

**RIVERSIDE EDUCATION SOCIETY**

#8 – 20178 96<sup>TH</sup> AVE.

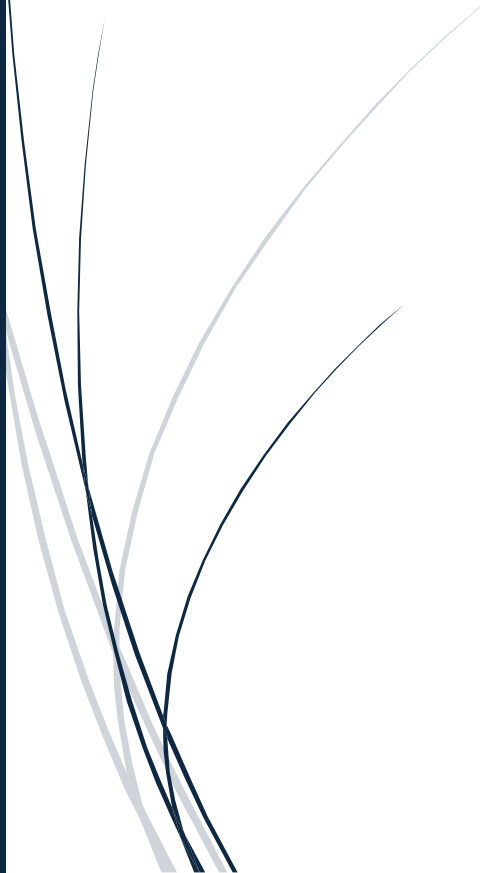
LANGLEY, BC

V1M 0B2

2025/2026

# Riverside Christian Academy

Policy and Procedures



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# GENERAL INFORMATION

## Background, History and Purpose

*'True education doesn't come from the wisdom of the world, but by the guidance and the wisdom that comes from the Holy Spirit.'* (Pastor Chuck Smith, Calvary Chapel Distinctives).

Early in 2023, Riverside Calvary Chapel (RCC) formed the Riverside Education Society (RES) in a desire to bring cohesiveness between home, church, and school by empowering parents to be the main oversight of their children's education. With many RCC families turning to homeschooling, Riverside Christian Academy (RCA) was formed to provide home learners with a supplemental Bible focused ministry two mornings per week including Chapel and weekly activities.

Knowing our short weekly Bible classes and Chapels only met a small percentage of families desiring to have their children taught with an accurate Biblical Worldview, we prayerfully considered opening a full day program for families unable to provide home learning. Recognizing such a program would mean running instruction during a parent's working hours and/or school hours, meant that we would prayerfully consider applying for Group 3 Independent school certification.

Our purpose is unlike other schools in our area, and we believe, is one of a kind. RCA is a blend of home, church, and school. We structure our classes like a One Room Schoolhouse where younger generations learn from those who are older, be it a teacher, a classroom parent, or an older student. We learn from each other, encourage each other, and use the Bible as the basis for all our curriculum, lessons, and activities.

# Vision, Mission and Core Values

Riverside Christian Academy's statement of Faith directly flows from the beliefs of Riverside Calvary Chapel and the Calvary Chapel Movement. Please find Riverside Calvary Chapel's Statement of Faith and a brief explanation of the Doctrine of the Calvary Chapel Movement [HERE](#).

## VISION

At Riverside Christian Academy, we desire to see future generations become faithful disciples of Christ, equipped to confidently pursue and live out the Word of God.

## MISSION

Riverside Christian Academy is a community of home, church and school, collaboratively equipping learners to become faithful disciples of Christ by exploring the Word of God and applying it to their lives.

## CORE VALUES

As a community:

### Preserve

- We will preserve a Christian worldview by understanding, embracing, and articulating how the Word of God impacts all aspects of our lives.
- We will preserve wisdom by respectfully asking questions, listening to, and prayerfully seeking answers from our elders.

