Preschool K4 Policy Manual

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*Policies are subject to change without prior notification.

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ADMISSION REQUIREMENTS

A child will be considered for admittance to Arkansas Christian Academy Preschool based on the following procedures being satisfactorily completed, and having been approved by Administration:

1. Online Tour Request Form and school tour have been completed.
2. Satisfactory completion of the online application, whereas Parents agree to fully comply with policies and procedures of Arkansas Christian Preschool.
3. If accepted**,** the family will receive a letter of acceptance and instructions regarding the online enrollment process via email.
4. Completion of Online Enrollment**,** which includes payment of the yearly enrollment fee.
5. A copy of current immunization record has been submitted to Building 1 at least 5 days prior to start date.
6. First week's tuition (paid by cash or check), a signed Bank Draft Form, and voided check have been dropped off in Building 1 at least 5 days prior to start date**.**

Arkansas Christian Preschool does not admit children who have been suspended or expelled from another preschool.

* Student must be fully potty trained prior to starting K3/4.

TUITION AND FEES

Students in Preschool must pay a yearly enrollment fee as well as tuition, which is drafted weekly. Current tuition and fees for preschool can be found on the school website at https://www.archristian.org/admissions/tuition.cfm.

Everyone is required to use the preauthorized Automatic Bank Draft Method. A voided check from your account will be required to initialize this bank draft. There is a $15.00 fee to change accounts. Bank drafts that are returned for insufficient funds will be charged a returned check fee of $35.00. Arkansas Christian Preschool reserves the right to include all outstanding balances and fees in the bank draft. In the event of withdrawal, including the required 7-day advance notice, a credit/refund if applicable will be issued and the bank draft will cease.

COOPERATION EXPECTATIONS

All parents with children attending Arkansas Christian Academy Preschool should desire to have their child educated in accordance with our conservative, fundamental Judeo-Christian scriptural position, which includes but is not limited to, the following beliefs:

1. Sanctity of life at conception (Jeremiah 1:5)
2. All people are created in God's image (Genesis 1:27-28)

3. Traditional model of marriage (Genesis 2:21-24, Ephesians 5:21-33)
4. One's body is the temple of Holy Spirit (I Corinthians 6:19-20, Romans 5:19-21, Galatians 5:16-25)

See ACA Statement of Faith at https://www.archristian.org/about-aca/statement-of-faith.cfm

Parents who find themselves in disagreement with the program and scriptural position at Arkansas Christian Academy Preschool retain the right to remove their child. Likewise, the Administration of Arkansas Christian Academy Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is considered to be uncooperative with the program.

NONDISCRIMINATION POLICY

Arkansas Christian Academy Preschool admits children of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to children at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school administered programs.

PRESCHOOL LICENSING

In the case of suspected licensing violations and/or child maltreatment, staff and children are subject to be interviewed by Child Care Licensing, by DCFS Special Investigations, and by law enforcement for investigative purposes and/or determining compliance with Licensing Requirements.

The statewide Child Maltreatment "Hot Line" number is 1-800-482-5964. The Licensing Central Office number is 501-682-8590 or toll free 1-800-445-3316. Arkansas Christian Preschool staff are mandated reporters of all suspected child abuse.

STAFF REQUIREMENTS

- First Aid and CPR (certain percentage of staff in building required)
- Approved by DHS through Criminal, Maltreatment, and FBI check.
- 15 hours of educational training approved through DHS
- Training in DHS licensing requirements: New Staff Orientation Training

SERVICE FEES & OUTSTANDING BALANCES

Weekly tuition payments are drafted every Monday from the bank account information provided. Arkansas Christian Preschool reserves the right to include all outstanding balances and fees in the bank draft. Outstanding balances can result in your child not being admitted to class until they are paid in full. ALL FEES & PAYMENTS ARE NON-REFUNDABLE & NON-TRANSFERABLE.

- Registration Fee & Insurance Fee (registration and insurance fees are paid at enrollment and annually).
- Administrative Processing Fee - There will be a $3.00 fee per page for any requested photocopied documents from your file. All documents must be approved by administration prior to release.
- Insufficient Funds - Accounts will be charged $35.00 for funds returned as insufficient. Two non-sufficient drafts returned within a 12-month period will require a week's advance payment for that account.
- Late Fees - A late fee of $25.00 will be charged for past due balances.

