

FIRST CHURCH CHRISTIAN ACADEMY, PRESCHOOL HANDBOOK

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First Church Christian Academy, Preschool Mission Statement

It is the mission of First Church Christian Academy, Preschool to provide a fully integrated preschool program designed to foster the child's social, emotional growth, as well as their physical, mental and spiritual growth. To encourage parents to be a vital part of their child's spiritual development. The preschool will provide a superior learning curriculum and to enable children academic development.

Philosophy:

We believe that educators, parents, and children working together will produce the highest quality Christian Education.

We believe that Holy Bible is God's Inerrant Word.

We believe that Christ died and rose again for the salvation of children and adults.

We believe that God loves, cares for, and is concerned for children.

We believe that every child is promise with potential.



Purpose:

The program of First Church Christian Academy was established to provide an educational experience in warm and friendly atmosphere for children 6 weeks of age through school age. Recognizing the importance of balanced growth, our staff will provide many opportunities for the social, mental, physical and spiritual development of the child.

First Church Christian Academy was also established as a service to the families and children of Fresno. This service has grown from a sincere love for children of Fresno and desire to help in a proper development and adjustment in our modern world.

Our aim is to develop the total personality of each child by providing an educational experience of lasting value.

Intellectually- by exploring and using first hand experiences that help to build an enthusiasm for learning.

Physically- by offering experience that will develop large and small muscle coordination and motor skills.

Socially- by encouraging participation in group activities, getting along with others which will help bring a feeling a security and belonging.

Spiritually- by inclusion of God's word interspersed in the daily program with Bible Stories, verse memorization songs as well as a Chapel time each day.

First Church Christian Academy is licensed by the Department of Social Service of the State of California. We are currently licensed for 20 infants/toddlers, and 72 preschool children.

Non-Discriminatory Policy

First Church Christian Academy is open to all children ages 6 weeks to 5 years of age regardless of race, color, national and ethnic origin that are able to attend. Class size will follow all state regulations.

Arrivals:

Our center is open from 6:30 a.m.– 6:00 a.m.. Monday-Friday. Children are welcome anytime during the day except during the hours of 12:30 p.m. to 2:30 p.m. These are naptime hours and any child arriving during this time would disrupt the classroom.

Chapel:

Chapel is held every morning in the classroom. This will be an extension of each child's Bible training. Bible time is held daily in each classroom.

Communication:

FCCA desires to handle all concerns in a Biblical, efficient manner. Please help us to handle problems or concerns effectively and in a Christian manner by following the scriptural guidelines. This complaint procedure is widely used in Christian School and is recommended by ACSI. Association of Christian Schools International.

If you have a complaint or concern:

1) Express it promptly. Keeping it to yourself can cause ill feelings and friction, which would decrease our effectiveness as a Christian. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else. (Matthew 5:23 and 24) Get it out of your system, if it needs to be dealt with express it promptly.

2) Tell it to the right person. Complaints about school policy or operation should be expressed directly to the person in charge of the dept. If you have a complaint about discipline or a classroom subject, see the child's teacher first. All classroom situations should go through the teacher first. If you have gone through this procedure and the situation cannot be resolved, please see the Preschool Director.

3) Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His kingdom. If you overhear or are told a complaint; direct the person to the one it concerns. Express it promptly to the person who should hear it and only him.

Curriculum:

The center provides nurturing early care and education in a responsive, caring environment for children. Our curriculum helps children master age-appropriate tasks at each stage of individual development. Social, emotional, physical, and cognitive activities are integrated into all aspects of the curriculum. Children's development is encouraged through play and exploration of process-oriented rather than product-oriented activities. All classrooms have Bible based curriculum. Play and spontaneous exploration are fundamental to childhood and essential for learning. An NAEYC publication states, "through play children explore their world, find out how they get along with others, test their skills and muscles try out new ideas, and feel confident enough to try different activities. "At our center children are given the opportunity for many different kinds of play. Much of what happens in the daily life at the center provides the context for learning experiences; hellos and good-byes, eating, resting, keeping clean and comfortable, enjoying nature, being with friends, coping with emotional experiences, taking turns, and respecting others. Ultimately, the goal for each child is to develop self-esteem in Preparation for a happy and productive life among peer, colleagues, and loved ones.