### Partner

- We will partner with each child's parents and guardians, recognizing that under the direction of God and the guidance of His word, parents/guardians are a child's first and most influential teacher in their daily lives.
- We will partner with the leadership of Riverside Calvary Chapel to maintain a cohesive relationship between a child's home, their church, and their school.

### Prepare

- We will prepare our students to be able to make an independent choice about their personal relationship with Jesus Christ.
- We will prepare them to study the Bible and to pray.
- We will prepare them to confidently ask questions, seek answers and defend their faith.
- We will prepare our students to respond to God's call upon their lives to share the Gospel with others.

# Governance

## Riverside Calvary Chapel (RCC)

In the Spring of 2023, the formation of the Riverside Education Society (RES) began after the need to support families at Riverside Calvary Chapel (RCC) in their education endeavors became obvious. The pastoral team at RCC appointed six people to sit on the RES Board to help establish and govern all future educational programs at RCC. Riverside Calvary Chapel's pastors and elders are the founders of Riverside Christian Academy, and they hold the ultimate authority over the school.

## Riverside Education Society (RES)

The Riverside Education Society, founded in March 2023 as a British Columbia not-for-profit society, is governed by the RES board. The Board members of Riverside Education Society (RES) are devoted trustees who hold the purpose, core values and vision of RCA. Members hold these values in trust for the greater RCC Community and the families who have partnered alongside RCA in the biblical education of their child(ren). Board members are representatives of the school community and RCC. The board is entrusted to make decisions on policy and procedures necessary to operate RCA, to enhance student discipleship, parental involvement, collaboration, and uphold the vision and mission of RCA, RCC and the society. Each board member is requested to serve a three-year term, with the option of a second term renewal of an additional three years.

## Board Members

Member	Role
Debbie White	Chair
Michelle Smith	Secretary
Brent Muxlow	Treasurer & Elder of RCC
Brent Smith	Member at Large & Pastor of RCC
Randy Dyck	Member at Large & Elder of RCC
Jake Dyck	Member at Large & Rep of Teach Beyond

## Constitution and Bylaws

The RES Constitution and Bylaws & the Roles and Responsibilities of the Board are available [HERE](#).

## Administrative Operations

The administrative operations of RCA are governed by the RES Board and the RCC Board. Financial operations such as record-keeping, banking, purchasing, and book-keeping support are overseen by the Education Ministry Coordinator with support from the RES Board and RCC Staff as needed.

### [Office Hours](#)

Tuesday-Thursday 9:00 AM - 3:00 PM

### [Contact Information](#)

(604) 539-9673

rca@riversidecalvary.com

### [Mailing Address](#)

#8-20178 96<sup>th</sup> Ave.

Langley, BC

V1M 0B2

## Education Ministry Coordinator

The Education Ministry Coordinator reports to the RES board and is responsible to establish and oversee the operations of RCA. The Education Ministry Coordinator is the RES Board's main representative and is the primary leader in the school building. Under the RCC and RES board's input and guidance the Education Ministry Coordinator is responsible for:

- Recruiting, screening and hiring the staff and teaching faculty
- Working cohesively with teaching faculty and staff by providing opportunities for ongoing support of student development
- Providing opportunities for professional development and evaluation for teaching faculty and staff
- Overseeing student enrollment
- Building effective strategies to partner with parents of RCA students
- Planning the annual calendar
- Selecting and purchasing curriculum resources
- Helping to establish and determine yearly learning plans
- Supporting teaching faculty with student discipline plans
- Addressing parental concerns with teachers or operations
- Dismissing faculty, staff or students

## School Staff

School staff, paid or volunteer, report to the principal of RCA. Under the guidance of the Education Ministry Coordinator, teaching faculty and support staff, including Learning Assistants (when required), are responsible for:

- Discipling students in Christ through the deep exploration and study of God's Word, Mathematics, English Language Arts, Science, Socials, and Fine Arts.
- Praying, planning, and advocating for the development of children within their classroom through spiritual, cognitive, emotional, physical, creative and social development.
- Providing excellent instruction and assessment to facilitate student learning.
- Collaborating with the RCA Principal to invite, train, and equip parents and volunteers to educate students in Biblical truth throughout all curricular areas.
- Ensuring that the relationship between church, home and school is established in order to implement and maintain quality Biblical education.

