



STUDENT HANDBOOK  
K5-12<sup>TH</sup> GRADE

865.984.0046

**ACA STUDENT HANDBOOK**

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APOSTOLIC CHRISTIAN ACADEMY (ACA), in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

### **1. STATEMENT OF FAITH**

1.1 We believe the Bible to be the inspired, the only infallible Word of God.

1.2 We believe that there is only one God.

1.3 We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.

1.4 We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)

1.5 We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

1.6 We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.

1.7 We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **2. SCHOOL PURPOSE**

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him to a personal knowledge of Jesus Christ as Lord and Savior, and help him develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at ACA. A strong reading program is maintained. Careful attention is used in curriculum planning, using the ABeka Book Inc., so that our academic program satisfies the requirements of the Tennessee State Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College Prep, Physical Education, Bible, Arts and National Christian School Competition are included in their general studies.

### **3. OBJECTIVES IN EDUCATION**

Our objectives in the education of your children are as follows:

- 3.1 Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
- 3.2 Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- 3.3 Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
- 3.4 To develop moral, ethical, and spiritual senses.
- 3.5 Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- 3.6 Provide opportunities to develop skills necessary for making a living.
- 3.7 Offer opportunities to participate in wholesome forms of recreation.
- 3.8 To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

### **4. ACCREDITATION/ASSOCIATION**

Apostolic Christian Academy is sponsored by First Apostolic Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. ACA currently maintains an "AA" rating, the highest level of accreditation with the ALJC. Tennessee Association of Non-Public Academic Schools (TANAS) grants our member association. TANAS is an approved Private School Accrediting Agency recognized by the Tennessee State Department of Education. Apostolic Christian Academy has a star rating among other Christian, private institutions in their category.

### **5. BIBLE CURRICULUM**

Bible study is recognized in Apostolic Christian Academy as a fundamental requirement for all students. It augments the subjects of English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his grade level through the Word of God.

## **6. TEACHER STANDARDS**

The Administration of ACA approves all the teachers of ACA academically, morally, and spiritually before they join the faculty. All teachers are required to have a minimum associate degree from a recognized college/university or be willing to continue their education toward a minimum of a bachelor's degree. All teachers are certified by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. ACA staff currently maintains an "A" average rating. The foremost requirements for teachers of ACA, are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. Now you see why our teachers are highly esteemed and valued at ACA.

## **7. ADMISSION PROCEDURE**

- 7.1 Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.
- 7.2 An appointment for an interview by the principal with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.
- 7.3 An entrance exam is required for all homeschooled students entering Apostolic Christian Academy.
- 7.4 Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) at least one month's investment, (5) book fees, (6) previous school records, (7) and signed statement of cooperation.

Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

APOSTOLIC CHRISTIAN ACADEMY (ACA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

## **8. THE SCHOOL DAY**

The school day at ACA begins at 8:00 a.m. and dismissal is 3:00 p.m. - 3:15 p.m (1<sup>st</sup>-12<sup>th</sup> grade). Kindergarten hours are from 8:00 a.m. – 12:00 p.m. If Kindergarten students are not picked up by 12:15, they will go into after school care and an additional fee will

be charged. Please have your child/children arrive no earlier than 7:45 a.m. or remain no later than 3:15 p.m. unless previous arrangements are made with APOSTOLIC CHRISTIAN ACADEMY After the Bell Program for extended school care. Any student not enrolled in extended school care and who arrives before 7:45 a.m. or is not picked up by 3:15 p.m. will be charged \$3 for every 15-minute period accordingly. For security purposes, after 8:00am, please ring the bell located on the preschool side to be admitted into the building.

## **9. FINANCIAL TRANSACTIONS**

All financial transactions will be conducted through the reception desk. Please do not send money to the homeroom teacher. Registration for events and order forms may be turned into the homeroom teacher.

## **10. LUNCH PROGRAM**

Students may opt in for the lunch program each semester. Our lunches will be prepared by ACA. Lunch fee will be accessed by number of school days per semester. The lunch fee will be charged weekly and must be paid in advance the Friday before (Lunch is \$4.50 per day). If your child is not a part of the lunch program, he/she must bring a lunch. If a packed lunch is not with your child, you will be charged \$4.50 and your child will be given a frozen meal. Takeout food is not permitted. Food for parties must be cleared through the administration office a day in advance.

No food or drinks are allowed upstairs. Only closed drink containers should be brought for lunch and kept in lockers.

## **11. BOOK FEES**

All book fees must be paid in full by July 1. Your child's books will not be ordered until book fees are paid in full. Please note that a \$25 fee will be charged for a student that requires copies of material due to late book fees. The child will not be admitted to class if fees are unpaid. In the event a student loses his/her textbook, he/she will be charged a book replacement fee. Each student must provide his/her own supplies. We suggest that supplies not be purchased until the students have an opportunity to find out the supplies required of their teacher.

## **12. STANDARDS OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, ACA has adopted the following standards for students in attendance while they are at school and at home.

- 12.1 Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
- 12.2 We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note

must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

12.3 Maintain high standards of courtesy, kindness, morality, and honesty.

12.4 Be dressed appropriately and modestly.

12.5 Be kind and helpful to young children and always respect those in authority.

In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the ACA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

### **13. TRANSPORTATION AND TRAFFIC CONTROL**

The speed limit across the school parking lot is 5 miles per hour. The safety of the children is put at risk when a vehicle fails to follow the posted route. "No Parking" and "Fire Zones" must be heeded at all times. Vehicles may be cited for parking violations. Parking at the side of the building is not allowed. Dismissal traffic will become jammed if the parents park in the drive through. All parents must drive through the designated driveway. Students will not be sent to a car parked in the parking lot or to a parent who walks up to dismissal door. If business needs to be conducted, please drive around to preschool side and ring the bell to be granted access into the building. No parent/guardian will be permitted in classroom area or be allowed to enter through the school side door during drop-off and pickup.