Daily Program:

A carefully supervised and balanced program is offered to assist the child in his/her learning process. This includes varied activities of play, reading readiness, music, stories, art, science and health. All of these provide an educational experience of lasting value in the physical, mental and emotional development of each child. We will be sharing with the children about creation and the creator. Bible stories and songs will be told daily with a positive emphasis placed upon the fact that Jesus loves us.

Daily Sign In-Out Procedure:

Parents are required by State Law to sign their child in and out each day. A penalty of \$6.00 will be charged to your account each time your child is not signed in or out. Please sign your full name, time of day and indicate H-Hot lunch or C- Cold lunch (denotes lunch from home)

Departures:

The center closes at 6:00 p.m. Parents who are late to pick up their child will be charged a late fee of \$5.00 for any part of the first 15 minutes per child after 6:00 p.m. After 6:15 p.m. parents will be charged \$1.00 per minute per child. Parents who are excessively late in picking up their child risk the termination of child care services.

Discipline:

Each classroom has a set of rules and discipline procedure for all children. Our preschool wide discipline plan for all children is called.

REAL-LIFE DISCIPLINE: 3'R'S

1.) Respect: Guiding the child- 1Tim. 3:4

Definition: consider worth of high regard give attention to:
look refrain from interfering.

2.) Redirect/ Remove: Protecting the child– Prov. 4:1 Redirect: to closest parallel activity

Remove: many forms of “time-out” (removal)

A: attention– none

T: time to think about

M: missing the activity or your presence

3.) Restore: Loving the child– Gal. 6:1 and Duet. 30:1-3

A. Forgive: separate deed from doer. Build self-esteem and confidence in child.

B. Focus: on the acceptable behavior.

There may be situations that a teacher uses time-out. There may also extreme circumstances when a child uses inappropriate behavior.

Dress Code:

Girls

1. Modesty at all times
2. Clothing with cutouts, tube tops, spaghetti straps, tank tops, visible midriff, are not appropriate.
3. Dresses, skirts and shorts must be mid length or longer. Cut offs, spandex biker shorts and frayed shorts are not acceptable.
4. Pants and jeans may be worn in good condition.
5. No article of clothing may be worn if it suggest lewd or improper language, beer or alcohol, or gang related colors or symbols.
6. No dangling earrings. Jewelry should be modest.

Boys

1. Hair should be neat, clean and well groomed.
2. Tank tops and sleeveless shirts are not allowed.
3. Shirts must be free from lewd improper language, beer or alcohol, or gang related colors or symbols.

4. Earrings are not allowed for boys.

5. Pants that are frayed, tacky, badly faded, sagging, have holes or tears are not appropriate. Pants must fit at the waistline and be appropriate in size and fit. Excessively baggy and wide legged pants or shorts will not be allowed.

Shoes must be worn at all times. Shoes should be worn that support the foot. Footwear that does not support the foot causes accidents and injuries, Tennis shoes are the best types of foot wear for all children. Sandals can be worn if there is a back strap. Heeled shoes are discouraged, however, 1-1/2 heels will be allowed.

Please ask these questions when selecting clothing

1. Is it modest?
2. Might my appearance be disruptive to learning by calling attention to itself?
3. Does the clothing represent a health or safety hazard?
4. Is the clothing faded own, or improperly fitted?
5. Is the design of purpose other than for school use?

Emergency Plans

In the event of a medical emergency requiring a trip to the doctor, the center will first attempt to locate and notify the parents so that they can transport the child. If you cannot be reached, an authorized emergency person, on your Emergency Procedure Card, will be contacted. If the situation warrants, a staff person from our center will accompany your child to seek medical treatment. We will call you or a person on your Emergency Procedure Card to meet the staff person and your child at the medical facility.

Emergency Procedure Cards:

These cards are placed on file in the school office and in the child's classroom. Please fill out these cards completely and return them to the school upon enrollment. If you cannot be reached by phone, please give us the number of someone who can reach you and will be responsible in an emergency. It is imperative that you maintain current names and contact information on your child's Emergency Procedure Cards. Please notify the people you choose to put on your card, and alert the staff to any changes in authorized people and phone numbers. It is your responsibility to update the card if the information changes. Please be sure to indicate if your child has any health problems or allergies that we need to be aware of. On the back of the card is a list of people who can pick your child up from school, Only these people will be allowed to take your child off campus. They will be asked for a picture I.D. before taking the child. This is done for the safety of your child and the school.

