



# Riverside Christian Academy

2026/2027

**RIVERSIDE EDUCATION SOCIETY**

#8 – 20178 96<sup>TH</sup> AVE.

LANGLEY, BC

V1M 0B2

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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.

Our purpose is unlike other schools in our area, and we believe it 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 [HERE](#) 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.

# Philosophy of Christian Education

Christian Education is rooted on the eternal Word of God as revealed through the Holy Scriptures. Anything outside of biblical teaching is outside of the Word of God. All education should be birthed out of and through the living scriptures with the guidance of the Holy Spirit.

At Riverside Christian Academy, we believe the Bible to be the root of all teaching.

*Colossians 2:8* 'lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ.'

All our values, conducts and teachings are interwoven and directly birthed from scripture.

A Christian philosophy of education is founded on biblical truth that all the knowledge that can be discovered, pondered on, fathomed, created, adorned, and known is found within the Word of God. All of creation and the knowledge found in the scriptures are not wonders of our own, yet first existed in the mind of our God, is sustained by Christ's authority, and is revealed to us through the power of the Holy Spirit's presence in our lives.

*Colossians 1: 16-18*: 'For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him. <sup>17</sup> And He is before all things, and in Him all things consist. <sup>18</sup> And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the pre-eminence.'

## Key Concepts

### God's Word

God's Word is comprised of the scriptures of the Old and New Testaments and are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which Riverside Calvary Chapel and RCA operates. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. Therefore, the Word is the moral authority that informs all our intellectual, spiritual, social, and physical pursuits. Thus, true education of the person can only occur when all facets of learning (all disciplines) are rooted in and viewed through the lens of God's Word.

### Truth

Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience.

Students are taught that:

- All truth is God's truth, the only truth.
- They are created in the image of God.
- They must confront the issue of sin, repentance, and redemption in their lives.
- They can know God as revealed in Christ and made present through the Holy Spirit.

## Potential in Christ

Riverside Christian Academy desires for students to seek after their full potential in Christ as they develop their understanding of the scriptures, their personal relationship with Jesus Christ and their desire to grow in an increased knowledge of Him. This is a heavy task without the help of our God. Because of this great sense of duty, we rely heavily on the scriptures, the guidance of the Holy Spirit and center everything we do at RCA around the Word of God.

We desire to come alongside parents and help to foster and nurture a child's spiritual, social, emotional, physical and personal development by:

- Teaching the Bible as God's inspired infallible Word and absolute rule of life.
- Stressing the need for a personal, redemptive, and growing relationship with Jesus Christ.
- Encouraging the habit of daily Bible reading, devotion, prayer, and fellowship with believers.
- Discussing the holy attributes and ultimate sovereignty of God in conjunction with the responsibility and accountability of each hearer of the gospel.
- Helping students learn what it means to be created by God spiritually, emotionally, mentally, and physically.
- Developing biblical attitudes toward friendship, marriage, family, work, society, and human relationships.
- To cultivate personal responsibility toward family, church, school, and society.

# 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 Academy.

## 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 RCA Academy 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
Randy Dyck	Treasurer & Elder of RCC
Tom Wright	Member at Large
Jake Dyck	Member at Large & Representative of Teach Beyond
Pastor Brent Smith	Member at Large & RCC Pastor

### Constitution and Bylaws

The RES Constitution and Bylaws & the Roles and Responsibilities of the Board are available upon request by emailing [rca@riversidecalvary.com](mailto:rca@riversidecalvary.com).

## 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 RCA Administrator (RCAA) with support from the RES Board and RCC Staff as needed.

### [Office Hours](#)

Tuesday-Thursday 10:00 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

### Riverside Christian Academy Administrator

The RCAA reports to the RES board and is responsible to establish and oversee the operations of RCA. The RCAA is the RES Board's main representative and is the primary leader in the RCA Academy building. Under the RCC and RES board's input and guidance the RCAA 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

### Academy Staff

Teaching staff, paid or volunteer, report to the RCAA. Under the guidance of the RCAA, 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 RCAA 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 RCA Academy is established to implement and maintain quality Biblical education.

