



IMMANUEL
CHRISTIAN SCHOOL

GUIDE FOR NEW K-8 FAMILIES

2025-2026

K-8 CAMPUS: 6915 Braddock Road, Springfield, VA 22151

K-8 HOURS: 8:15 a.m. – 3:15 p.m. MTWF | 9:15 A.M. – 3:15 p.m. TH

703.941.1220 | info@icsva.org | absence@icsva.org



Our mission is to **partner**
with families
to inspire students for
purposeful lives of
learning, godliness, and
service.



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SCHOOL DAY DETAILS: ARRIVAL



MORNING DROP-OFF

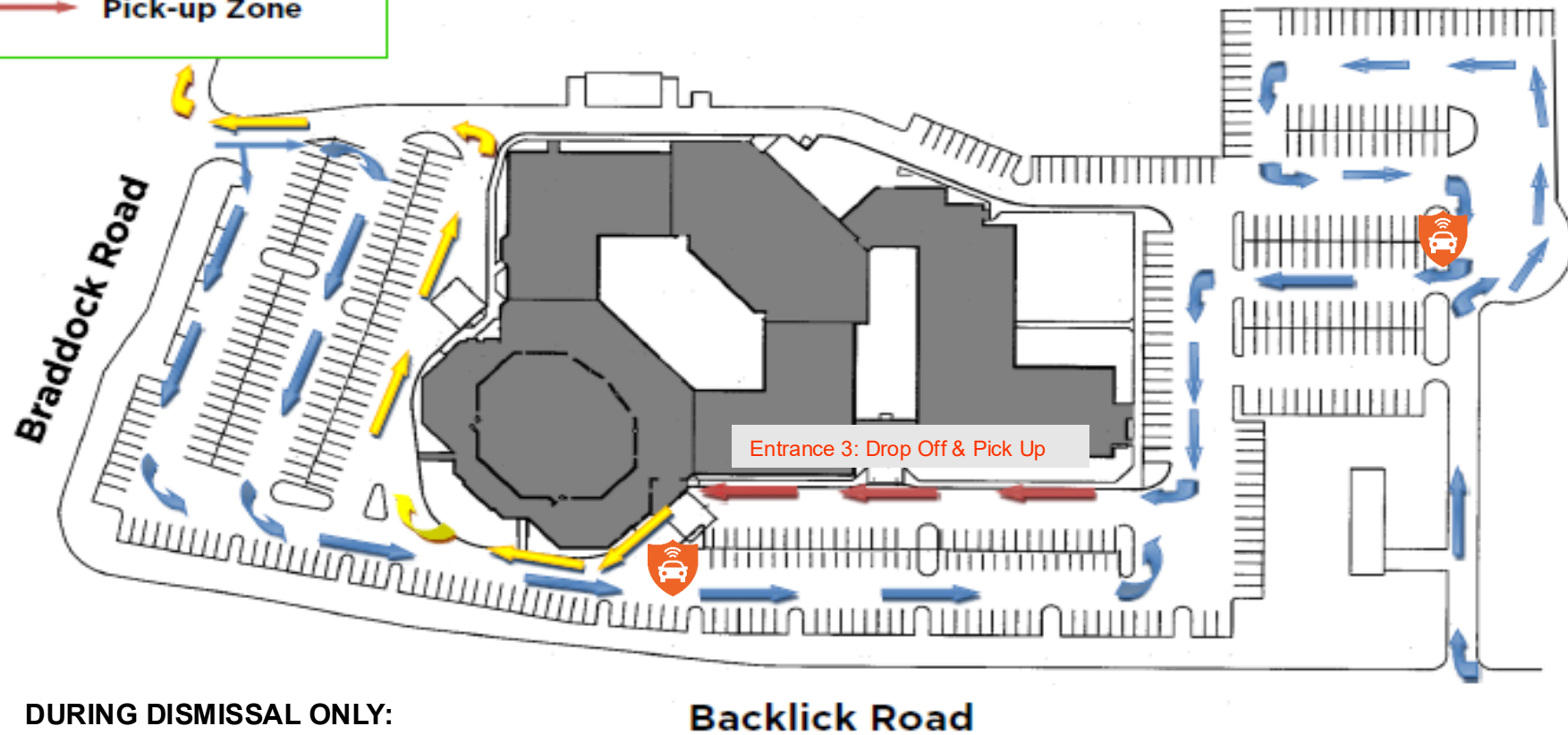
- Doors open at 7:50 a.m.
- Arrive by 8:10 a.m. School starts at 8:15 a.m.
- **Drop off at Entrance 3** (*main school entrance, facing Backlick Road*)
 - Please pull up as far as possible along the curb before students exit the car.
 - As soon as your car stops anywhere along the sidewalk, all students should get out.
 - ***Students only get out on the curb side of the car.***
- After 8:15 a.m. you must escort your student into the building.