Field Trips:

Classes will take field trips to local points of interest throughout the school year. Only children that are potty trained are able to attend. We need parents and guardians to drive and Chaperone as often as possible. When you sign up to drive or to chaperone on a field trip, please do not bring younger or older siblings. Our students need your full attention.

Field Trip (Classroom) Fundraising Policy

It is the policy of FCCA that all money raised through fundraising activities for classroom field trips is non refundable or transferable to school tuition or lunch expense in the event the student is unable to attend the field trip for any reason monies will be used for any upcoming field trips for the student and any balance remaining will go towards classrooms projects.

First Church of God

First Church Christian Academy is a ministry of First Church of God, Fresno. First Church of God has general headquarters in Anderson, Indiana. Our pastor is available to you and your family. He and the congregation of First Church invite you to participate in the worship services and activities of the church.

Fund-Raisers:

Our school will participate in a variety of fund-raisers throughout school year. These are needed to provide many extras to the education of FCCA children and teachers. We appreciate our support in the following school fundraisers: Harvest Festival, Winter Festival & Silent Auction, Walk-A-Thon, Golf Tournament & Dinner.

Goodie Tray:

Every Friday after nap approximately 3:30 p.m. children are allowed to purchase a “Goodie” for .25 cents. We ask each family to provide treats for up to 24 three times a year, You will be notified on Monday for the upcoming Friday’s treats. The money goes to help our staff with material and supplies.

Holidays: See Event Calendar

Injury or Illness:

If a child becomes ill or is injured at school, they are sent to the office for assessment. The child is cared for in one or more of the following ways, ice is applied to injuries abrasions are cleaned and bandaged, they are allowed to rest in the office, temperature is taken if needed, are parent are called for consultation. If the supervising adult determines that the injury is very serious emergency service and parents will be called immediately, The child will always be made as comfortable as possible.

Ouch reports are filled out when an injury occurs and sent home in the child's cubby documenting the course of action taken and how the injury took place. One copy is given to the parent and the other is kept on file in the school year.

Immunizations:

An immunizations record and physical examination form must be completed and submitted to the center by your family physician before your child can attend the center. The director should be informed immediately of any changes concerning your child's medical record or health needs.

Lost and Found:

Please be sure to mark coats, sweaters, etc... with the child name. Items turned into lost and found will be kept in a box next to the staff work room. If these items are not claimed by the end of each month, they will be donated to local charities.

Medication:

Medication will only be given at school if:

- a.) A doctor prescribes it.
- b.) Parent has signed a medical release form.
- c.) Medication must be clearly labeled by the doctor
- d.) Cough drops and acetaminophen are considered

medication

and must be prescribed by the doctor.

Please do not send the medication in your child's lunch box, hand medication and forms to the school office, your child's teacher.

Nap:

Children need to have a small crib sheet and blanket for naptime. Please make sure his/her name is on it. All blankets will be sent home on Friday to be washed. Please return the blanket on Monday. The School will provide a mat or crib for each child. 11

Preschool Nutrition:

A nutritious breakfast will be served at 8:00 a.m. and a snack in the afternoon at 3:00 p.m. for all children. School lunch is also available for purchase on Monday-Friday. The cost per lunch is \$3.00 and lunches are billed from the 15th to the 16th of the month. Milk is offered for 50 cents. Lunch is offered from September-May. The lunch menu is subject to change. Please do not send candy or sodas.

Nursery Lunch/Bottles:

For infants eating baby food, FCCA offers rice or oatmeal cereal and fruit for a.m. & p.m. snack. FCCA offers baby food/table food served for lunch is available Monday-Friday for \$3.00 per day. However parents can provide lunch for their child daily.

All bottles must be labeled with the child's name and current date each day. This law is required by Community Care Licensing.