## **Parents/Guardians**

Parents/guardians 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/guardians are committing to work in partnership with the RES Board, the RCAA and teaching faculty by providing ongoing feedback and support of each of their child(ren)'s learning and development.

# CURRICULUM AND PROGRAM POLICIES

## Educational Resource Policy

Riverside Christian Academy generally follows a Classical Christian Model and will choose/develop the curriculum and programs based upon a Biblical worldview.

### [What is Classical Education?](#)

Classical education is an approach to learning that incorporates a teaching model known as the Trivium, which consists of the three stages of grammar, logic, and rhetoric. This compliments a child's natural way of learning. This trivium helps to establish lifelong learners.

### [What is a Classical Christian Model?](#)

Lifelong learning not only encompasses a child's academic learning, but more importantly parallels our walk in the Lord and the lifelong learning and growth of our sanctification. At Riverside Christian Academy, it is the redemptive Word of God that is the center of all things, transforming the lives of God's children. Using the trivium of Classical Education, children develop the ability to read, understand, memorize, and recite biblical truths when young. As they mature in their knowledge, they begin to apply logical biblical truth to their lives. When entering the rhetoric stage, their earlier stages of learning begin to deepen their understanding of the gospel, developing critical thinking and rhetoric skills that equip them to share the gospel with others as disciples of Christ.

### [What is a Biblical Worldview?](#)

A Biblical worldview in education is an assurance that the knowledge gained will be based upon God's truth and not just the academic subject areas of science, history, mathematics, and language. While these academic areas are an important part of a child's education at Riverside, our understanding of these areas are not complete until we test, filter and discover them through the lens of God's Word. When taught through a strong and accurate Biblical worldview, these subjects are brought to life and are a beautiful platform for believers to express the complex wonders, historical providence, intricate details and the wonderful truths of His Word. In all these things we are led to seek, love and serve the one and only God.

### [Why do we not exclusively follow the Classical Educational Model?](#)

Whereas we see the Classical Christian Model as one of beauty and worth, we understand that there are a variety of learning models that enhance a child's learning while engaging them in the God's world. We cannot put God in a box; thus, we are unable to box up an education model as well. We will continually review our curriculum, our practices, and our learning outcomes to ensure all learning is developmentally appropriate and is in line with our Vision and Mission.

### [Evaluating, Developing and Selecting Curriculum](#)

The Curriculum at RCA will be evaluated, developed and selected by the teachers and RCAA of the program with the approval of the Riverside Education Society. Additionally, parents are invited to review, provide input, suggestions and feedback to curriculum. All curricula will ensure the following:

1. Support RCA's Mission and Vision for each student
2. Assist students in making connections between what they learn in class and its practical application in their lives,

3. Address developmental and age-appropriate needs, have effective instructional and technical design,
4. Suitably support the pedagogical, social, philosophical, cultural and faith-based values of RCA.
5. Recognizes the diversity of learning styles within a classroom
6. Consistent with a Biblical Worldview
7. Meeting the requirements set by copyright and privacy legislation

In addition, resource evaluation will be based on one or more of the following criteria:

- Age appropriateness
- Beliefs and values
- Cultural attributes
- Language
- Christian perspectives and Biblical formation
- Course content, skills, and competencies
- Respect for individual differences
- Social responsibility
- Pedagogical perspectives

## Technology in the Classroom Policy

Technology and the use of technology in education continues to expand at a rapid pace. Whereas Riverside Christian Academy embraces the advances of technology and seeks to utilize it for educational purposes when necessary; we will also seek to apply biblical principles to the use of such technology.

For these reasons, when and if technology is used within the classroom setting, we seek to train students to use technology in a way that reflects the character of Christ and the shared values of our RCA community. Unless otherwise directed as part of an assignment, the internet is not to be accessed at RCA at any time.

### Personal Devices

The use of personal devices (smartphone, tablet etc.) is prohibited at RCA unless advised otherwise. Students are to leave personal devices at home. Should contact from parents be a concern, phone calls can be made outbound/inbound by the use of our church phone.