## Parents

Parents are the primary educators of their children, and they are called to responsibly oversee their child's education. When enrolling a child at RCA, parents are committing to work in partnership with the RES Board, the RCA principal and teaching faculty by providing ongoing feedback and support of each of their child(ren)'s learning and development.

# Staff and Volunteers

## Hiring Policy

RCA will seek the highest quality individuals with a combination of character, competencies and compatibility with RCA's mission and vision. RCA has a large network of qualified connections including a large education network at Riverside Calvary Chapel and access to Teach Beyond's network of over 1200 educators worldwide.

### Hiring of Education Ministry Coordinator

When hiring an Education Ministry Coordinator (EMC) to oversee Riverside Christian Academy and its operations, the following protocols will be carried out by the Riverside Education Board:

- Available career opportunities for the EMC position at RCA will first be posted internally within the current RCA/RCC community and across our personal network connections.
- The RES Board of Directors will collect resumes, references, and Applicants who are shortlisted will proceed with board interviews.
- The RES Board of Directors will move forward with the primary candidate.
- The RES Board of Directors will follow up with a criminal record check, phone references, and verify the candidate's resume.

### HIRING OF RCA STAFF

When seeking a qualified individual to fulfil an opening at RCA, the opening will be advertised as follows:

- Available career opportunities at RCA will first be posted internally within the current RCA/RCC community and across our network connections.
- Opportunities will also be posted in our weekly Newsletter and internal bulletin boards, made available to the greater RCC Community.
- RCA seeks to employ teachers and other staff members who have related experience in the field, have demonstrated passion for RCA's Vision and Mission, uphold RCC's Statement of Faith and RCA's Philosophy of Christian Education.
- Candidates will submit their resume with a cover letter and a personal essay which includes: their philosophy of Christian Education, the involvement within their church and their personal testimony outlining their faith and relationship with God. Candidates will also submit two (2) written character reference letters which include the references' contact information.
- Candidates that are new to RCC (6 months or less) will also need to submit a Pastoral Reference Form.
- Applicants who are shortlisted will proceed with an interview with the Education Ministry Coordinator and one pastor from RCC.



# Volunteer Policy

## Recruitment, Orientation and Training

- Volunteers will be asked to commit themselves to assisting only after they have had an opportunity to visit the school, discuss roles and have their questions answered.
- All regularly scheduled volunteers are required to undergo a Criminal Record Check.
- Volunteers must be made aware that they are to maintain the confidence placed in them so that no information of specific pupils or problem situations be related outside the school.

## Volunteer Guidelines

- A volunteer should not publicly discuss any confidential information they are exposed to during their volunteer time.
- In case of absence, volunteers should notify the school as soon as possible.
- Volunteers will work under the supervision and guidance of RCA teachers or staff.
- The volunteer should become familiar with school routines.
- The volunteer is guided at all times by school policy.
- When asked to assist in supervising children:
- Volunteers are acting on behalf of RCC and RCA, under the direct supervision of the teachers and in this capacity, they should report any discipline problems to the responsible staff member.
- On field trips or in situations where the teacher is not immediately accessible, a volunteer should provide firm direction to the students in his/her charge and explain the situation to the teacher as soon as possible.

## GUIDELINES FOR TEACHERS USING VOLUNTEERS

- Acquaint the volunteer with other RCA and RCC staff
- Help the volunteer become familiar with the classroom and all teaching aids and materials that are available for use.
- Get to know the volunteer as a person. Establish a relationship whereby effective communication can be carried on at all times.
- Introduce the volunteers and establish their position and role with them.
- Ease the volunteers into the jobs in which they seem comfortable.
- Volunteers must have a fairly clear idea of what is expected of them and how they are doing.
- Students should be made fully aware that a volunteer is in a supervisory position and that common courtesy and good behaviour are expected of the students.
- If a volunteer is not needed on a particular day, contact them in advance.

