

# **PROVIDENCE**

## **CHRISTIAN ACADEMY**

## **Student & Parent Handbook**

"Discipleship through education."

11232 Gwathmey Church Rd. Ashland, VA 23005 www.pcashland.com

## **MISSION STATEMENT**

To partner with Christian families to disciple children through a Christ-centered, biblically rooted education. In doing so, we aim to cultivate a future generation of Christ followers who not only know God's truth as given to us in Scripture but also desire to live out God's truth as a people prepared.

#### **VISION STATEMENT**

Guided by God's providence, our vision is to cultivate students who are grounded in truth, shaped by wisdom and prepared to serve wherever He calls. We want to create an environment where we partner with families to help students think critically and Biblically, and meet state standards in academics while always remaining rooted in the Word.

## **DISTINCTIVES**

- Christ in All Things Our Christ-centered curriculum means we do more than simply provide a religion class among many other classes. Rather, by integrating the Scriptures throughout the curriculum, we present the Lord as the One in whom all knowledge is united.
- Parent Partnership We want to stir a passion for Christian education in the hearts
  of parents. We're a covenanting school in that we desire to partner with families
  who take seriously the impact that Christian education has in the spiritual
  formation of their child.
- Education as Formation The purpose of education is formation. It is about training students to become something, namely, lovers of God who are awakened and attuned to His beauty, goodness, and truth.

#### PROFILE OF A PCA STUDENT

Providence Christian Academy students will continually seek to grow spiritually, academically and socially based upon a theologically sound, Christian worldview. Students will seek Him first in all that they do and will lead mission-minded lives with a heart that desires to share the love of Jesus Christ with others, making disciples who make disciples.

## STATEMENT OF FAITH

Gwathmey Baptist Church and Providence Christian Academy upholds the following doctrines of our Christian faith:

- There is one Triune God who is the creator and ruler of the universe. He has eternally existed in three persons: The Father, the Son, and the Holy Spirit. These three are co-equals and one God.
- God the Father reigns with providential care over His universe. He is all-powerful, all knowing, all loving, and all wise.
- Jesus Christ is the only Son of God. He is fully God and fully man. He was born of a virgin, lived a sinless human life, and offered himself as the perfect sacrifice for the sins of all by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death and ascended into heaven where he sits at the right hand of God.
- The Holy Spirit is present in the world to make people aware of their need for Jesus Christ. He lives in all Christians from the moment of salvation, providing them with power for living and guidance in doing what is right.
- The Bible is God's written revelation of Himself to mankind. We believe the Holy Scriptures of the Old and New Testament to be the fully verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed, and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to Man.
- Man is the special creation of God, made in His own image. He created them male and female as a crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his choice man sinned against God and brought sin into the human race. Man's decision to sin caused a division between Creator and creation leaving man in need of a Savior.
- Salvation involves the redemption of the whole man and is offered freely to all
  who accept Jesus Christ as Lord and Savior, who by His own blood obtained
  eternal redemption for the believer. In its broadest sense salvation includes
  regeneration, justification, sanctification, and glorification. There is no salvation
  apart from personal faith in Jesus Christ as Lord.

## PURPOSE OF THE HANDBOOK AND CONTAINED POLICIES

The policies contained within the Parent / Student Handbook are intended to provide guidance and structure to the daily operation of the academy. Families whose children are enrolled in the academy are expected to support and abide by the policies. Parents understand and acknowledge they are entering into a partnership with Providence Christian Academy to teach these principles and biblical values. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

**NOTICE OF DISCLAIMER** Providence Christian Academy reserves the right to change or add any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school. This handbook is in no way contractually binding on Providence Christian Academy or its employees.

## **EDUCATIONAL OBJECTIVES**

Our objective is to provide a Christ-centered education that not only meets but exceeds Virginia state academic standards. We are committed to equipping students with strong foundational skills (in reading, writing and math), fostering curiosity and critical thinking in all subject areas, and integrating biblical truth into every area of learning. We will enhance learning through a variety of resources and enrichment classes. In doing so, we seek to cultivate character, responsibility, and a lifelong love for learning.