### **14. STUDENT DRIVERS**

All student drivers must provide the office with written information on the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students riding to school with another student must provide ACA written consent from the parents of both the passenger student and the driving student. All students must park to the side of the building.

### **15. DISCIPLINE**

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

15.1 Disrespect to teachers or students.

15.2 Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.

15.3 Not completing assigned work.

15.4 Destroying or defacing school property.

15.5 Meddling in other student's property or taking personal things without permission.

15.6 Fighting or pretending to be fighting.

15.7 Leaving the school grounds without permission.

15.8 Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

## **16. REGISTRATION FEES**

Upon acceptance, registration fees insure a place in the classroom for each student and are non-refundable. Registration fees are payable with each application yearly.

## **17. INVESTMENT**

Investments are set up on a ten-month payment plan for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the first of each month. A late payment fee will be charged if the payment is received after the tenth of the month. There is also a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

## **18. WITHDRAWALS**

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks investment will be charged. Report cards and other records will not be issued to a transferring student whose account is not current.

## **19. SUSPENSION OR DISMISSAL**

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of ACA. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

APOSTOLIC CHRISTIAN ACADEMY (ACA) expects full cooperation from both student and parents in the education of the student. If at any time ACA feels that this cooperation is lacking, the student may be requested to transfer.

## **20. TEACHER COMMUNICATION**

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of ACA to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed in the classroom during the school day. **ACA policy is that teachers do not communicate with parents concerning school issues by text message.** Please do not text your child's teacher concerning school related matters.

## **21. ABSENCES**

In case of absence, the parent or guardian must call the school office at 984-0046 by 9 a.m. to explain the absence. **When the student returns to school, he must bring a note from a parent or guardian informing us of the absence.** This note is for our files.

Excessive absences may result in dismissal from school. No refunds on investments are made because of absences. Any student that misses 15 or more days per semester, excused or unexcused, will automatically fail that semester. ACA will accept 14 days absence per year on parent's note. After 14 days, the student must have a written doctor's note to be admitted back to class. The State of Tennessee recognizes the following as excusable absences:

- 21.1 Sickness of the student whose attendance would endanger his health and the health of other students.
- 21.2 Serious illness of a member of the student's immediate family, which would necessitate absences.
- 21.3 Death in the family may be excused for a reasonable period of time.
- 21.4 Pre-approved absence by the principal.

**Absences will be assessed by homeroom class for K5-8<sup>th</sup> grade, and by class periods for 9<sup>th</sup>-12<sup>th</sup> grade. Students must attend the minimum of 90% of the allotted class time to be counted present (student will receive tardy if he is late or leaves early | 3 tardies = 1 absence).**

When absences are excusable, the teacher will permit the student to make up any work which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments not be made during school hours. If an appointment is necessary during school hours, we must have at least a two-day written notice.

After exceeding days of absences for the year, the student must complete course recovery work by an approved institution to be re-admitted to Apostolic Christian Academy.

For an additional fee, ACA will be offering a Summer Recovery Course for failed subjects. If you choose not to participate in the Summer Recovery Course, your child will need to make up the subject that was failed.

## **22. TARDIES**

### **22.1 - K5 – 6<sup>th</sup> Grade**

A student arriving after 8:00 a.m. shall be considered tardy and must report to the school office before they will be admitted to class. A student leaving early after 12 p.m. will be treated as a tardy. ACA will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence. We are required by law to report each successive accumulation of five (5) unexcused absences by a student to the Blount County Juvenile Court for disciplinary action.

If a student rides to school with someone other than their parents, the student must contact the parent by phone in the office. Excessive tardies may result in dismissal from school.

### **22.2 - 7<sup>th</sup> – 12<sup>th</sup> Grade**

Tardies will be assessed by class periods. Students must attend the minimum of 90% of the allotted class time to be counted present. Student will receive a tardy if he is late or leaves early (3 tardies = 1 absence). A student arriving after bell for class period shall be considered tardy. ACA will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence. We are required by law to report each successive accumulation of five (5) unexcused absences by a student to the Blount County Juvenile Court for disciplinary action. Tardiness to class will result in detention every three offenses.

If a student drives to school and is tardy, the student must contact the parent by phone at the reception desk. Excessive tardiness may result in dismissal from school.

## **23. MAKE-UP WORK**

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.

## **24. SENIOR POLICY**

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend. Our graduation ceremony is generally held the first Sunday in June at 6:00 p.m. Each graduate will need to prepare for the following their last month of school:

- 24.1 Reception Table at Graduation (memories, pictures, guest book).  
Outside food will not be permitted at senior table. All items must fit on 6ft. tabletop (no free standing items around table).

24.2 Student will need to submit 15 pictures on jump drive from childhood through current school year to the school office. All pictures must be in harmony with ACA standard of dress and conduct.

24.3 Graduation Fee - \$100 (Covers diploma and reception cost) and is included in investment.

**25. DUAL ENROLLMENT**

Students eligible for college dual enrollment program must submit a proposed college schedule to ACA administration prior to college registration. Once approved by administrators, the student must bring a master schedule to school office for records. Apostolic Christian Academy must receive a copy of college transcript each semester. Please note this program is an additional cost and will be paid directly to college.

**26. REPORT CARDS**

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child’s ability, attitude, and application are taken into account in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student.

Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

K5-2 <sup>nd</sup> Grade Rubrics (some elective courses use this system)			3 <sup>rd</sup> -12 <sup>th</sup> Grade	
E+	G+	S	A	indicates excellent progress (90-100)
98-100	87-89	70-79	B	indicates commendable progress (80-89)
E	G	N	C	indicates acceptable progress (70-79)
93-97	83-86	60-69	D	indicates below average (60-69)
E-	G-	U	F	indicates failure (0-59)
90-92	80-82	Below 60	I	indicates incomplete – student does not promote to the next grade level.

Optional elective courses can be dropped until third class, but book fee will still be applied. Dropping an elective course after week 2 of class will be considered a failed class.

## **27. HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

27.1 For practice. It is given so that the material will be mastered.

27.2 For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

27.3 Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in a less than acceptable grade.

## **28. CELL PHONE POLICY**

All cell phones must be left in the student's vehicle or in a holding bin at the reception desk during the school day (7:45am-3:00pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches or any other smart watch devices are not permitted during the school day. Students should keep them in their vehicle or in a holding bin at the reception desk. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. ACA will not be held responsible for lost, damaged or stolen property.

## **29. TABLET DEVICE POLICY**

All tablet devices must be left in the student's vehicle or in a holding bin at the reception desk during the school day (7:45-3:00pm) Laptops, tablet devices, and smart phones are not allowed on level 2. Students may not video or take pictures during the school day (7:45am-3:00pm) with their phone, laptop, or tablet device. ACA will not be held responsible for lost, damaged or stolen property.

## **30. INCLEMENT WEATHER**

In case of bad weather conditions, we follow the Blount County School cancellation schedule. If Blount County schools are closed or delayed, ACA will be closed or delayed also.

## **31. LOST AND FOUND**

Lost and found will be located in the closet beside the elevator on level 2. Lost and Found will be cleaned out each Friday by 3:15. All students need to label their uniforms. Lost and found will be tagged and disposed of in 7 days.

### **32. SEARCH AND SEIZURE**

Apostolic Christian Academy reserves the right to search lockers, desks, vehicle or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration. Please refer to T.C. 49-6-4205.

### **33. MOBILE COMPUTER LAB**

Teacher may from time to time require students to use the Internet to conduct research or complete a class project. Computers are available at the school in the computer lab. Students who have been assigned projects, but who do not have access to the Internet at home, should work with their homeroom teacher to schedule time in the computer lab.

### **34. SCHOOL DRESS**

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sun-dresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry (with exception of one ring of purpose and a brooch on Fridays only) and makeup, including colored nail polish on fingernails or toenails is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. ACA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

### **35. ACA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12**

French Toast Source Code: QS5GDTE

Land End Preferred School Number: 900144734

ABC Monogram – 865.984.1314

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.

- Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.
- Only ACA school logo and emblems will be allowed on clothing.
- Clothing marked with an asterisk (\*) must be purchased from French Toast or Lands' End. These items include burgundy and the ACA burgundy and gray plaid.
- General colors are black, white, \*burgundy, and gray.
- All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white, black, or gray.
- All males must wear a belt. Belts for males and females must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver metal on belt buckles is permitted (gold buckles are not permitted.).
- If a skirt has belt loops, the female student must wear a belt.
- All skirts and jumpers must cover the knees completely (even when the female is seated). Make sure that approved items from French Toast or Lands' End will fit your child appropriately (length, tightness, etc.).
- Outerwear worn in the classroom such as coats and jackets must be solid black or gray.
- All shoes must be closed toe and closed back. Only athletic shoes approved by administration may be worn in the classroom. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.).
- ABC Monogram has ACA school crest on file for printing on items.
- School code will be assigned for online retailers. Also, a custom catalog of ACA approved items will be available.

### **35.1 GIRLS**

#### **35.1.A Jumpers**

- a. Colors – solid black, gray, \*burgundy, \*ACA plaid
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.  
NO DENIM OR CORDUROY
- c. Length – must be long enough to cover the knees completely (even when the student is sitting)
- d. No painter or cargo style jumpers
- e. Hems must be sewn and intact

#### 35.1.B. Traditional Uniform Skirts

- a. Colors – solid black, gray, \*burgundy, \*ACA plaid
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.  
NO DENIM OR CORDUROY
- c. Length – must be long enough to cover the knees completely (even when the student is sitting)
- d. No painter or cargo style skirts
- e. No lace
- f. Hems must be sewn and intact
- g. Splits may not extend past the bottom of the knee

#### 35.1.C. Classic Polo Style Shirts

- a. Colors – solid black, white, gray, \*burgundy
- b. Sleeves – short or long-sleeved: no cap sleeves and underarms must be covered
- c. Standard 2-3 buttons
- d. Collar – turn-down collar

#### 35.1.D. Collared Blouses

- a. Colors – solid black, white, gray, \*burgundy
- b. Sleeves - short or long-sleeved: no cap sleeves and underarms must be covered
- c. If a dress shirt has a button-down collar, it must be buttoned.

#### 35.1.E. Turtlenecks

- a. Colors – solid black, white, gray, \*burgundy
- b. Must be worn under another uniform garment only (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is **NOT** permitted.

#### 35.1.F. Sweater, Sweater Vests

- a. Colors – solid black, gray, \*burgundy, \*ACA plaid
- b. Must be worn with a collared shirt or turtleneck
- c. No fur or lace
- d. Cardigan, V-neck, or crewneck pullover

#### 35.1.G. Sweatshirts or Fleeces Worn inside the Building

- a. Colors – solid black, gray, \*burgundy
- b. School crest is suggested
- c. No hoods or hoodies
- d. No fur or lace
- e. Must be worn with a collared shirt or turtleneck

#### 35.1.H. Casual Shoes

- a. All shoes must be closed-toe and closed-heel
- b. Color- solid black, gray, or silver

- c. Plain boots are permitted (western, combat, or fur on boots are not permitted)
- d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.