Carpool Traffic Pattern

KEY

- Blue arrow: Entering Traffic
- Yellow arrow: Exiting Traffic
- Red arrow: Pick-up Zone



DURING DISMISSAL ONLY:
Click "Dismiss" in the SchoolPass App when you reach the signs.

SCHOOL DAY DETAILS: DISMISSAL

AFTERNOON PICK-UP SCHOOLPASS CARPOOL APP



SCHOOLPASS
CARPOOL APP

- 3:15 p.m. – 3:30 p.m.
- **Pick-up location is the same as drop-off**, in front of the school.
 - Entrance 3 (Main School Entrance); please pull all the way up along the curb
 - **SchoolPass is the carpool dismissal app.** *If you have not received a “Welcome to SchoolPass” email to set up your account, contact colleen.brookstein@icsva.org.*
 - Use the app on your phone to dismiss your child when you see the dismissal sign in the parking lot
- **Late Pick Up** – Parent must sign out student; a fee is charged via FACTS. \$15/15 minutes

SCHOOL DAY DETAILS: LATE-START THURSDAY

THE SCHOOL DAY BEGINS 1 HOUR LATER EACH THURSDAY

- K-8 begins at 9:15 a.m. (HS begins at 9:00 a.m.)
- *Late-start Thursdays provide consistent time for our teachers to collaborate, learn, and pray together. We're committed to continually engaging and investing in our devoted faculty and staff as they educate and disciple your student(s)!*
- **Late Start Drop-Off** – Students may get dropped off at the regular time and spend time on campus doing homework and reading before school begins

OR

Students may arrive via regular carpool procedures starting at 8:50 a.m.

SCHOOL DAY DETAILS: ATTENDANCE POLICY

ABSENCES

- Send an email to absence@icsva.org by 9:00 a.m.
 - This notifies Reception and the Nurse. *You do not need to email teachers.*
- If your student is out sick, please email nurse@icsva.org with the illness/injury so the clinic can track illnesses in the school.

MAKE-UP WORK

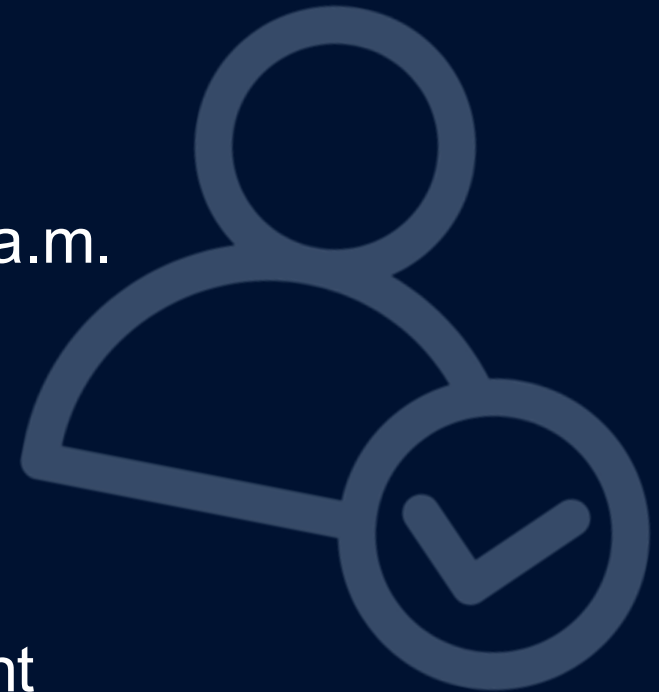
- 2 days to make up for one day excused absence
- Request homework, second consecutive day, by 10:00 a.m.