Parking:

Please park on the school side of the street when you're dropping off and picking up your child. You may also park in the lot on the north side of the school. Please do not park in the space between the modular building and the last wing of classrooms. Please do not block the Academy playground gate or park facing the wrong direction, as the city will ticket your car.

Parties & Socials:

Teachers will plan class parties throughout the year to celebrate events such as Thanksgiving, Christmas and Valentine's Day. Parents who would like to celebrate their child's birthday can make arrangements with their child's teacher to bring a small treat for the class. No elaborate parties may be held on campus. Any question you might have concerning your child's birthday; please share them with your child's teacher.

Prayer:

Prayer is a vital part of our program. Students are trained in the importance of prayer. Prayer occurs at the beginning of each day, before eating lunch and snack, at Chapel and for their special needs through out the day, and for the needs of others.

Reporting Suspected Child Abuse:

Any employee of our school is required by law to report any suspicion of child abuse to Child Protective Services.

School Calendar:

At the beginning of each school year, you will receive a master calendar with all the important dates listed. A weekly newsletter will be sent home with your child. This newsletter will list all of the weekly events.

School Pictures:

School Pictures are taken twice a year. The fall picture include a class portrait. Pictures can be taken with siblings or individual. Check the school wide calendar for dates.

Staff:

Each member of staff has been employed as a qualified and competent person to provide loving and understanding care for each child. They have met the requirement of the State Licensing department. They will be firm but kind in dealing with each child, according to his/her needs. The Administrator, Director, or Pastor is available for counseling either the child or parent, if needed.

Suspension and Termination:

The center reserves the right to terminate childcare services for the following reasons.

Nonpayment of fees after 45 days

Non Compliance with state regulations requirements

Excessive absenteeism

If a child is a danger to other children or to herself and cannot be protected.

If the child's needs cannot be adequately met by the center.

Inappropriate parental behavior towards the staff or children.

Parents will be notified in writing, and in a person-to-person meeting if possible. Recourses for termination of child care services, the steps taken to alleviate the problem, and the timing of termination will be discussed.

Toys:

Children are asked not to bring toys from home to the center. Children have great difficulty sharing their own toys with other children. Though you may have trouble setting limits, try statements like, "I know you want to bring the toys to school, but that is not OK. I'll hold the toy for you and bring it with me when I pick you up."

Tuition:

A non-refundable registration fee must be paid before the child may be admitted. All payments must be made in accordance with contracted agreement of attendance. Payments must be made in timely manner. Checks should be made to FCCA. If your account is current by the 1st of each month, 10% of the balance will be charged to your account.

No deduction will be made for any illness, absences of one week or less. In the event of extended illness, after the first week, one half of the normal tuition must be paid in order for your child's reserved spot to be guaranteed. Vacation deductions may be made if the office is given two weeks written notice. Children are given two weeks of vacation credit per year after six months of attendance.

A late fee of \$5.00 for any part of the first 15 minutes per child after 6:00 p.m. will be charged. After 6:15 p.m. it will be \$1.00 per minute per child. No make up days for illness or holidays. If a child misses his/her regularly scheduled day for any reason there will be no make up days. Additional days outside of the contracted days will be charged separately at the daily rate, per director's approval. A two-week written notice is required for children who are going to be dropped from the program. You will be charged for two weeks of tuition. In the event that two parents not living together pay tuition equally and one does not pay its half, tuition must be paid in full by the parent in order for the child to remain in First Church Christian Academy, Preschool.

This handbook has been prepared to offer information and suggestion to help you and your children have an enjoyable and productive year at First Church Christian Academy, Preschool. First Church Christian Academy, Preschool depends on parent cooperation and support in every way. Please help us by observing the following policies and guidelines. Thank you for your support and commitment in placing top emphasis in working with us as a complete team this year, through home, school and most importantly, our lives.

Photo Release

I release First Church Christian Academy preschool to photograph and/or videotape my child while participating in daily activities, and to use the photographs and/or videos in photograph displays or other publications showing these daily activities,

Signature of
Parent/Guardian _____

Date: _____

Handbook Policy

We, the parent of FCCA have read the General Policy and Parent Handbook and will cooperate with the policy and purpose of the school. We further understand that the Bible and religious training are a part of every aspect of the preschool program.

Signature of
Parent/Guardian _____

Date: _____