# OPERATIONS POLICIES

## FINANCIAL OPERATIONS

RCA is funded by the generous donations given to RCC. RCA operates Tuesday-Thursday from September to June. We are closed on all Statutory Holidays falling on a program day and do not operate for three weeks in the Winter and Spring to allow for extended Family/Christmas/Spring Breaks. RCA does not operate in July and August.

Parents are responsible to pay:

A one-time application fee of \$100.00 per family is to be paid when a student application is submitted. For one of the following programs:

- Level 1 Learners: The cost to operate the ministry is \$1200 for the school year per student
- Level 2 Learners: The cost to operate the ministry is \$4500 for the school year per student

An additional annual curricular consumables fee of \$250.00 per child to be collected at time of acceptance to cover the costs of consumable materials and resources.

A tax receipt will be issued for all donations to the RCA Ministry.

Donations can be made by cash, cheque and e-transfer to [Riverside Accounting](#)

### Withdrawals and Dismissals Policy

To withdraw at any time, a student/family must meet with the Education Ministry Coordinator and submit a letter stating the reason for the withdrawal. Until this time the student will be considered enrolled in the program.

RCA reserves the right to dismiss a student for reasons such as, but not limited to, those outlined in the RCA's Guidance/Discipline policy.

### Program Closures Policy

#### WEATHER

It may be necessary to cancel the daily program due to snow or other extreme weather conditions. A decision to close will be made before 7 am. In such an event, all program closures will be announced with an email to the contact information on file [BUILDING SAFETY \(I.E. FIRE, EARTHQUAKE, POWER OUTAGE\) CLOSURES](#)

In the event of an earthquake, fire, extended power outage, or other safety reason the school may close until the building is safe for students to return to classes. Information will be communicated with families by phone and/or email as soon as possible.

### Personal Information Privacy Policy

RCA's commitment to safeguarding personal information of staff and volunteers is a fundamental concern. We are committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

## STUDENTS AND FAMILIES

## Admissions Policy

The procedures to apply and enroll at Riverside Christian Academy are as follows:

### ADMISSIONS PROCEDURE

1. Complete and return all Application Forms. (Incomplete application forms will not be accepted.)
2. Upon receipt of all required information, you will be contacted by email and informed of the status of your application.
3. Should there be available space for your child(ren) at Riverside Christian Academy, you will be contacted by our Education Ministry Coordinator to arrange an interview.
4. Acceptance will be determined based upon a completed interview. Applications that meet all requirements will receive an Acceptance Package and an invitation to a program orientation OR wait-listed status.
5. Upon acceptance, parents/guardians will complete, sign and submit the following in order to confirm enrolment:
  - Contact and Legal Information Form
  - Affirmation of RCA's Statement of Faith and its Policies and Procedures Manual
  - Medical Data and Emergency Release Form
  - Consumable Fee of \$250
6. Every student will undergo a three-week probationary period within the program. If it is evident that a student's academic needs or behavioural needs are not manageable or disruptive to another student's learning, parents may be asked to withdraw them from the school. In these circumstances, only the first month's tuition will be charged or retained.

Please visit our [RCA Education](#) website page for an updated application, the yearly calendar and the daily schedule.

### ENROLLMENT PRIORITY

Consideration for acceptance will be reviewed in the following order:

1. Current students of Riverside Christian Academy and their siblings.
2. Regular attendees of Riverside Calvary Chapel.
3. Members of the evangelical Christian community who support Riverside Calvary Chapel's Statement of Faith, can provide a pastoral reference, and successfully complete an onboarding interview.

## Special Education Policy

Riverside Christian Academy believes all children are created in God's image. His creation is a wonderful tapestry filled with variety and with that comes a variety of needs.

Some needs may require a specific classroom adaptation or set of resources that better equip a student to learn at their fullest potential. RCA will take into consideration each individual child's needs and consider how best our

facility meets the needs of the child. RCA does not receive allocated funding to those children identified as one with Special Needs, yet we will work together with parents/guardians to ensure RCA is a proper fit prior to acceptance and registration. If we are not properly suited or equipped to facilitate a child's education, we will not be able to proceed with registration. We will perform on-going reviews and progress evaluations should the child become a student of RCA.