35.1.I. Leggings, Socks, Tights or Hose

- a. Colors – black, white, or gray
- b. \*Burgundy printed socks, tights, leggings must be purchased at French Toast or Lands’ End
- c. Leggings must be solid color (black, white, or gray)

35.1.J. Belts

- a. Colors – black or gray
- b. Must be made of leather or cloth
- c. Belt buckles must be plain and standard size, no oversized buckles or buckles with emblems, signs, logos, or any other embellishments
- d. Silver buckles are permitted (gold buckles are not permitted)

35.1.K. Friday Attire

- a. NO ATHLETIC SHOES
- b. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Embellished clothing, burgundy from outside sources, patterned clothing, scarves, pins are acceptable on Friday only.

35.1.L. Outerwear

- a. All coats must be black or solid gray if worn in the classroom.

35.1.M. Gym Uniform (**5<sup>th</sup> Grade – 12<sup>th</sup> Grade**)

- a. Must wear school-approved gym shirt (Order from School Office)
- b. Must wear black split skirts by approved school seamstress (Order from school office)
- c. Athletic shoes must be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.)
- d. Socks must be white, gray, or black
- e. Tank tops under gym shirts must be white, if worn

35.1.N. Gym Uniform (**K5 – 4<sup>th</sup> Grade**)

- a. Athletic shoes must be worn in gym.
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)

35.1.O. Hair Accessories

- a. Must be black, white, gray, burgundy, or silver (patterns accepted)
- b. Can purchase school spirit hair bows from ACA provider

## 35.2. BOYS

### 35.2.A. Traditional Uniform Pants

- a. Colors – solid black, gray, \*burgundy
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc.  
NO DENIM OR CORDUROY
- c. No painter or cargo style pants
- d. Hems must be sewn, intact, and may not touch the ground

### 35.2.B. Classic Polo Style Shirts *\*must be tucked in at all times*

- a. Colors – solid black, white, gray, \*burgundy
- c. Sleeves – short or long-sleeved
- d. Standard 2-3 buttons
- e. Collar – turn-down collar

### 35.2.C. Dress Shirts *\*must be tucked in at all times*

- a. Colors – solid black, white, gray, \*burgundy, and \*ACA plaid
- b. Sleeves - short or long-sleeved
- c. If a dress shirt has a button-down collar, it must be buttoned

### 35.2.D. Turtlenecks *\*must be tucked in at all*

- a. Colors – solid black, white, gray, \*burgundy
- b. Must be worn under another uniform **garment only** (polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is **NOT** permitted.

### 35.2.E. Sweater, Sweater Vests

- a. Colors – solid black, gray, \*burgundy, \*ACA plaid
- b. Must be worn with a collared shirt or turtleneck
- c. Cardigan, V-neck, or crewneck pullover

### 35.2.F. Sweatshirts or Fleeces Worn Inside the Building

- a. Colors – black, gray, \*burgundy
- b. School crest is suggested
- c. No hoods or hoodies
- d. Must be worn with a collared shirt or turtleneck

### 35.2.G. Dress or Casual Shoes

- a. All shoes must be closed-toe and closed-back
- b. Color- solid black or gray
- c. Plain boots are permitted (western or combat boots are not permitted)
- d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.

35.2.H. Athletic Shoes

- a. All shoes must be closed-toe and closed-heel
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, burgundy/gray/white, etc.)

35.2.I. Socks

- a. All male students must wear socks
- b. Colors – Black, gray, and \*burgundy or printed socks may be purchased at French Toast or Lands’ End
- c. Must cover the ankles (no ankle socks)

35.2.J. Belts

- a. Colors – black or gray
- b. Must be made of leather or cloth
- c. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver buckles are permitted (gold buckles are not permitted)

35.2.K. Friday Attire

- a. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Patterned clothing and burgundy from outside sources are permitted. Boys must wear a tie to RUSH.
- b. NO ATHLETIC SHOES

35.2.L. Outerwear

- a. All coats must be black or solid gray if worn in the classroom

35.2.M. Gym Uniform (**5th – 12<sup>th</sup> Grade**)

- a. Must wear school-approved gym shirt (Order from School Office)
- b. Must wear **solid black** gym pants – stripe is acceptable (*white/gray*)
- c. Athletic shoes must be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)
- d. Socks must be white, gray, or black

35.2.N. Gym Uniform (**K5 – 4th Grade**)

- a. Athletic shoes must be worn in gym.
- b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)

**36. PRIVATE MUSIC LESSONS**

Private lessons at the academy are only for preschool and grade school academy students. Lessons will start in September. Lesson time will be allotted according to student’s schedule. School of Music has two recitals per year in the winter and spring. Private lessons are an additional cost and will be paid directly to instructor a month in advance.

### **37. AFTER THE BELL**

After the Bell is an interactive afterschool program for students until 6:00 p.m. Standard afterschool fees apply. To register call the preschool office at 865.982.4901.

### **38. JUPITER GRADES**

Each parent and student will be given log in information to sign into Jupiter Grades at orientation. Parents will need to opt in to receive texts, emails, and alerts. You can use Jupiter Grades to view your child's grades, assignments, syllabus, discipline, and class announcements. If you are not receiving Jupiter messages or having trouble logging in, please contact Emily Cooper at (865)984-0046 or visit the reception desk.

### **39. VISITORS**

All persons entering the school campus must report to the reception desk to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child. Arrangements must be made one week prior to the visit. No visitor is allowed upstairs without authorization.