EXCUSED

- Illness, family death, unavoidable emergency

UNEXCUSED

- Missed carpool, car trouble, finishing a major assignment



SCHOOL DAY DETAILS: DRESS CODE

UNIFORMS

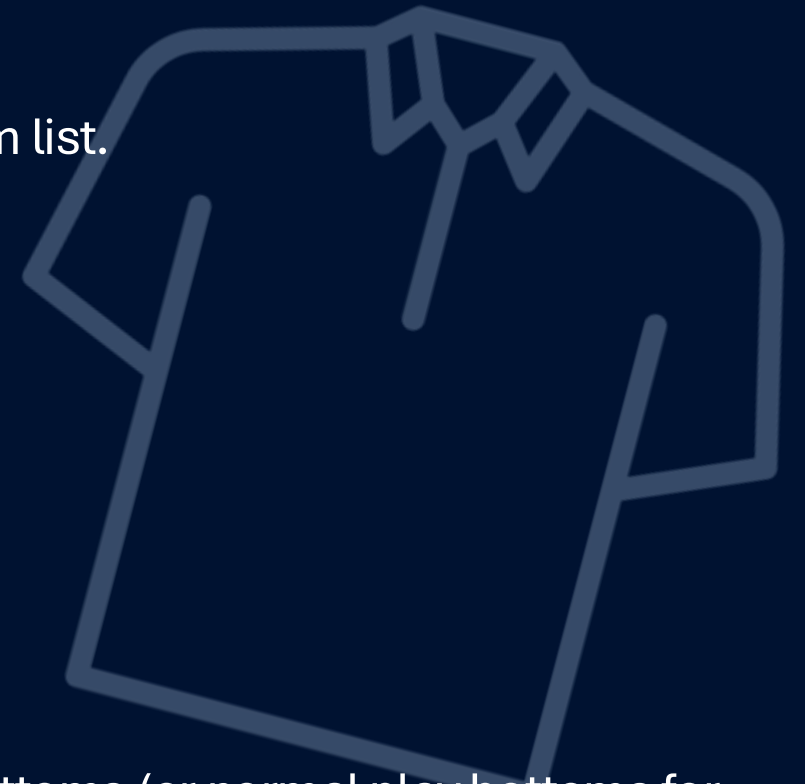
- **Uniform List:** Visit [ParentSquare](#) >> Media >> Files to find the uniform list.
 - Uniforms can be purchased via [Tommy Hilfiger](#) and [Lands' End](#).
- **Kindergarten students do not wear uniforms.**

LABEL IT

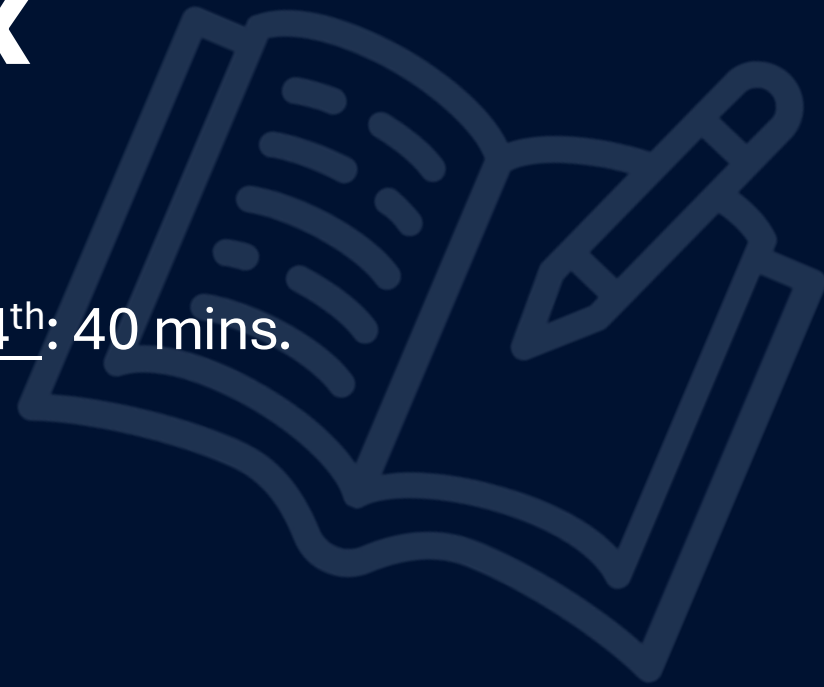
- Identify each item with student's name.