## Social Media Policy

Students and Staff are expected to follow the guidelines listed below to create a safe, respectful, and moral atmosphere in every online environment. Whereas RCA does not wish to extend overreach when it comes to an individual's freedom to be present and express

themselves online outside of learning hours, as a student, parent or Staff Member of RCA, each individual must agree to the following guidelines:

- Represent Christ and RCA well by posting content that reflects a Christian worldview and values. Students and Staff are not to post content or comments that are threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity. This includes links to websites and content that contain offensive or immoral media.
- Avoid showing approval of inappropriate posts (by “liking” or sharing such content).
- Interact with others in a respectful, courteous, and positive manner through all comments and posting of content.
- Respect the privacy of others.
- Protect their personal social media accounts
- Stand up for the safety and wellbeing of others. Students and Staff are to immediately notify RCA faculty or administration if they become aware of an RCA community member being bullied, harassed, slandered, or threatened online by someone else.
- Respect the rights of other people and their content. Students and Staff may not post content or comments that infringe on the rights of RCA or any individual or entity, including privacy, intellectual property, or publication rights.

Each student, staff, and partnering parents should understand that any comments posted to the RCA or Riverside Calvary Chapel social media sites are considered public. RCA and RCC reserve the right to reject or remove comments on RCC social media accounts if they violate the above policy. We also reserve the right to amend this policy as we see fit.

# OPERATIONS POLICIES

## Financial Operations

### Donations to Education Ministry

Donations cover RCA's operating costs. RCA is open 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 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
- Level 2 Learners: The cost to operate the ministry is \$4500 for the school year

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.

Donations can be made by cash, cheque or e-transfer to [rca@riversidecalvary.com](mailto:rca@riversidecalvary.com)

A tax receipt will be issued for all donations to the RCA Ministry. **This does not include the one-time application fee and the consumables fee collected every year.**

## 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 7:30 am. In such an event, all program closures will be announced in 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 RCA 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.

# STAFF & 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 Administrator

When hiring an Administrator to oversee Riverside Christian Academy and its operations, the following protocols will be carried out by the Riverside Education Board:

- Available career opportunities for Administrator 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 philosophy of Christian education as outlined in the RCAA's application Package.
- 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.
- The RES Board of Directors will observe the candidate in a trial day or presentation
- The candidate will then have a final interview with the RES Board of Directors.
- Upon satisfaction, a job offer will be presented with a scheduled 3-month review and 1 year probation.

### Hiring of Teachers and all other RCA positions

The RES Board will be responsible for the hiring/training/dismissal of staff members, including the full hiring/interview process. This will include:

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 RCAA and one pastor or Elder from RCC.
- For suitable candidates, the RCA RCAA will follow up with a criminal record check, phone references, and verify resume.
- Candidates may be required to give a presentation or complete a one-day trial review. If this is needed, then following the presentation or trial session then a final interview may be required.
- Upon satisfaction, a job offer will be presented with a scheduled 3-month review and 1 year probation.

## Teacher/support staff Evaluation Policy

Teachers in their first year at RCA are evaluated within their first three months. All staff will be reviewed yearly prior to a renewal of a yearly contract at RCA. Evaluation of a continued contract will be based on:

1. The satisfaction of the families they serve: Parents are an active part of the daily life at RCA. All parents will be asked to provide continued feedback, support and suggestions to further the development of RCA.
2. The satisfaction of RCA: A teacher must demonstrate to the RCA Administrator that regular parents communication is occurring. All teachers are required to carbon copy the RCA Administrator on all email communication. Additionally, teachers are requested to provide monthly classroom summaries to the RCA Administrator.
3. General teacher expectations listed in an individual's "Job Description": A reasonable time frame will be set to allow the teacher to address performance/compliance issues. Support, training, and encouragement will also be offered to help in the fulfillment of job duty obligations. If the issue is not addressed in the set amount of time given, another meeting will be held between the teacher and the RCA Administrator to discuss job suitability. If all attempts at resolution fail, the contract with the teacher may be terminated. The teacher may refer to the Appeals Policy.

## Volunteer Policy

### Recruitment, Orientation and Training

- Volunteers will be asked to commit themselves to assisting only after they have had an opportunity to visit RCA, discuss roles and have their questions answered.
- All regularly scheduled volunteers are required to undergo a Criminal Record Check and fill out the RCC Serve Form.
- 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 RCA.