### **40. ELECTIVES OFFERED**

Apostolic Christian Academy offers many elective options for students. These options are found in your welcome folder. Please sign up for courses and turn in to your homeroom teachers. All students will take physical education first semester of their ninth grade year to satisfy their required credit. A student transferring after ninth grade will take course first semester. Physical education is a prerequisite for all athletic programs.

#### **40.1 Optional Electives**

Band (7<sup>th</sup>-12<sup>th</sup>)  
Praise/Worship Team (7<sup>th</sup>-12<sup>th</sup>)  
HD Camera, Webcasting, Multimedia Pro Presenter, Sound, Lights (7<sup>th</sup>-12<sup>th</sup>)  
Adobe Suite/Annual (9<sup>th</sup>-12<sup>th</sup>)  
Spring Program (9<sup>th</sup>-12<sup>th</sup>)  
Stage Design (9<sup>th</sup>-12<sup>th</sup>) – \*Seasonal  
Leadership Club (8<sup>th</sup>-12<sup>th</sup>)  
Bible Quizzing (K5-12<sup>th</sup>)  
School of Music (Piano, Vocals, Bass, Drums, Guitar)  
P7 Club (9<sup>th</sup>-12<sup>th</sup>)

#### **40.2 Included in Core Subjects for all students**

Bible Memorization (K5-12<sup>th</sup>) – Homeroom Teacher  
Bible (6<sup>th</sup>-12<sup>th</sup>)  
National School Competition – Additional Fee (7<sup>th</sup>-12<sup>th</sup>)  
College Prep (9<sup>th</sup>-12<sup>th</sup>)

### **41. SOCIAL MEDIA**

Posting negative comments regarding ACA, ACA staff, etc. on social media sites will not be tolerated as it is out of harmony with ACA standard of conduct. Failure to comply with this policy may result in withdrawal of student. Students should refrain from visiting websites and using other social media tools that are out of compliance with ACA standard of conduct.

### **41.1 APPS**

The cell phone apps Whisper and AfterSchool are inappropriate and are not in compliance with standards of conduct set forth by ACA. If the apps Whisper or AfterSchool are found on your student's phone, the student is subject to being expelled from ACA.

### **42. APOSTOLIC CHRISTIAN ACADEMY ATHLETIC PROGRAM**

<b>FALL SPORTS</b>	<b>Grade</b>	<b>Team Fee</b>
Intramural Soccer/Volleyball	K4-5 <sup>th</sup>	\$40.00
High School Soccer (Boys)	7 <sup>th</sup> – 12 <sup>th</sup>	\$50.00
Middle School Volleyball (Girls)	6 <sup>th</sup> – 8 <sup>th</sup>	\$50.00
High School Volleyball (Girls)	9 <sup>th</sup> – 12 <sup>th</sup>	\$50.00
<b>WINTER SPORTS</b>		
Intramural Basketball	K4-5 <sup>th</sup>	\$40.00
Middle School Basketball Boys & Girls	6 <sup>th</sup> – 8 <sup>th</sup>	\$50.00
High School Girls Basketball	7 <sup>th</sup> -12 <sup>th</sup>	\$50.00
High School Boys Basketball	9 <sup>th</sup> – 12 <sup>th</sup>	\$50.00
<b>SPRING SPORTS</b>		
Middle School Coed Soccer	5 <sup>th</sup> -8 <sup>th</sup>	\$50.00
High School Track/Field (Co-ed)	7 <sup>th</sup> -12 <sup>th</sup>	\$25.00
High School Baseball	9 <sup>th</sup> -12 <sup>th</sup>	\$50.00

### **42.1 ACA ATHLETICS**

Our purpose is to advance the school's mission. Our desire is to develop Christian Character in our student athletes. The athletic staff is dedicated to help mentor and encourage the student athletes in their endeavors not only in the athletic area but also in the classroom, community, at home, and church. The purpose is to help the students develop Christian lifestyle that will go with them the rest of their life.

## **42.2 GOALS FOR ACA ATHLETIC DEPARTMENT**

To pursue with excellence as an athletic program that most of all glorifies God.

To develop highly competitive programs and first class facilities.

To develop training in our elementary and junior high school programs that will prepare our students for varsity level competition.

To develop a training system beginning in the elementary school that will instruct our faculty, staff, parents, and students in the philosophy and expectations of our athletic department.

To use athletics to share Jesus Christ with those who do not know Him.

## **42.3 ACA TEAM COMMITMENT POLICY**

42.2.A. All athletes must maintain a "C "average or higher throughout the sports season. If an athlete is failing a particular class, he or she will NOT be able to practice or dress-out with the team during competition until the grade is brought up to a "C" or higher.

42.3.B. Student-athletes are expected to be at every practice and competition and be on time. Any absence or tardiness for practice and/or a competition should be communicated directly to a head coach of that sport. This teaches ACA student athletes a level of responsibility, commitment, and good sportsmanship towards their fellow teammates and coaches. Missing practices also places a greater burden on those at practice and hurts the team's effectiveness during games.

42.3.C. Respect towards officials, authority figures, facilities, property, and other teammates is expected at all times. The discipline for these violations will be as follows:  
**1st offense:** immediate removal from game, practice, or match and student conference with A.D. and/or coach(es) for specified amount of time or remaining game time (as decided by Coach).

**2nd offense:** parent conference

**3rd offense:** 1 game suspension (practice and game attendance is still mandatory).

**4th offense:** Probation for dismissal from the team with a game-by-game decision for Coaches regarding playing privileges as decided by the coach.

42.3.D. Cursing and/or inappropriate language is absolutely unacceptable and will result in a one week or two game suspension, as well as probation for dismissal from the team.

42.3.E. The athletic handbook must be read and statement papers must be signed by each athlete and his/her parent(s). Also, the contents of the ACA athletic handbook should be abided by and the signed documents must be on file prior to participation in a sport at ACA.