## Dress Code Policy

Appearance at RCA is encouraged to be modest, respectful, appropriate for a learning environment. How we present ourselves communicates our shared values and attitudes. The following guidelines have been created in the interest of good grooming, Christian modesty, and sound educational practices. The goal of our dress code is to establish a community standard that favorably respects individual expression, represents our Christian programming, and reflects our biblical beliefs. Additionally, set expectations assist students, staff, and parents in decision making with respect to clothing. Our expectation is that our home/church/school community share in the responsibility to encourage appropriate dress for the program.

### General

- All clothing is to be free of offensive or inappropriate pictures or messages.
- All clothing is to be free of rips, tears or holes.
- Undergarments are not to be visible.

### Shirts and Tops

- Must have a modest neckline.
- Must be long enough to cover midriff.
- Tank tops must have a 2-finger width strap (no spaghetti straps).

### Skirts and Shorts

- must be an appropriate length (no higher than mid-thigh);
- must be worn to the waistline.

### Pants

- must be worn to the waistline.
- For safety reasons, pants must not drag on the ground.
- Active wear is permitted (yoga or spandex bottoms must be paired with a long shirt)

### Accessories

- Hats are to be removed when entering the classroom.
- For safety reasons, we suggest that jewelry and earrings be close fitting

### Footwear

- shoes must be worn with socks.
- shoes must be suitable for school life.
- sandals without socks are appropriate if securely attached to the foot.
- Indoor shoes are required (Outdoor footwear may not be worn in the school).

## Guidance and Discipline Protocol

*'All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work. 2 Timothy 3:16*

Students are expected to follow RCA's Code of Conduct policies as list above. Should there be occasions where student conduct is questionable or fails to meet the standards expected, there will be times of reproof, correction, and instruction towards righteousness.

Depending on the conduct or offense, actions carried out by RCA may include:

Discussion/Problem Solving: With student(s), and/ or parents.

Setting of tasks: If deemed appropriate, service to the school in line with the infringement.

Actions towards amends: meeting with all parties involved in an offence to restore a relationship.

Withdrawal: Exclusion from a school activity, restriction to certain parts of the school grounds

Disciplinary actions resulting from misconduct may also include a sequence of the following:

1. Problem Solving at the school level: a student can discuss behaviour with an RCA staff member to ensure understanding of school conducts guidelines and to develop alternate ways to respond to similar circumstances. Appropriate consequences will result, and ongoing support may be required.
2. Progressive Discipline: repeated occurrences may result in increased consequences.
3. Suspension: a student is removed from the day-to-day life of the school for a period.
4. Probation: a student is placed on a behavioural contract about specific behavioural concerns.
5. Permanent Removal from the School: this can be done by parents/guardians withdrawing their child from the school or by expulsion. If expelled, the student loses the privilege of attending RCA. The school may expel a student whose conduct consistently conflicts with the school's behavioural standards and program.

The RES board makes the final decisions about expulsions. Sometimes there will be variations in the consequence given for similar student behaviours. Although not limited to these factors – age, maturity, intent and a record of previous misdemeanors will be considered when disciplining a student. Depending on the seriousness of the infraction, one or more steps in the disciplinary process may be left out.

## Codes of Conduct Policies

Student disciplinary concerns are generally dealt with at the classroom level in collaboration and partnership with the child's first teacher, the parent (guardian). Classroom teachers and parents will be sensitive to student differences and will work together in the disciplinary process.

### Standards of Conduct

At Riverside Christian Academy we are committed to walk faithfully with our God and to work together as a community to reflect His light in the world and peace among the community.

In working towards and demonstrating Christian character, an essential part of the programing at Riverside Christian Academy is to guide our students to live a life honoring God by practicing love, joy, peace, longsuffering,

kindness, goodness, faithfulness, gentleness, and self-control. (Galatians 5:22-23) and correcting behaviour outside of these fruits.