### 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 RCA Administrator as soon as possible.
- Volunteers will work under the supervision and guidance of RCA teachers or staff.

- The volunteer should become familiar RCA routines.
- Volunteers will have no access to student records.
- A volunteer may not evaluate a pupil's progress.
- The volunteer is guided at all times by Academy policy.
- When asked to assist in supervising children:
  - Volunteers are acting on behalf of the Academy 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 teachers, RCA and RCC staff and those with whom there will be contact.
- 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.
- Volunteers should not be left alone in charge of the class.
- 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.

## Personal Information Privacy

### Staff and Volunteers:

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

## 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 RCA Administrator to arrange an interview.
4. Acceptance will be determined based upon a completed interview. Applications that meet all requirements will receive an Acceptance Package which includes our **Policy and Procedures Manual** which parents are required to thoroughly read.
5. Parents will also be contacted to arrange a time for and orientation and /or evaluation of their child.
6. Upon acceptance parents must submit:
  - a) A one-time \$100 deposit
  - b) A yearly Consumable Fee of \$250
7. Every student will undergo a 1-month 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 RCA.

Please contact [rca@riversidecalvary.com](mailto:rca@riversidecalvary.com) or visit our website for an updated application.

### 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 inside and outdoor play;
- A pair of slippers or inside shoes must be kept in the child's backpack
- We do not require inside shoes to be worn, but when outside footwear gets dirty, students must have something to change into as sock feet are not allowed in the classroom

### Extra Clothing

- Students must bring a change of clothes to be kept in their back packs

## 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 programming 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;
- treat one another with dignity and respect at all times, even in disagreement;
- respect the rights of others;
- show proper care and regard for RCC property and the property of others;
- take appropriate measures to help those in need;
- respect all members of the RCA 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 RCA staff assistance, if necessary, to resolve conflict peacefully
- attend classes as scheduled
- respect RCA dress codes
- refrain from the use of tobacco products/vaping, alcohol and drug use

## Bullying and Harassment

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. All children are welcome and are entitled to a safe learning environment.

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.

Bullying and harassment of any kind, including physical, verbal, sexual, relational, cyber-bullying and intimidation will not be tolerated.

Students are encouraged to report any bullying or harassment to their parents/guardians and RCA authorities. Upon receipt of a report, Riverside Christian Academy will take the following steps:

1. Ensure the safety of the reporting student(s) to prevent retaliation.
2. Investigate the situation to gather more information from those involved, with consideration of the students' age, maturity, and individual needs.

This involves:

- a. hearing the stories of the individuals involved and how it impacted them.
- b. If determined that bullying or harassment has occurred, there will be a meeting with the offending student, parents, and Riverside Christian Academy personnel to review concern, our policies and develop a restorative action plan to encourage restorative practice, repentance, and forgiveness.

Continued behavior of bullying and/or harassment may lead to temporary or permanent removal from the program. Please refer to RCA's Guidance and Disciple Protocol Policy.

## 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 RCA in line with the infringement.

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

**Withdrawal:** Exclusion from an RCA activity, restriction to certain parts of the church grounds

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

1. Problem Solving at the school level: a student has the opportunity to 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 RCA for a period of time.
4. Probation: a student is placed on a behavioural contract with regard to specific behavioural concerns.
5. Permanent Removal from the RCA: this can be done by parents/guardians withdrawing their child from RCA or by expulsion. If expelled, the student loses the privilege of attending RCA. RCA may expel a student whose conduct consistently conflicts with the RCA'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.

## Withdrawals and Dismissals Policy

To withdraw at any time, a student/family must meet with the RCA Administrator and complete and return a withdrawal form. Until a withdrawal form is completed and returned, 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.

# HEALTH & SAFETY POLICIES

## Emergencies

### Emergency Drills Policy

RCA follows the RCC Emergency procedures for Fire, Earthquake, Lockdown and other emergency situations. A full copy of RCC's Emergency procedures are available 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 RCA 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 RCA 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 RCA receives notice that a child has attended RCA with a communicable illness, parents will be notified to monitor for signs and symptoms of the illness. Parents are advised to inform RCA staff if their child has been diagnosed with a communicable illness. Such information is kept confidential.

