



Chapelgate Christian Academy

Assisting parents in the education of their children
about life in the Light of God's Word

SHADOW DAY INFORMATION

Dear Parent or Guardian,

Thank you for your interest in Chapelgate Christian Academy (CCA). We hope that you will consider scheduling a "Shadow Day" for your student. This year, shadow day appointments are available on most Tuesdays, Wednesdays, and Thursdays beginning in October and continuing through April.

The shadow day experience will allow your student to attend classes in the grade that he or she will be entering next year. Your student will be personally escorted by a current student throughout the school day at CCA. They will follow the tour guide student's class schedule and have lunch together.

Please review the information provided below. If you have any questions, or would like to schedule a shadow day appointment for your student, you can contact me at lcassell@chapelgateacademy.org or by telephone at 410-442-5888. I am happy to help you.

When to arrive? 8:15 AM

Where to report? Report to the CCA School Office, which is located inside the first door to your right as you enter the main lobby of the Chapelgate building. Introduce your student as a shadow to the CCA staff behind the office counter. Your student will receive a welcome packet that will include a copy of the schedule for the student we have selected to be your shadow's tour guide for the day. The CCA office staff will connect your student with his or her tour guide for the day. Before you leave, let your student know that you will meet each other at dismissal inside the Chapelgate lobby – just to the right of the school office door. If your shadow student will be arriving and/or leaving with an existing CCA carpool, please make sure that Mrs. Cassell is aware of this arrangement prior to your student's shadow day.

Can my student shadow with a friend who already attends CCA? You are welcome to request that your student shadow with a specific CCA student; however we cannot always honor such requests.

What to wear? Modest, comfortable, casual clothing. Shirts should cover the student's entire torso. Slacks are fine, but shadow students should not wear jeans, capris, shorts, or skorts. If girls choose to wear skirts, they must not be any shorter than 3" above their knees. Tennis shoes are fine; open back sandals, flip-flops, or slippers are not appropriate.

What to bring? Shadow students should bring a book they could read in case a test or quiz is being administered in a class that they are visiting. In addition, they should bring some paper and a pen or pencil. Shadow students are encouraged to participate in the classes that they attend in order to help them maximize their experience at CCA.

What about lunch? Shadow students are invited to be CCA's guests for lunch. Their welcome packet includes a voucher they can use as they go through our cafeteria line. To help you decide whether you need to pack a lunch instead of using the voucher, the school lunch menu is posted each month on our website, www.chapelgateacademy.org. In addition to the entrees listed on the menu, we serve pizza by the slice, hot soup, and a variety of cold sandwiches, salads, fruits, snacks, and desserts. Please alert Mrs. Cassell in our Admissions Office if your student has any food allergies.

What if the weather is bad? In bad weather, CCA families listen for information about delayed openings and school closings in both Carroll County and Howard County Public Schools. CCA follows whichever system is the more conservative on any given bad weather day. If school opens late, we encourage our shadow students to keep their appointments. In the event of a one-hour delay, shadow students should arrive at 9:15. If school is two-hours late, they should arrive at 10:15. If school is closed, we will be happy to re-schedule the shadow day.

What if my student has special medical needs? If your student has any allergies or other condition that may require medical attention while visiting CCA, please alert Mrs. Cassell in the Admissions Office prior to your student's shadow day. If your *student* needs to monitor glucose levels, use an asthma inhaler, or needs to take any type of medication while visiting CCA, you will need to ask to meet with our nurse, Mrs. Hayden, when you bring your student to the school office at the beginning of the day. CCA has an elevator, which is available for the use of students with physical challenges.

When do I pick up my student? Dismissal is at 3:00 PM. Parents, guardians, or other family members who are picking up shadow students are asked to come inside the lobby of the Chapelgate building a few minutes before 3:00 PM and wait outside the school office – just to the right of the office door. This location allows you to see students as they move from any location in the building through the lobby to exit the building at dismissal.

If you have any further questions or I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

Linda Cassell

Linda Cassell
Director of Admissions