42.3.F. Students who are absent from school may not participate in extra-curricular activities during that day. Students must be present a minimum of 3 ½ hours in order to participate in an athletic program.

42.3.G. Uniforms are property of Apostolic Christian Academy. The student-athlete may not wear the uniform unless authorized by the coach.

42.3.H. Athletes are scheduled to arrive at all games an hour prior to the start of the game or under the guidelines set by the coach. All athletes must ride with the team to away games.

#### **42.4. ELIGIBILITY FOR PARTICIPATION**

42.4.A. In order to sign up for an ACA sport, students must maintain grades of "C" or above, and have their sports physical form current.

42.4.B. Students must maintain a "C" or higher after every midterm and 9 week grading period. One failing grade will result in a 4 week "game" suspension or until the grade is brought back up to the minimum. Students should still attend practice during this time, but dress out for a game or travel to an away game with the team. If the student does not bring his/her grade back up after the 4 weeks, the student will then be placed on Academic Probation. This means the student will be ineligible for practice or games for 9 weeks. Academic Probation will begin on Monday following the distribution of report cards.

42.4.C. Each student is expected to complete all homework and assignments regardless of whether the game is home or away. If the team is traveling away and has to leave school early, it is the student's responsibility to obtain all assignments for all classes missed prior to leaving school.

42.4.D. Returning late from away games will not result in an excused absence the next school day. Students are expected to be in regular attendance the day following an athletic competition.

42.4.E. Parents must be supportive. If parents cause disunity they risk the possibility of the student being suspended or terminated from the team.

#### **42.5 PLAYING TIME**

42.5.A. Success is not based on the playing time of our student athletes. Success is contributing to the team's success by using their God given ability.

42.5.B. Life lessons are learned from being part of an athletic team.

42.5.C. Every eligible student has the opportunity to try out for a team, **but not everyone will make the team.**

42.5.D. Athletes who make the team will be given every opportunity to demonstrate and improve their skill and prove their ability to their coaches, and thus increase their chances of playing a significant amount of time.

42.5.E. Parents must instruct and prepare their children for participation in a competitive athletic program at ACA. We are preparing students for life, and the competition that will be encountered in the world after graduating from high school. In every aspect of life you will have competition.

42.5.F. Our athletes are expected to work hard, be committed, be dedicated, be self-disciplined, and be determined on and off the field. We want our student athletes to grow in their relationship with God, their athletic skill, and academic knowledge.

42.5.G. Our athletes must show leadership in all activities on and off campus.

42.5.H. Coaches will make every effort to allow each athlete the opportunity of competing, but a specified amount of playing times is never guaranteed and should never be expected.

#### **42.6 PARENTAL INVOLVEMENT**

Parents are an important part of the success in our athletic program. Your support and assistance will be needed during the year. Parents may be asked to be available to volunteer in the concession area and ticket sales and support our fund-raising activities. Your cooperation support will be a blessing to our program and an encouragement to our athletes and athletic program. A parent who is not supportive of the team can have a negative effect on team unity.

#### **42.7 PARENT/COACH RELATIONSHIP**

As parents, you have the right to understand the expectations that will be placed on the student athlete when they become involved in ACA's athletic program. This begins with clear communication from the coach of your student athlete's sport. If a parent desires a conference with a coach or athletic director, contact the athletic director by phone or email to set up an appointment. **Do not confront a coach before, during, or after a game or practice. In order to maintain each student's focus, team practices are designed solely for team conditioning and training. The focus of the athlete is greatly divided when spectators are present. We ask that family/friends refrain from attending practices in order to achieve peak performance.**

#### **42.8 PROCEDURES TO DISCUSS A CONCERN**

Contact Athletic Director through phone call or email to address issue. Please do not confront a coach before, during, or after a game or practice. Parents please support and respect the athletic program and coaches. It is vital to support the athlete's achievements and encourage athletes during their struggles. Please refrain from criticizing the coach in front of your child or any other members of the team. This will encourage team unity.

#### **42.9 COMMUNICATION THAT PARENTS SHOULD EXPECT FROM COACHES**

Injury of the student athlete.

Expectations for your student athlete.

Locations and times of practices and games.

Team requirements (fees, special equipment, off-season conditioning, camps)

Discipline that may result in denial of your child's participation.  
The student's attitude, work ethic, and eligibility

#### **42.10 COMMUNICATION THAT COACHES SHOULD EXPECT FROM PARENTS**

Discussion of injuries.  
Discipline of the student athlete.  
Notification of any schedule conflicts.

#### **42.11 ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

Amount of playing time.  
Team Strategy.  
Other student/athletes.

As your student athlete becomes involved in the sports program at ACA, they will experience a sense of pride and accomplishment. Please encourage the student to keep a positive attitude and respect the coach and team. There are situations that may require a conference between the coach, athletic directors, and parents. Communication with athletic staff is encouraged. The results of these conferences should promote a resolution to the issue of concern.

#### **42.12 APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

Ways to help your student athlete improve.  
Concerns about your student athlete's behavior.

It is very difficult to accept your student athlete not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes involved. As you have seen from the list above, certain issues can be and should be discussed with your student athlete's coach. Other issues must be left to the discretion of the coach.

#### **42.13 LEAVING A SQUAD**

At any point in the season an athlete decides to leave a squad proper dismissal must take place. A meeting must be set up with coach and athletic director, to discuss reasons for leaving. A failure to follow proper procedure will restrict the athlete in participating in future sport programs of ACA. A student athlete who quits a team or is dismissed because of a violation of rules may not participate on any other athletic team that same sport season. He/she will not begin practice for another sport until the first sport is complete.