FRIDAYS ARE SPIRIT DRESS DOWN DAYS

- Every Friday, students can wear an ICS Spirit Wear Shirt + uniform bottoms (or normal play bottoms for kindergarten)
- Clothing must still be modest, appropriate, & properly fitting
- You can visit our Spirit Wear site via icsva.org/spirit-wear. *We may announce additional dress down or theme days throughout the year.*



SCHOOL DAY DETAILS: HOMEWORK



PART OF SKILL PRACTICE & ENRICHMENT

- Suggested guidelines for different grades:

K: 10 mins.

1st/2nd: 15 mins.

3rd: 30 mins.

4th: 40 mins.

5th: 50 mins.

6th: 60 mins.

7th/8th: 90 mins.

- Student Agendas are provided for 3rd through 8th graders.

LATE HOMEWORK

- Help us teach responsibility; parents should not bring in or email forgotten assignments

MIDDLE SCHOOL

- 10% off each day late
- Advisory periods for middle school
- View weekly homework, upcoming test dates, etc. via FACTS Family Portal

COMMUNICATION: GENERAL DETAILS

E-MAIL

- All faculty and staff have email at school
 - Firstname.Lastname@icsva.org
 - Other helpful addresses: nurse@icsva.org and absence@icsva.org

PHONE CALLS

- We will call home if there is a genuine emergency

CONFERENCES

- Schedule with an email
- Please avoid drop-in meetings

Please note that students are not allowed to have cell phones or smart watches during the school day. Phones are collected and held until dismissal.



COMMUNICATION: NEWS & UPDATES

UPDATES & PHOTOS

- Warrior Wednesday (via ParentSquare) shares highlights of school life.
- Photos and videos regularly posted to [Vidigami](#). *Look for an invite coming soon!*

[WWW.ICCSVA.ORG](#) + SOCIAL MEDIA

- @icsva on Facebook & Instagram | @icsva_athletics on Instagram

[FACTS FAMILY PORTAL](#)

- Check on homework, assignments, & gradebook (Middle School only)
- Use web forms to update information

[PARENTSQUARE](#)

- Receive notices, specific classroom and all-school information, track parent engagement hours



COMMUNICATION: MAIN SCHOOL APPS



Tuition payments
*FACTS Family Portal (separate login)
includes: helpful documents,
MS homework/test and grade tracking*



Communications from classrooms &
the school, parent/student
directory, helpful documents



Order hot lunches that are
delivered to your student



Treatment notes from the Nurse,
manage medications



Dismiss students in the afternoon
carpool line & from Extended Care



View and share photos from
classrooms, field trips, and events

**EVERY APP YOU NEED IS
IN THE SCHOOL APP**

Search "Immanuel Christian School"
in the Apple Store or in Google Play

COMMUNICATION: LEADERSHIP



DR. NATHAN STEVENS
HEAD OF SCHOOL



DR. DALE PINKLEY
ASST. HEAD OF SCHOOL



MRS. JENNILEE MILLER
LOWER SCHOOL PRINCIPAL



DR. BEN FRENCHAK
MIDDLE SCHOOL PRINCIPAL



MS. RACHEL RENO
HIGH SCHOOL PRINCIPAL



MRS. MANDY CROUSHORE
DIRECTOR OF FINANCE



MRS. JEN BAXTER
DIRECTOR OF ADVANCEMENT



MRS. LAURA TWEED
DIRECTOR OF DEVELOPMENT

HEALTH & SAFETY: FIRST AID & MEDICATION

FIRST AID

- Nurse is on site 7:45 a.m. – 3:45 p.m. We have a school nurse and a clinic aide.