## PHILOSOPHY OF CHRISTIAN EDUCATION

Our philosophy of education is rooted in the conviction that all truth is God's truth and that the purpose of learning is to glorify Him. We view education as the holistic formation of the student—intellectually, spiritually, socially, and morally—so that each child may develop a Christ-centered worldview. We are committed to cultivating academic excellence, critical thinking, and moral integrity while integrating biblical truth into every area of study. In doing so, we seek to prepare students not only for future academic success but also for faithful service to God and others.

As Scripture reminds us: "The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction." (Proverbs 1:7)

## PHILOSOPHY OF SPIRITUAL DEVELOPMENT

We believe that true education flows from a strong foundation in God's Word. Our goal is to guide students in developing a personal relationship with Jesus Christ and to nurture habits of prayer, worship, and obedience to Scripture. Through daily instruction, discipleship, and example, we seek to help students grow in faith, develop a Christ-like character, and understand their calling to love and serve others.

As Scripture teaches: "Train up a child in the way he should go; even when he is old he will not depart from it." (Proverbs 22:6)

## SCHOOL ACCREDITATION

Providence Christian Academy is a member of ASCI and is working with the organization to gain accreditation.

## **ADMISSIONS**

We welcome applications from all Christian families. In keeping with the mission statement of the church and school, we seek excellence in Christ as well as diversity in our student body.

#### **Non-Discrimination Policy**

Providence Christian Academy is a Christ-centered school dedicated to providing an excellent education rooted in biblical truth. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational, admissions, scholarship, or other school-administered programs, while upholding our mission to partner with families in Christian education.

## **TUITION**

Tuition for 2026-2027 School Year

Full Day Elementary - \$6,800 per year

Three Day Junior Kindergarten - \$5,200 per year

Ten Month Payment Plan

Full Day Elementary - \$680 per month

Three Day Junior Kindergarten - \$520 per month

Paid monthly August 2026-May 2027

Paid in Full Discount - \$200

Must be paid in full before August 1st.

Additional Student Discount - 10%

Application Fees

Early Registration/Enrollment - \$150

Must be enrolled and paid by March 31st.

Regular Registration/Enrollment - \$175

Must be enrolled and paid April 1st through May 31st.

Late Registration/Enrollment - \$200

If enrolled and paid after June 1st.

Non-refundable. Due with enrollment application.

Other School Fees

Curriculum & Activities Fees - \$500

Includes curriculum, instructional resources, activities, and two field trips.

## **FUNDRAISING**

Families are requested to participate in school fundraisers throughout the year. We try not to have families sell items and instead focus on fundraising events and spirit nights. Please plan to attend as many fundraisers as possible and share these events with your family, friends and neighbors.

## **ACADEMICS**

Elementary education is the vital foundation that students will rely on all throughout middle school, high school, college, and beyond. This foundation is incredibly important and needs to challenge students to think independently and critically. At PCA, we use a traditional curriculum along with a variety of innovative learning strategies and activities to enhance daily lessons. BJU Press curriculum is used for all subjects in all grades. Our curriculum has a strong Biblical worldview and scripture is woven and tied in throughout all subjects. For reading, we focus on phonics and developing strong reading comprehension skills, including higher-order thinking skills. Language Arts, which includes writing, grammar, and spelling, is taught using a rigorous Christian-based curriculum. PCA math standards that align with Virginia State Standards are taught using a variety of resources focusing on basic math skills along with problem-solving skills and strategies. Bible is taught daily, and students attend chapel once a week. Social studies and science complete the well-rounded academic program. We recognize that God created each person intentionally and uniquely and as a result not everyone learns the same way. We use a variety of instructional styles, methods and tools to enhance learning and ensure that we are meeting the needs of every student where they are.

Spiritual highlights include: weekly chapel service, Bible studies, character development, application of biblical truths, scripture memorization, and prayer.

Enrichment classes include: Physical Education, Art, Music, Spanish, STEM, Technology, and daily recess.

Special events include: field trips, spirit days, school picture day, and more!