CAMPUS CASH – STUDENT ACCOUNTS AND PURCHASES

Each family is given a prepaid account within the FACTS system, known as a Campus Cash account. This account will be utilized by students/families to pay for items purchased on the ACA campus, such as lunches, concessions, game admission, etc. Campus Cash accounts must be maintained with sufficient funds to cover purchases. Parents/guardians are responsible for monitoring Campus Cash balances and ensuring adequate funds are available for all students associated with their household account.

ACCOUNT BALANCES

FACTS will send an email notification when a Campus Cash balance falls below $15. Parents/guardians are responsible for reviewing these notifications and adding funds, as needed, to prevent the account from becoming negative.

If a Campus Cash account becomes negative, a $20 insufficient funds fee will be charged.

If the account is not brought current immediately:

- The Campus Cash account will be suspended, and no additional charges will be permitted.
- If a student does not have a lunch provided, ACA will provide the student with a hot lunch and charge the cost to the Campus Cash account, plus a $5 processing fee.

If a negative balance becomes an ongoing issue, the Campus Cash account may be permanently suspended.

For households with multiple students, the parent/guardian is responsible for maintaining adequate funds in the account to cover purchases for all students and to prevent the account from becoming negative.

STUDENT PURCHASE REQUIREMENTS

When using Campus Cash at any ACA location:

- K4-6th grade: Students must be accompanied by a parent when making a Campus Cash purchase (not including those made within the school day).
- 7th-12th grade: Students must present their ACA student ID when making a Campus Cash purchase.

REFERRAL PROGRAM

To show our appreciation for the good word you are spreading throughout Saline County and the surrounding area about Arkansas Christian Preschool we offer a referral incentive program. We will issue a $50.00 credit to your account for each new family that lists your name on their enrollment application as a referral.

Only one referral may be listed on the application for admission, and it must be put on the form during the initial registration. Referral given after the registration has been completed will not be credited. Returning children will not be considered as a new referral and are not eligible for credit.

The credit will be deducted from your draft as soon as the referred child has attended for 90 days, as our way of blessing those who bless us so much each day.

DAILY PROCEDURES

Preschool Hours: Monday – Friday 7:00am – 6:00pm

DROP-OFF PROCEDURES

***** Enter through the West gate (nearest the digital sign).

* **7:00am - 8:00am:** Park in a designated parking space and walk your child through the main front doors of the Family Life Center (Bldg. #3). **Please sign your child in**.

*** After 8:00am:** Park in a designated parking space and walk your child to the main front doors of the Arkansas Christian Academy building (Bldg. #4). Ring the doorbell for assistance. **Please sign your child in**.

NOTE: Please observe a 5mph speed limit and proceed cautiously on the school grounds.

PICK-UP PROCEDURES

WALK IN

Enter through the West gate (nearest the digital sign).

Park in a designated parking space. Pick up is at the main front doors of the Arkansas Christian Academy building (Bldg. #4) before 2:45pm, or the Family Church building (Bldg. #2) after 2:45pm. Ring the doorbell for assistance. **Please sign your child out.**

LATE PICK UP

Should your child be picked up later than 6:00pm, your child's account will be charged $5.00 for each 5-minute increment (example: 1-5 minutes late is $5, 6-10 minutes late is $10, etc.). **Children who are picked up late repeatedly are subject to dismissal.**

PARKING LOT SAFETY REMINDERS

- DO NOT leave your vehicle running when unattended.

- Do not leave a child unattended in the vehicle.
- Please park in a designated parking area.
- Lock your doors.
- Do not leave valuable items in open view.
- Use the cross walk to safely cross during elementary drop off (7:30-8:00am) and pick up (3:25-3:45pm).

AUTHORIZED PICK-UP LIST

Only people on the child's emergency contact list are allowed to pick up the child. That person must have the proper photo ID, or the child will not be released. To ensure your child's safety, a phone call and email are required to make changes to the pick up/emergency contact list unless the change is made in person.

ATTENDANCE

Parents should notify the school office on days when their child is absent due to illness. Tuition is due weekly regardless of a child's attendance. If a child attends any portion of the week, the entire week's tuition must be paid.

WITHDRAWAL / DISMISSAL

All fees are non-refundable. Withdrawals from school must be made through the preschool office and a withdrawal form must be completed and returned 7 days prior to withdrawal. If a child attends any portion of the week, the entire week's tuition must be paid. All withdrawals are subject to approval from the administration. A child may be dismissed when he/she is found out of harmony with the rules and policies of the school.