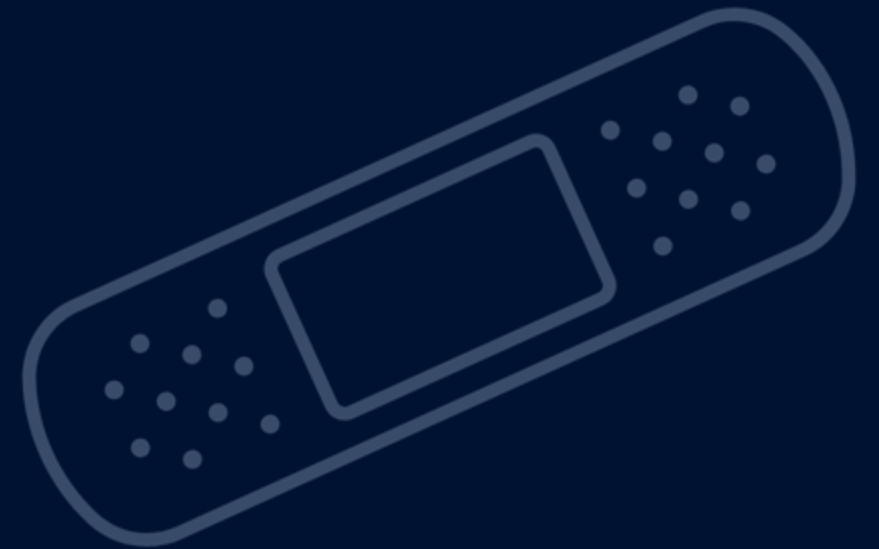
MEDICATION

- **All medications must be provided by the parent** and kept in the school clinic (including cough drops, cold/allergy meds, etc.)
- Students may self-carry emergency medications (an Albuterol inhaler or an EpiPen), with physician approval. *No other medication can be self-carried.*
- Any OTC/prescription medication to be given greater than 10 days requires a parent signature as well as a physician signature on the Medication Authorization from in Magnus (with the exception of Advil and Tylenol).
- No medications are dispensed without written consent.
- Authorizations & care plans submitted in [Magnus Health](#).

HEALTH & SAFETY: FIRST AID & MEDICATION

ILLNESS

- Temperature 100.4 or greater, vomiting, diarrhea, undiagnosed rash, suspected pink eye – *child will be sent home.*
- Child should be free from fever, vomiting or diarrhea for 24 hours without medication before returning to school.
- If on antibiotic for infection (pink eye or strep throat), must be on antibiotic for 24 hours prior to return to school.
- To contact the nurse, email nurse@icsva.org



HEALTH & SAFETY: SECURITY

LIMITED CAMPUS ACCESS

- Access to the church/school is limited to only supervised entrances
- Faculty and staff wear ID badges
- Visitors required to report to the Security Guard and receive a temporary badge
- Classroom doors & building doors are locked during regular school hours

DISASTER DRILLS

- Fire drills conducted monthly
- Tornado/Disaster drills conducted biannually
- Lockdown drill conducted quarterly



PARNTERING TOGETHER: PARENT ENGAGEMENT HOURS

PURPOSE

- Increases parent involvement throughout the school
- Provides meaningful help for faculty and staff
- Extends tuition dollars

IMPLEMENTATION

- 20 hours per year for each family in K–8th Grade
- 10 hours per year for single-parent families

OPPORTUNITIES

- New project opportunities announced via ParentSquare.
- Be a part of Parents In Partnership to serve as a classroom parent or in other ongoing ways! Contact colleen.brookstein@icsva.org to join.





WELCOME TO THE ICS FAMILY!