## **CURRICULUM**

## PCA uses BJU Press for all core subjects and Bible class.

About BJU - "Biblical worldview shaping is at the heart of all the materials we design. Students learn how the Bible is relevant to every academic subject because each textbook includes biblical worldview shaping. Instead of beginning with man's assumptions and then refuting them with God's truth, we start with God's truth as the standard. Scripture serves as a blueprint for how we put together our textbooks so that every lesson begins with truth."

#### **Bible**

GBC & PCA use the English Standard Version Bible. Students are welcome to carry any version of the Bible they prefer.

## **GRADING SCALE**

Grades are calculated in different ways at PCA depending on the course and grade level. The following two scales are used:

90-100 = A	Outstanding = O
80-89 = B	Satisfactory = S
70-79 = C	Needs Improvement = N
60-69 = D	Failing = F
Below 60 = F	

## REPORT CARDS

Report cards will be made available four times a year following each of the four quarters. Parents have 2 weeks from the date that report cards are posted to dispute any grade or attendance issue. After that time all grades and attendance records stand and may not be disputed.

## **ATTENDANCE**

At Providence Christian Academy, regular attendance is vital for your child's learning, spiritual growth, and participation in our school community.

#### What We Expect:

- Students should attend school every day, on time, and ready to learn.
- Parents should notify the school via phone or email as soon as possible if a student will be absent.

#### Excused Absences:

- Illness or medical appointments
- Family emergencies
- Other approved circumstances

#### Tardiness:

 Arriving on time is important for learning and for respecting others in the classroom.

#### Make-Up Work:

 Students are responsible for completing assignments they miss. Teachers will guide how and when to make up work.

#### Our Perspective:

 Being present at school is not only about academics—it's about being part of a Christ-centered community where each student's presence matters.

### Support:

• We understand that life can be challenging. Please communicate with us so we can help your family maintain consistent attendance.

## **HOLIDAYS**

Providence Christian Academy will be closed in observance of all major holidays to allow students, families, and staff time for rest, celebration, and reflection. A school calendar will be provided each year outlining all scheduled holiday breaks and any planned teacher work days. Families are encouraged to plan accordingly.

## **INCLEMENT WEATHER**

We will follow the Hanover County Public School closures for inclement weather. We will send emails out as promptly as we can.

## **HOURS OF OPERATION**

School hours are Monday through Friday from 8:30AM to 2:30PM. Students may not be dropped off prior to 8:15AM and must be picked up promptly at 2:30PM. The school reserves the right to apply a late fee to the account for students habitually not picked up by 2:45PM. The 2026-2027 school year runs from August 24th through May 28th.

## **DRESS CODE**

At Providence Christian Academy, we believe that how we dress reflects our values, creates a positive learning environment, and honors God. Our dress code encourages modesty, neatness, and respect while allowing students to be comfortable and active throughout the school day.

All students are required to wear the approved school uniform, with uniform colors limited to **navy**, **yellow**, **and khaki**. Clothing must be neat, clean, and appropriately fitted. Students are expected to maintain a well-groomed appearance at all times. Detailed uniform guidelines and approved items are provided during enrollment.

#### General Guidelines

- Clothing should be clean, modest, and appropriate for school activities.
- Logos, images, or wording that are inappropriate, disrespectful, or contrary to Christian values are not allowed.
- Clothing should not distract from learning or draw unnecessary attention.
- Closed-toe shoes must be worn at all times (no flip-flops).
- Tops that provide full coverage (no low-cut, crop tops, or spaghetti straps).
- Pants or shorts that fit properly (no sagging, torn, or excessively tight clothing).
- Shorts, dresses and skirts must be of modest length.

#### Special Guidelines

- Hats may be worn outdoors only.
- Hair should be neat and not distracting.
- Jewelry should be minimal and safe for active play.

Spirit Days & Special Events

 Occasional "Free Dress" or theme days will be announced in advance. Students are expected to follow modesty and appropriateness standards even on these days.

Partnership with Parents

We rely on parents to ensure their children arrive at school dressed appropriately. If a student is dressed inappropriately, parents may be called to bring a change of clothes.

## **TRANSPORTATION**

PCA does not provide student transportation to and from school. Families are responsible for transportation. Students may not be dropped off at school before 8:00AM and must be picked up at 2:30PM promptly. A fee may be assessed for late pickups. Parents must send in a dated, signed letter if anyone other than a parent or emergency contact will be picking up a student from school.