#### **42.14 JEWELRY AND APPEARANCE**

No jewelry shall be worn during any game or practice. All athletes must be neatly groomed. The coach is in charge of his squad and their appearance. When student athletes are traveling to an away event they are expected to dress in team uniforms or school dress codes. Shirts should be tucked in and all extra clothing, books, etc. should be put in a bag and carried on the shoulder. The student athlete should exhibit respect

for their character, others, and school. They are not only representing ACA but also Christ.

**42.15 MEDICAL INFORMATION**

For the protection and safety of the athlete, a physical examination is required each year before involvement in any athletic activity. Each athlete must bring form signed by his/her medical doctor before engaging in athletic activity (form is provided by medical doctor). Any injury or illness that occurs during a practice or game should be reported to the coach for evaluation. If medical attention is needed, the parents should be notified immediately.

ACA does not provide health insurance for athletes. Parents are responsible for any healthcare expenses incurred by their students including office visits, emergency room or other hospital services, including emergency transportation.

**42.16 AFTER SCHOOL CARE**

ACA will allow your child to go to afterschool care between the end of the school day and sports practice for a reduced fee of \$15 based on team practice time. All students have to be picked up at the end of the practice/ballgame. If not picked up, they will be checked into ACA afterschool and normal fees will apply.

Athlete Name: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Apostolic Christian Academy  
2018 INVESTMENTS & FEES**

**Kindergarten – 8<sup>th</sup> Grade Investment**

	<u>MONTHLY</u>	<u>ANNUALLY</u>
FIRST CHILD	\$275.00	\$2750.00
SECOND CHILD	\$265.00	\$2650.00
THIRD CHILD	\$255.00	\$2550.00
FOURTH CHILD	\$225.00	\$2250.00

**9<sup>th</sup>-12<sup>th</sup> Grade Investment**

(Investment includes Class Trip, Jr./Sr. Class Banquets and Graduation Table Fee. \*Graduation Cap and Gown is an additional fee)

	<u>MONTHLY</u>	<u>ANNUALLY</u>
9 <sup>th</sup> -12 <sup>th</sup> GRADE	\$325.00	\$3250.00

Based on a 10 month schedule – First payment due August 1<sup>st</sup> and last payment due May 1<sup>st</sup>. Payments received after the 10<sup>th</sup> of each month is subject to a late fee.

**Registration Fee:** \$60.00 (nonrefundable) (*Half price April – May*)

**Book Fees:** K5 - \$240.00

1 – 8 Grade - \$360.00

9 – 12 Grade - \$380.00

**Book fees are due in full on or before July 1, 2018.**

\*ACA has done its best to estimate the investment and fees for the upcoming year. However, all fees are subject to change and any unforeseen fees may be added at any time.

\*Registration fees, book fees and investments are nonrefundable.

\*Prices listed are based upon student being enrolled throughout entire high school career. Investment will be adjusted if student enters during high school career.



PRESCHOOL HANDBOOK  
SIX WEEKS-K4

865.982.4901

## **1. STATEMENT OF PURPOSE**

A growing church in a growing community has a responsibility to offer a service of civic as well as spiritual leadership. Realizing that in these swift moving times, situations often call for both parents to be away from home for several hours at a time; thus creating a need for competent understanding childcare. It is for this purpose that First Apostolic Church is sponsoring APOSTOLIC CHRISTIAN ACADEMY.

Our aim is to provide educational facilities on a child's level in a wholesome, home-like atmosphere. We also provide adequate educational toys, books, and supplies as well as qualified supervision, which will be conducive to a child's mental, physical, and spiritual growth.

A unique program of learning prepared by the Pensacola Christian College of Pensacola, Florida, and the curriculum, ABeka Book Publication, is designed with enthusiastic and interesting lessons. The format will encourage the children to learn and to enjoy the lessons.

Through the use of sight and sound, each child can develop at his own rate without adult pressures. Our curriculum is systematic with consistency and includes a variety of activities which will encourage the child's creative talents. Proper periods of rest and relaxation including naps are programmed into each day.

Wholesome meals and snacks are served at regular intervals. A daily record of each child is kept to record any points of interest relating to the child's development, health, and behavior (for infants and toddlers).

When a child is registered, the parents will pay a registration fee and a book fee. These fees are paid yearly.

If you have any questions after reading this handbook, please ask. We are here to serve you and to give your child the best possible care while he/she is in our charge. We love children and appreciate your letting us share in their formative years.

## **2. OUR HISTORY AND FACILITIES**

In the spring of 1995, Apostolic Christian Academy Pre-School opened its doors. We have a fully equipped kitchen, carpeted classrooms, and each child has his own sleeping mat and clean linens furnished by Apostolic Christian Academy Pre-School.

Our staff loves children and loves the Lord. Each staff member is a Christian. They are dedicated to teaching love and loyalty to God and to country. Our staff has been trained to teach children and to lead them. Our teachers attend seminars to better qualify themselves and Apostolic Christian Academy Pre-School for caring for your child.

### **3. CHARGES**

The charges for preschool at Apostolic Christian Academy Pre-School are weekly. If your child is present five days or only one day during the week, the charge will be for a full week's preschool. If your child is absent a full week, a holding fee will be due (except the infant & toddler classes). The children in the infant and toddler classes will be charged full week daycare fees if the children are present or absent. These classes will be eligible for one vacation week after they have been here past their anniversary date (one year). Monday through Friday is considered a full week at ACA Pre-School. All fees are due in advance on Monday and should be paid in the office. If for some reason no one is in the office when you wish to pay, please place your payment in the drop box inside the office. The registration fee is paid yearly as well as is the book fee. The registration fee becomes a materials fee after the first year. The office will send you a statement when these fees are due.