If a child experience 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.

### Over the Counter Medication

If a parent or guardian requests that RCA staff administer over-the-counter medication, they must complete a permission form provided by the RCA Administrator. The form includes a daily medication tracking log, which must be completed and signed by the staff member administering the medication. A copy of the log will be provided to the parent or guardian at the end of each day.

All medication must be in its original packaging, clearly labeled with the child's name, and include dosage instructions. Medication must not be expired, and staff will administer it only according to the directions on the label unless otherwise directed by a physician in writing. All medications will be stored securely by staff and must not be kept in the child's personal belongings. The permission form will be valid only for the duration specified on the form.

### 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 RCAA of any new allergy concerns.

#### [Allergy Awareness](#)

Last updated: April 7, 2026

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 RCA staff 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.

RCA strives to remain up to date on policy modifications to protect such children in our care. If there are any changes to your child's allergy profile, please update the RCAA as soon as possible so our policies can reflect the safety of all children.

### Faces to Remember

A Faces to Remember file (FTR) shall be developed for every student with a life-threatening or allergy medical condition. This document will contain:

- Full name of student and head shot photo
- Identification of symptoms (emergency and other) and response plan
- Emergency contact information
- Information on daily or routine management accommodation needs of the student (e.g., space, access to food)
- Identification of routine or daily management activities, if any, that will be performed by the student, parent(s)/guardian(s), staff or an individual authorized by the parent(s)/guardian(s).
- Details related to the storage and disposal of the student's prescribed medication(s) and medical supplies
- A copy of any notes or instructions from the student's health care provider, where applicable
- Preventative strategies to be undertaken by the RCA staff to reduce the risk of medical incidents and exposure to triggers or causative agents in classrooms and common learning areas
- Identification of RCA staff and others who will have access to the student's FTR
- Information on how to support or accommodate the student to enable participation to their full potential in all RCA activities (e.g., field trips, overnight excursions, board-sponsored sporting events)
- Requirements for communication between the parent(s)/guardian(s) and the RCAA and/or staff, as appropriate, including format and frequency
- Parental consent to share information on signs and symptoms with RCA staff, other students, and other RCA community members as identified for each medical condition is available in

## Life-Threatening Medical Conditions

All students are entitled to a safe learning environment at Riverside Christian Academy. Our program will support students with asthma, diabetes, epilepsy/seizure disorder, life-threatening allergies and other serious health conditions in managing their medical condition and enable them to participate in RCA to their full potential.

### Definitions

### Allergen

An allergen is a substance capable of causing an allergic reaction. Upon first exposure, the immune system treats the allergen as something to be rejected and not tolerated. This process is called sensitization. Re-exposure to the same allergen in the now-sensitized individual may result in an allergic reaction which, in its most severe form, is called anaphylaxis.

### Anaphylaxis

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death.

### Asthma

Asthma is a very common chronic (long-term) lung disease that can make it hard to breathe. People with asthma have sensitive airways that when triggered can tighten up, become swollen, produce extra mucus, make it hard to breathe, and may cause death.

### Diabetes

Diabetes is a chronic disease that occurs when the body is either unable to sufficiently produce or properly use insulin. Insulin is a hormone that helps the body control the level of glucose (sugar) in the blood. Uncontrolled diabetes can cause damage to blood vessels, nerves and organs, resulting in serious complications, including death.

### Epilepsy

Epilepsy results from sudden bursts of hyperactivity in the brain. This hyperactivity causes seizures which vary in form, strength and frequency, depending on where in the brain abnormal activity is found, and may result in death.

### Health Care Provider

For the purpose of this policy, a health care provider may be a physician, nurse practitioner, registered nurse, pharmacist, respiratory therapist, certified respiratory educator, or certified asthma educator.

### Medication

For the purpose of this policy, medication refers to substances that are prescribed by a health care provider and, by necessity, may be administered to a student, or taken by the student during school hours. Examples of medications prescribed to students with life-threatening medical conditions include an epinephrine auto-injector (EpiPen®), a reliever inhaler, and glucagon.

### Faces to Remember

A Faces to Remember file (FTR) shall be developed for every student with a life-threatening medical condition. Please see the, "Faces to Remember" policy above for all details.