The school may provide transportation for field trips and other special events. The school must have proper transportation waivers signed and on file before a student can participate in these events.

## **LUNCH & SNACK**

Students will bring a packed lunch and snack daily. Students will have one snack break daily. Please provide a healthy snack item. If food needs to be kept cold or warm, please put it in a thermal container or put an ice pack in the lunchbox. PCA is not responsible for keeping food cold and cannot utilize microwaves to heat up packed food.

Please do not send gum, candy or soda to school. A small treat with lunch such as a small cookie or fruit snacks is okay but please refrain from including these items in daily snacks.

Please send a spill proof, filled non-glass water bottle for your child every day. Please make sure it does not leak. We kindly ask that you only send water in these water bottles. We will have water refill stations available.

We will occasionally have special snacks for a special day or event that may include sweets. You may also bring in a special snack for the entire class for your child's birthday (with prior teacher approval).

## **VISITOR POLICY**

This policy also applies to all chaperones and volunteers as well.

To maintain a safe, respectful, and Christ-centered environment, all visitors, chaperones, and volunteers at PCA are expected to adhere to the following guidelines:

- Visitors must sign in, present ID if requested, and wear a visitor badge while on campus. Classroom visits require prior approval.
- Volunteers must complete a Volunteer Application, pass a background check, and follow all school rules.
- Chaperones for field trips or events must be approved by school staff, pass a background check, and closely supervise students.
- All visitors, volunteers, and chaperones must model Christian behavior and may not use alcohol, tobacco, or inappropriate language during school activities. All must dress modestly and appropriately for a Christian school.
- All visitors, volunteers, and chaperones must respect student privacy, never be alone one-on-one with a student (unless explicitly authorized), and act in accordance with our Christian values.

The school reserves the right to deny or revoke access to any individual who does not follow these policies.

## COMMUNICATION

Providence Christian Academy acknowledges the importance of building a trusting relationship between our school and our families. To honor this commitment, we will

communicate any pertinent information with parents in a timely manner using a variety of means including emails, text messages and phone calls, if necessary. We may also use social media as a means of communication.

#### **ILLNESS**

To protect the health and safety of all students and staff, children who are sick should remain at home until they are symptom-free without the use of medication for at least 24 hours. This includes, but is not limited to, fever, vomiting, diarrhea, contagious infections, or severe respiratory symptoms. Families are asked to promptly notify the school of any contagious illnesses. The school reserves the right to send a student home if they display symptoms of illness during the school day and the student must be picked up within one hour of the request. During a medical emergency, if a parent or emergency contact cannot be reached, the school will call 9-11 for assistance.

## **MEDICATION**

Whenever possible, parents or guardians are encouraged to have doctors schedule medication doses outside of school hours. All medications, with the exception of EpiPens for severe allergic reactions, should be given at home before school begins or after dismissal. Providence Christian Academy does not provide administration of prescription or over-the-counter medications at school, and a signed parental release is required if medication is deemed medically necessary at school (but this is only in special, unavoidable circumstances). EpiPens may be stored in the classroom with the teacher or in the school office.

## **EMERGENCY PROCEDURES**

PCA has established safety protocols to respond quickly and effectively to emergencies. Students and staff participate in regular drills for fire, severe weather, lockdown, and other urgent situations. In the event of an emergency, staff will follow these procedures to ensure the safety and well-being of all students.

## VIDEO SURVELLIENCE

For the safety and security of students, staff, and visitors, Gwathmey Baptist Church & Providence Christian Academy maintains 24/7 video monitoring of all public areas on church property. These recordings are used solely for security purposes, including the prevention of unauthorized access, investigation of incidents, and protection of church and school property. Personal privacy is respected, and cameras are not placed in private areas such as restrooms or where changing tables are able to be seen.

## **FAMILY INVOLVEMENT**

We believe parents are a child's first and most important teachers, and we encourage strong partnership between home and school. Families are invited to participate actively in their child's education through communication, support, and engagement in school life. We welcome family members to volunteer and participate in school activities and events various times throughout the school year.

As Scripture states, "And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." (Deuteronomy 6:6-7)