription. Please ensure you give your child the first dose of the medication at home where applicable. Medication must be properly labeled with child's name, doctor's name, medication schedule, and dosage.

Registration Request Form

Child's Name _____
Last Name First Name Middle Name

Social Security Number _____

Birth Date _____ Age _____

Sex _____ Religion _____

Street Address

City County Zip Code

Student lives with: _____
Phone Number

Parent's/Guardians Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Mother's Work Phone _____ Cell _____

Email Address _____

Father's Work Phone _____ Cell _____

Email Address _____

PARENT PROVIDER CONTRACT

Parent's Name: _____

Child's Name: _____

Date of Birth: _____

Tuition Deposit: _____ Two weeks credited in advance (Non-refundable)

Registration (Non-refundable): _____

Access Key deposit (Non-Refundable): _____

Activity / & Book Fees (Non-refundable): _____ due upon entrance and before summer camp.

Lunch & Snack (Non-refundable): _____ Paid monthly and due beginning of every month.

Total: _____

DSS Voucher: _____

Co-payment: _____ Two weeks credited in advance (Non-refundable)

Parent is responsible for full payment if voucher is terminated.

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I have read and understood the policies of Windsor Christian Academy. I will strictly adhere to all therein. As a parent, making application for my child here, I agree to support the principles mentioned in the *Parent Commitment and Family Life Values Statement* and, to the best of my ability, and fulfill my role as the primary teacher and encourager of my child.

Name: _____ Date _____
(Signature of Parent/Guardian)

Name: _____ Date: _____
(Signature of Director or Official presenting this information)

Please return the entire form **Signed** to the Director, Windsor Christian Academy Inc. Don't forget to enclose registration and activity fees with your application. All fees are non-refundable.