## **The Role and Responsibilities of Parent(s)/Guardian(s)**

- As primary caregivers, parent(s)/guardian(s) are expected to be active participants in supporting the management of their child's medical condition(s) while the child is at RCA. At a minimum, parents/guardians should:
- Educate their child about their medical condition(s) with support from their
- Guide and encourage their child to reach their full potential for self-management and self-advocacy

- Inform the RCAA and teacher(s) of their child's medical condition(s) within the first 30 days of the school year or as soon as possible during the school year and help to create the student's care plan.
- Review the FTR file and communicate any changes to the RCAA
- Supply their child and/or RCA staff with enough medication and supplies (e.g., testing strips, glucose tablets, etc.) in their original, clearly labelled containers, as directed by a health care provider and as outlined in their child's FTR file.

### **The Role and Responsibilities of the Student**

- Depending on their capacity for self-management, students are expected to actively support the development and implementation of their Faces to Remember file. Students should:
- Take responsibility for advocating for their personal safety and well-being
- Participate in meetings to review their plan of care in their FTR file.
- Carry out daily or routine self-management of their medical condition to their full potential, as described in FTR file.
- Carry medication and medical supplies and, if capable, self-administer medication when needed
- Ensure that teachers, RCAA and friends know where to find their medication that they carry with them, in the event they have difficulty getting to the medication
- Communicate with their parent(s)/guardian(s) and RCA staff if they are facing challenges related to their medical condition(s) at RCA
- If possible, inform the RCA staff and/or their peers if a medical incident or a medical emergency occurs

### **The Role and Responsibilities of the RCA Administrator**

To support students with a life-threatening medical condition, the RCAA or designate will:

- Clearly communicate to parent(s)/guardian(s) and students about the need to inform the RCA about any life-threatening medical condition the student has as soon as possible, and the expectation for parent(s)/guardian(s) or adult student to develop a FGTR file specific to the student's condition and their needs
- Work with parent(s)/guardian(s) and the student, if appropriate, to develop a FTR file.
- Review the FTR file annually or at any time that there are changes to the status of the student's medical condition, management of their condition and/or needs, or their learning environment
- Communicate with parent(s)/guardian(s) in medical emergencies, as outlined in the FTR file
- Designate a secure, accessible and appropriate place to store emergency medication and supplies
- Communicate proper disposal of medication and medical supplies with all staff, and students who have a FTR file, and provide necessary disposal supplies (e.g., sharps kit)
- Maintain a file with the FTR file and supporting documentation for each student with a life-threatening medical condition
- Encourage the identification of staff that can support the daily or routine management needs of students at RCA with life-threatening medical conditions, while honouring the provisions within their collective agreements

- Provide relevant information from the student's FTR file (e.g., signs and symptoms of a medical incident and emergency, triggers or causative agents related to life-threatening medical conditions) to RCA staff and others who are identified in the FTR and authorized by the student's parent(s)/guardian(s) and RCAA (e.g., other students, food service providers, transportation providers, volunteers, occasional staff who will be in direct contact with the student)
- Ensure that all staff and others who are in direct contact with students who have a life-threatening medical condition, and who have been authorized by parent(s)/guardian(s), have access to the FTR and receive sufficient training and resources, at minimum annually
- Develop and implement strategies to reduce the risk of student exposure to triggers or causative agents in classrooms, common areas, and extra-curricular activities, in accordance with students' FTR
- Ensure staff going on field trips and off-site activities carry a copy of the FTR for any student with a life-threatening medical condition who will be on the trip
- Communicate to the RCA community that bullying of students regarding medical conditions will not be tolerated

## **The Role and Responsibilities of RCA Staff**

RCA Staff have the responsibility to:

- Review and follow the FTR for each student who has a life-threatening medical condition with whom they have direct contact
- Participate in regular training, at minimum annually, on dealing with students with a life-threatening medical condition
- Support students with a life-threatening medical condition by allowing them to perform daily or routine management activities at RCA (e.g., classroom), as outlined in their FTR file, while being aware of confidentiality and the dignity of the student
- Be aware that students with a life-threatening medical condition can responsibly choose, without penalty, not to participate in an activity that may pose a risk to themselves based on their medical condition
- Respond to medical incidents and medical emergencies as needed
- Follow direction from the RCAA for the dissemination of information on a life-threatening medical condition (e.g., signs and symptoms of a medical incident and emergency, triggers or causative agents) to other parent(s)/guardian(s), students and staff members, and any others who are in direct contact with students who have a life-threatening medical condition
- Take precautions choosing classroom materials and planning classroom activities, field trips, off-site excursions or special events to minimize risks to students with a life-threatening medical condition (i.e., avoid student exposure to triggers or causative agents related to the medical condition)
- Take reasonable steps to accommodate students with a life-threatening medical condition on an individual basis at all RCA related activities

## **The Role and Responsibilities of RES**

The RES has a responsibility to:

- Be aware of and comply with this policy to ensure the safety of all children and consider implications for fundraising or other events at RCA.
- Provide training and resource materials on Life-Threatening Medical Conditions
- Make accessible to all staff a list of resources that provide information on various aspects of asthma, life-threatening allergies and anaphylaxis, diabetes, epilepsy/seizure disorder, and other serious medical conditions, including triggers or causative agents, and signs and symptoms of medical incidents and medical emergencies.

# Anaphylaxis Policy

## Preamble

**Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.**

Riverside Christian Academy acknowledges the critical importance of addressing anaphylaxis effectively within its educational community. RCA recognizes that this responsibility is shared among the student, parents, and staff at RCA and is dedicated to implementing measures and protocols to prevent, recognize, and manage anaphylactic reactions, ensuring the safety and well-being of all individuals on campus.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in at RCA.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

## Policy

While Riverside Christian Academy cannot guarantee an allergen-free environment, the RES Board will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies.

### Identifying Individuals at Risk

All staff members will have access to "Faces to Remember," a publication profiling Riverside Christian Academy's student(s) with high-risk known allergies and other medical conditions, to ensure awareness and preparedness.

At the time of registration, parents are asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis. Information on a student's life-threatening conditions will be recorded and updated on the student's Permanent Student Record annually.

It is the responsibility of the parent/guardian to:

- Inform the RCA Administrator when their child is diagnosed as being at risk for anaphylaxis.
- In a timely manner, complete medical forms and the Student Emergency Procedure Plan which includes a photograph, description of the child's allergy, emergency procedures, contact information, and consent to administer medication. The Student Emergency Procedure Plan should be posted in key areas such as in the child's classroom, the office, the teacher's daybook, and food consumption areas (e.g. lunch rooms, cafeterias). Parental permission is required to post or distribute the plan.<sup>1</sup>

- Provide RCA with updated medical information at the beginning of each school year, and whenever there is a significant change related to their child.
- Inform service providers of programs delivered on church property by non church personnel of their child's anaphylaxis and care plan, as these programs are not the responsibility of RCA.

RCA will contact anaphylactic students and their parents to encourage the use of medical identifying information (e.g. MedicAlert® bracelet). The identifying information could alert others to the student's allergies and indicate that the student carries an epinephrine auto-injector.

#### Record Keeping – Monitoring and Reporting

For each identified student, the RCAA will keep a Student Emergency Procedure Plan on file. These plans will contain the following information:

- Student- Level Information
  - Name
  - Contact information
  - Diagnosis
  - Symptoms
  - Emergency Response Plan
- School-Level Information
  - Emergency procedures/treatment
- Physician section including the student's diagnosis, medication and physician's signature.

It is the RCA Administrator's responsibility for collecting and managing the information on students' life-threatening health conditions and reviewing that information annually to form part of the students' Permanent Student Records.

## Emergency Procedure Plans

### Student Level Emergency Procedure Plan

(What to Know About a Student with Anaphylaxis)

The RCA Administrator must ensure that the parents and student (where appropriate), are provided with an opportunity to meet with designated staff, prior to the beginning of each school year or as soon as possible to develop/update an individual Student Emergency Procedure Plan. The Student Emergency Procedure Plan must be signed by the student's parents and the student's physician. A copy of the plan will be placed in readily accessible, designated areas such as the classroom and office.