VACATION

Vacation time must be taken Monday through Friday. One week is allowed during the academic months (August-May) and one week during the summer months (June-August). A vacation request form must be turned in to the office seven (7) days prior to the vacation. **If one week vacation is not taken, it cannot transfer over to the next vacation time frame. If you do not take 1 week, you will lose that week for that vacation period.**

STUDENT AND FAMILY INFORMATION

Whenever there is a change of address, telephone number, or email address, please update in FACTS as soon as possible. Changes in doctors, emergency numbers, and authorized people to sign a child out should be revised regularly.

CUSTODY ISSUES

Arkansas Christian Preschool will request the custody agreement/court agreement upon enrollment or from currently enrolled students if a custody battle is in process. Arkansas Christian Preschool will obey the legal custody agreement regardless of an arrangement made by the parents outside the court orders. No child will be held from a legal guardian unless documentation is ordered by the court. Arkansas Christian Preschool staff will not take sides and will not be involved in the dispute. If Arkansas Christian Preschool is being put in the middle of the custody dispute and both parents are not following the appropriate court order agreements, or the dispute is causing problems between the parent and staff, the child will be dismissed from the program. Requested documents pertaining to the child will not be given to any parent unless it is requested by the courts. There is a $5.00 copy fee per page for court ordered documents.

EMERGENCY DRILLS/PROCEDURE

Fire and tornado drills will be held monthly. When the signal is given, all class activities will cease and exits made promptly. An emergency exit map is displayed in each classroom.

EMERGENCY PREPAREDNESS GUIDE

Arkansas Christian Preschool and Academy has an Emergency Preparedness Planning Guide in place. The plan and procedures are intended to provide guidance when developing an emergency plan necessary to protect the children and staff within the facility. The guidelines and procedures are coordinated through the local emergency departments and DHS. All staff are trained upon hire and yearly training is given on the plans and procedures for emergencies. The plans are updated by the administration as needed. All classrooms, offices, and departments have an Emergency Preparedness Planning Guide. **Relocation site is (IF NECESSARY) Indian Springs Church in Bryant.** We will post signs on doors, notify the media, and use phone messaging to communicate.

INCLEMENT WEATHER

Should it become necessary to dismiss school due to inclement weather or other reasons, parents will be notified as soon as possible by means of announcements on local television stations. **Our inclement weather school dismissal will coincide with that of the Bryant School District as announced on local television stations.**

GENERAL POLICIES

SCHOOL VISITORS

All visitors must be on the child's authorized pick-up list in order to have contact with that child.

LUNCH TIME PROCEDURE

- Parents have the option of sending their child with a lunch from home or purchasing a **hot lunch tray**. There will be a lunch menu sent home monthly and there is also a menu at archristian.org. **Payment for lunch trays must be pre-paid online through FACTS Campus Cash.**

- **Microwaves OR Refrigerators will <u>NOT</u> be available for lunches.** If your child's food must be hot or needs to stay cold**,** please send it in a thermos that will keep it warm/cold until lunchtime. **<u>No glass containers</u>**.
- Milk or water will be provided for lunch.
- **<u>All lunch counts must be turned in to the cafeteria by 9:00am. If your child is arriving at school after 9:00am, please contact the school office or teacher to have your child added to the lunch tray count.</u>**

TOYS

Children are not permitted to bring a toy to school unless posted otherwise for a special classroom event.

BIRTHDAYS

If you wish to send cupcakes or other simple refreshments on your child's birthday, please notify the teacher in advance. Refreshments will be given during the 2:30pm snack time. All refreshments must be store bought.

No invitations for parties outside of school will be distributed at school unless all classmates are invited. No personal information regarding students or families will be given at any time.

PRESCHOOL DRESS CODE

Preschool students are not required to wear uniforms. We ask that you dress your child appropriately for the weather and keep a change of clothes in your child's backpack. We also ask that the following dress code be followed by all K3/4 students:

Item	Description
Shoes	For playground and gym safety – **Tennis shoes are requested.** **<u>NO FLIPS FLOPS, CROCS, OR SANDALS.</u>**
Piercings	Limited to girls' ears only.
Nail Polish	Limited to girls' nails only
Hair Styles/Colors	No hairstyles that disrupt the learning environment and no hair coloring that can be considered unnatural.
Hair Accessories	Optional for girls.
Headwear	Restricted to outside areas.