It is expected when classes are in session and outside of class time, students display the above qualities. Additionally, when on campus, students are to:

- demonstrate honesty and integrity.
- respect differences in people their ideas and opinions.
- always treat one another with dignity and respect, even in disagreement.
- respect the rights of others.
- show proper care and regard for school property and the property of others.
- take appropriate measures to help those in need.
- respect all members of the school community, especially persons who are in a position of authority.
- dress appropriately for the program, let modesty be a guiding principle.
- respect the needs of others to work in an environment that is conducive to learning and teaching.
- refrain from inappropriate language, actions, and behaviours.
- seek school staff assistance, if necessary, to resolve conflict peacefully
- attend classes as scheduled
- respect RCA dress codes
- respect the personal space and boundaries of each other
- When older students are working with and mentoring younger students the atmosphere and attitude should remain professional
- refrain from the use of tobacco products/vaping, alcohol and drug use

## Relationship Guidelines

I Thessalonians 5:13b-15: *“Be at peace among yourselves. Now we exhort you, brethren, warn those who are unruly, comfort the fainthearted, uphold the weak, be patient with all. See that no one renders evil for evil to anyone but always pursue what is good both for yourselves and for all.”*

As the above scripture points out, we are to live in a way that exhorts one another. Riverside Christian Academy recognizes that all have fallen short. We also uphold that without the transforming power of the gospel, living a harmonious life is impossible on our own merit. We are called to love one another and can only do so truly with the power of the Holy Spirit and His transformation in our lives.

Riverside Christian Academy will continuously develop strategies to make students feel valued, respected and connected within the home, church and school community. This will include the protection of the students' physical safety, social connectedness, emotional well-being and protection from all forms of bullying while remaining spiritually and scripturally consistent with Riverside Calvary Chapel and RCA's faith-values, biblical worldview, and philosophical principles.

As followers of our Lord Jesus Christ, the community of Riverside Christian Academy will seek to demonstrate and lead students to display character that speaks and acts kindly, forgives often, honours and protects one another, rejoices in truth and upholds the call to love one another in a brotherly love as demonstrated by our Lord Christ Jesus.

# HEALTH & SAFETY POLICIES

## EMERGENCIES

### Emergency Drills Policy

**Fire Drills** Fire drills will occur a minimum of 3 times per school year.

**Earthquake Drills** At least once a year, the school participates in an earthquake drill.

**Lockdown Drills** At least once a year, the school participates in a lockdown drill.

RCA follows the RCC Emergency procedures for Fire, Earthquake, Lockdown and other emergency situations. A full copy of RCC's Emergency procedures will be provided to parents upon enrollment and will be available around the facility. All RCC and RCA staff are trained on these procedures.

### First Aid and Emergency Procedures Policy

All injuries to students/parents/volunteers will be brought to the attention of a Riverside Christian Academy staff member. If the injury warrants, the designated first aid specialist on staff will be notified and perform first aid treatment if necessary.

In situations where an injury may warrant professional and/or emergency medical attention, the following steps will be taken:

1. **Emergency Response:** In the event of a severe medical incident, the staff member on duty will remain with the affected individual and immediately communicate with the school office via a cell phone, a responsible student, or another staff member.
2. **Emergency Services:** If deemed necessary, the staff member on duty will use a cell phone to contact 911 while remaining with the injured student and subsequently relay pertinent information to the school office.

Parents will be notified as soon as possible should their children warrant emergency care, and if warranted, emergency transportation to a medical facility.

Please see RCC's Emergency Procedures Manual for full Emergency Procedures plan.

### Other Specialized Training

Riverside Christian Academy will provide training on the use of on-site defibrillators, the administration of epinephrine pens, and glucagon injections when necessary to support the health and well-being of students whose medical history may require such intervention.

# MEDICAL CONDITIONS AND ILLNESS

## Illness Policy

If a child is sick and unable to participate fully in routine activities, they are best kept at home. If a child has come in contact with a communicable illness, they are to remain at home until the recommended time for the specific illness and they feel well enough to attend. If Riverside Christian Academy receives notice that a child has attended school with a communicable illness, parents will be notified to monitor for signs and symptoms of the illness. Parents are advised to inform the school if their child has been diagnosed with a communicable illness. Such information is kept confidential.