The Student Emergency Procedure Plan will include at minimum:

- the diagnosis;
- the current treatment regimen;
- who within the RCA community is to be informed about the plan – e.g. teachers, volunteers, classmates;
- current emergency contact information for the student's parents/guardian;

- a requirement for those exposed to the plan to maintain the confidentiality of the student's personal health information<sup>2</sup>;
- information regarding the parent's responsibility for advising the RCAA about any change/s in the student's condition; and
- information regarding RCA's responsibility for updating records.

## Academy Level Emergency Procedure Plan

### (What To Do in the Event of an Anaphylactic Reaction)

1. Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
2. Call emergency medical care (911 – where available)
3. Contact the child's parent/guardian
4. A second auto-injector may be administered within 5 to 15 minutes after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
6. One person stays with the child at all times.
7. One person goes for help or calls for help.

The RCA Administrator, or designated staff, must ensure that emergency plan measures are in place for scenarios where students are off-site (e.g. bringing additional single dose auto-injectors on field trips).

### Provision and Storage of Medication

Children at risk of anaphylaxis who have demonstrated maturity<sup>3</sup> should carry one auto-injector with them at all times and have a back-up auto-injector stored at RCA in a central, easily accessible, unlocked location. For children who have not demonstrated maturity, their auto-injector(s) will be stored in a designated location(s).

The location(s) of student auto-injectors must be known to all staff members and caregivers.

Parents will be informed that it is the parents' responsibility:

- to provide the appropriate medication (e.g. single dose epinephrine auto-injectors) for their anaphylactic child;
- to inform the RCAA where the anaphylactic child's medication will be kept (i.e. with the student, in the student's classroom, and/or other locations);
- to inform the RCAA when they deem the child competent to carry their own medication/s (children who have demonstrated maturity, usually Grade 1 or Grade 2, should carry their own auto-injector), and it is their duty to ensure their child understands they must carry their medication on their person at all times;

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<sup>2</sup> To be in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA);

<sup>3</sup> As determined by the child's parents.

- to provide a second auto-injector to be stored in a central, accessible, safe but unlocked location;
- to ensure anaphylaxis medications have not expired; and
- to ensure that they replace expired medications.

## Avoidance/Prevention

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the RCA community must participate in creating an “allergy-aware” environment.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergies must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents.
- If eating in a shared environment, ensure those around them understands the life-threatening nature of their allergy. When in doubt, avoid the food item in question.
- Wash hands before and after eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

### Training Strategy

At the beginning of each school year, a training session on anaphylaxis and anaphylactic shock will be held for all RCA staff and persons reasonably expected to have supervisory responsibility of RCA students.

Efforts shall be made to include the parents, and students (where appropriate), in the training. Experts (e.g. public health nurses, trained occupational health & safety staff) will be consulted in the development of training policies and the implementation of training. Training will be provided by individuals trained to teach anaphylaxis management.

The training sessions will include:

- signs and symptoms of anaphylaxis;
- common allergens;
- avoidance strategies;
- emergency protocols;
- use of single dose epinephrine auto-injectors;
- identification of at-risk students (as outlined in the individual Student Emergency Procedure Plan);
- emergency plans; and
- method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis.
- distinction between the needs of younger and older anaphylactic students.

Participants will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainers throughout the year,

especially if they have a student at risk in their care.

## 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. Please see our Supervision Policy for further information.

## Supervision Policy

Supervision of RCA students is a priority to ensure their safety throughout the school day. Supervisors consist of staff and 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 AM and remain with their parents/guardians until the doors are opened at 8:35 AM. Please do not send your child(ren) to RCA before supervision is available at 8:35 AM. Upon arrival, students are to proceed to supervised areas until the day begins at 8:45 AM.

### Learning Time Supervision

RCA students will be under the care of no less than two RCA Supervisors while on the church property from 8:35 AM – 2:50 PM.

### Field Trips

In the event that we provide RCA led field trips, RCA students will be under the care of no less than two RCA Supervisors while on the field trip including the transportation to/from a field trip destination and during the entirety of the field trip. At this time, all RCA field trips are parent/guardian led and supervision is always provided by the parents/guardians.

## **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. RCA staff will work with the RES Board and the RCC Elders to determine what actions should be taken.