Skirts/Dresses	Shorts must be worn under skirts/dresses.

PRESCHOOL CLOTHING AND RESTROOM POLICY

The appropriate clothing and restroom use for each student will be determined by the gender/sex designated on the student's original birth certificate, as determined by the attending physician or person responsible at such time.

PARENT-TEACHER COMMUNICATION

Parents are encouraged to write a note to the teacher or call the office to arrange a conference if a need arises. Parents are not to interrupt a class during school hours but may go through the office to contact a child or teacher.

PRESCHOOL HEALTH POLICY

Symptoms Requiring Removal of Child	
Illness/Symptom	**May Return**
Fever - 100.4*F or higher	When fever-free for 24 hours without medication
Diarrhea - 3 or more times in a 24-hour period	Symptom-free for 24 hours
Vomiting - two or more times in a 24-hour period	When vomit-free for 24 hours
Body rashes	Fever/rash-free for 24 hours, unless associated with diapering, heat, or allergic reaction
Pink eye	After treatment for 24-48 hours, depending on the severity
Scabies	After treated for a full 48 hours
Head Lice	After treatment and completely free of nits
Multiple sores in mouth (ex. Thrush)	After treated for 24 hours
Ring worm	After treated for 24 hours and then covered upon return
Impetigo	After treated for 24 hours and then covered upon return
Strep Throat	After treated for 24 hours and fever/rash free

RSV	5 days after treatment or care
Rotavirus	5 days after treatment and diarrhea-free for minimum of 24 hours
Earaches	After treatment and fever- free for 24 hours
Eye Drainage	After treated for 24 hours
Severe Cough along with difficulty breathing	When resolved
Irritable - continuously crying/requires more attention than we can provide without harming the health/safety of other children	When resolved

Arkansas Christian Preschool reserves the right to require a note from the child's pediatrician to clear the child before readmittance after an illness.

FIRST AID SERVICES

Parents will be contacted to pick up if the injury needs medical attention. Staff are allowed and trained to use a first aid kit for minor injuries. An accident report will be completed by the staff and will need to be signed by the parent at pick-up. A copy will be sent home and one will be kept at school in the child's file.

MEDICINE

No over-the-counter medication will be administered by the school without the parent's permission. Over-the-counter medication can only be given with written permission on a Medication Request Form. If parents are not able to sign a form immediately, the form will be completed by preschool administration on the parent's behalf, and the parent will sign at their next in-person contact with the school.

All prescription medications must meet the following conditions and be approved by administration before they will be administered: must be in the original container, labeled with the child's name; provide dosage information, and parents completed medication form (available in the office). All medication must be checked in at the office and not left in your child's bag.

PRESCHOOL CURRICULUM

Curriculum and activities will begin at approximately 9:00am.

Arkansas Christian Preschool is using ABeka Book Publications and other educational materials. ABeka Book is a day-by-day teaching curriculum produced by Christian teachers and administrators aimed at building Christian character.

DISCIPLINE POLICIES

Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a child has been given verbal correction and continues to misbehave, he/she will be placed in time out, then invited to resume the group. Parents will be notified by phone or in writing if their child's behavior requires disciplinary action by the teacher or administration. Arkansas Christian Preschool does not use corporal punishment.

- Verbal correction
- Separation or time out equal to 1 min per year of age
- Multiple behavioral issues will be written as an incident report and discussed with parents via phone or in person

OFFICE VISITS

If a child must be removed from the classroom, he/she will be taken to the Director's office. The teacher, child, and Director will discuss the offense. The child will be reminded of the classroom rules and the importance of obedience. **Parents may be requested to come and take the child for the remainder of the day.** (A child may be dismissed when he/she is found out of harmony with the rules and policies of the school.)

DISMISSAL FROM ARKANSAS CHRISTIAN PRESCHOOL

Any child committing any of the following offenses may be considered for immediate dismissal/suspension by the administration: lying, cheating, showing disrespect to another child, teacher, or staff member, profanity, fighting (to include hitting, kicking, and biting, etc.), or any other behaviors deemed by the administration that are not conducive to the continuity of the program.

CAMPUS SECURITY

Arkansas Christian Preschool, ACA, and Family Church do have authorized trained staff throughout the campus who carry concealed weapons. Preschool staff and ACA teachers are not part of the armed staff.