If a child experiences vomiting or diarrhea, they are to remain at home for 24 hours after the last episode of vomiting/diarrhea. Should a child become ill during school hours, parents will be asked to take the child home as soon as possible. Should a parent/guardian not be able to pick up immediately, RCA will move the child to a comfortable and isolated area until parents are able to pick up their child. Please ensure your emergency contacts are updated.

Should a child have a fever, they are to remain at home until well enough to attend and any fever has resolved for a 24-hour period without the use of fever-reducing medication (e.g., acetaminophen, ibuprofen). Should a child come down with a fever during school hours, parents will be contacted for pick up.

## Allergy Awareness Policy

As part of the admissions process, allergy information is kept on file for every student. Parents and guardians of students are responsible for notifying the school of any new allergy concerns.

### Allergy Awareness

To prevent accidental allergic reactions and harm, Riverside Christian Academy will post and continually update a publication of those children within our care with moderate to severe allergy diagnosis which have the potential of becoming anaphylactic in nature.

Precautions will be made, at the discretion of the school and in partnership with parents, should food allergies be present. This includes but is not limited to a 'Nut Free' environment should a child within our community have a severe reaction.



## Field Trip Policy

RCA recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. Our program encourages and supports student participation on field trips that enhance and expand educational experiences and opportunities and are to be provided to students in a safe and secure manner.

RCA aims to have program field trips planned well in advance. Parents will receive notice of an upcoming field trip no less than two weeks prior to scheduled date. Notice will include the field trips' purpose, date, any applicable cost, requested volunteers, and any travel information. Permission and Risk Assessment forms will be signed by parents indicating that their child has permission to attend the field trip.

Cell phones are kept by RCA staff/Volunteers on all field trips. Communication will be made to the RCA office and/or classroom parents in the event of a time delay, emergency, or accident, and to confirm time(s) of arrival, departure. A first aid kit must be taken along on all field trips.

Transportation to and from field trip locations will typically be provided by RCA/Volunteer/Parent carpooling. All drivers must have a Valid Class 5 Driver's License. Car seats are to be provided by parents. A child will be unable to be transported without a car/booster seat.

At times, RCA may hire a school bus to provide transportation. No car seats are required on school buses.

## Supervision Policy

Supervision of RCA students is a priority to ensure student safety throughout the school day. Supervisors consist of staff approved volunteers.

### Morning Supervision

Outside supervision is not provided prior to the beginning of our daily program. Students should arrive at RCA no earlier than 8:30 and remain with their parents/guardians until the doors are opened at 8:35. Please do not send your child(ren) to school before 8:30am unless you intend to stay with your child(ren) until a supervisor arrives. Staff supervision begins at 8:35am. Upon arrival, students are to proceed to supervised areas of the school until school begins.

### DURING SCHOOL SUPERVISION

RCA students will be under the care of no less than one adult Supervisor at any point during the school day while on the school property.

### During Field Trips

RCA students will be under the care of no less than two RCA Supervisors while on school arranged fieldtrips.

## Child Abuse Prevention Policy

The Child, Family and Community Service Act requires anyone who has reason to believe that a child has been, or is likely to be at risk, has a legal duty to make a report to a child welfare worker, or directly to the police if a child is in immediate danger.

The purpose of this policy and guidelines is to provide specific guidance to the school community including parents, Riverside Christian Academy staff/volunteers and Riverside Calvary Chapel staff in fulfilling the commitment to assist in child abuse prevention and in providing reporting protocols if child abuse is suspected or known to have occurred.

## Smoking/Vaping Policy

By BC Law, all schools are drug and smoke-free zones. Likewise, Riverside Christian Academy is a smoke free environment. All teachers, staff, parents, school volunteers and students are to refrain from the use of tobacco (or vaping) and cannabis while on the school property or during off site extra-curricular activities and events with the children.