A late fee will be charged for any child left after 6 p.m. (5:30 p.m. for infant/toddler classes). There is a flat charge the first 15 minutes; then the rate increases every 5 minutes. Please make arrangements for your child to be picked up by their appointed time.

### **4. CHILD DROP OFF AND PICKUP**

For security purposes, our building is locked at all times. All parents will be given a code to get in the building during business hours Monday through Friday. Anyone without a code will need to ring the bell to be let in. Bring your child to the reception area and check them in on our Child Care Manager before you take them to their classroom. The Child Care Manager is our electronic sign in & out system that makes it easy and quick to drop off and pick up your children. When you enroll your child, we will ask you for a four-digit number that will identify you as an authorized person to pick up your child. Each person that will be authorized for pick up will need their own four digit number before they will be allowed to pick up. We will help you set up your pin numbers in the office when you enroll.

To help your child adjust to his surroundings, please do not linger when dropping him off. When you return to pick them up, come to the reception area and sign them out before you pick your child.

If anyone other than the child's parents will be picking him up, the office must be contacted in advance. This may be done either by phone, note, or in person when the child arrives in the morning. They should be prepared to offer some identification the first time they come. If they will be picking up the child on a regular basis, establishing their identity will not be necessary after the first one or two times and a pin number will be assigned to them.

ACA staff will not release a child to anyone who may be in a hostile state of mind. If our staff has reason to believe that the person picking up a child may be intoxicated, we will call the local law enforcement authorities.

Due to the amount of traffic through the office, we ask that no parent telephone and request their child be waiting in the office. We must know with whom each child is leaving and when. If other parents are in the office or the office personnel is otherwise engaged, a waiting child may leave and the staff fail to notice their departure. It is best for the parent and the child to leave the building together.

Please do not smoke in the building. This includes pipes. In keeping with our modest dress rule, we ask that anyone picking up children not to wear swimsuits, see-through clothing or other brief attire that we deem immodest into the building.

#### **5. DISMISSAL POLICY**

ACA Pre-School takes every child on a 2-week trial basis. If for some reason your child does not adjust to our preschool and must be dismissed, ACA will reimburse the child's registration fee. If the parent or guardian decides to withdraw the child, there will be no reimbursement for the registration fee.

#### **6. MEDICINE POLICY**

The State of Tennessee requires that any medicine to be given at pre-school must be accompanied by a written note from the attending physician or a telephone call from his office. This applies to refilled prescriptions also.

No over-the-counter medicine will be given. This includes aspirin and cough medicine, etc.

If your child becomes ill during the day, we will contact you at once. If your child has a fever, please do not bring him to school. If he becomes feverish during the day, we will call you to come for him. We cannot keep a sick child in the preschool. **All children must be fever free for 24 hours without medication before returning to school.**

For the welfare of all children, any child who is sick needs to be kept at home. The parent must give all medication. If your child has been vomiting during the night or early morning, he should not come to school that day. Children with water-like diarrhea should not attend preschool until the stool becomes normal.

#### **7. FOOD POLICY**

Apostolic Christian Academy Pre-School serves hot and nutritious lunches daily and our menus are planned to appeal to youngsters while giving them a balanced diet. We ask that no food be brought from home.

If your child eats breakfast with us, he must be at school by 6:45 a.m. The kitchen stops serving breakfast at 7:00 a.m. The office will send you a statement on Monday for the previous week's charges.

Our lunches are catered daily and we must have our lunch count by 8:45 a.m. If your child will be here later than 8:45, please call the office and advise us so we can include your child in our lunch count. If your child should arrive after 8:45 a.m. and the office has not been notified, they will be served a microwave meal.

If you would like to send something special for your child's birthday, please notify the teacher or the office a few days ahead of time. Parents may send cake, ice cream, cupcakes, etc. The choice of treats is up to the parents. Due to allergies, we request that you do not send treats with nuts or peanut butter.

Parties are very special at ACA. Your child's teacher will send you a note informing you of the date of the party and what she would like for you to send.

### **8. CLOTHING POLICY**

When a child is enrolled in ACA Pre-School, his parents should bring a backpack with a complete change of clothing in case of accidents. Please check this clothing periodically as little bodies have a way of outgrowing pants and dresses very quickly. If your child has an "accident" and his change of clothing does not fit or there is not an extra change of clothing, we must call you to bring a change for your child.

APOSTOLIC CHRISTIAN ACADEMY PRE-SCHOOL does not have a dress code for our pre-school boys and girls; however, the students who attend ACA for extended care (After The Bell) must adhere to the same dress code as the students of Apostolic Christian Academy. Due to physical activity, children will need to wear tennis shoes or rubber-soled shoes.

### **9. TOY POLICY**

Each year ACA spends several hundred dollars on toys and playground equipment. We also have a large number of children to share these toys. It is impossible for our teachers to keep each child's personal toys from being lost, broken or misplaced. **We ask that no toys be brought from home unless it is a small stuffed animal that your child likes to have at nap time.**

### **10. ABSENCES**

If your child will not attend school because of illness or other reasons, please contact the office at 983-4927 or 982-4901 by 9:00 a.m. This will help us in our lunch and snack count as well as staffing.

### **11. AFTER SCHOOL CARE (AFTER THE BELL)**

After The Bell is our interactive afterschool program that provides after school care for students who attend Apostolic Christian Academy as well as area public schools. Our program consists of a variety of activities which includes sign language, music and art as well as organized games including soccer, basketball and volleyball. The charge for this service is charged weekly. In case of snow or in-service days, there is an extra charge for your child staying all day. When school has early dismissal because of in-service, the only extra charge to you is for his/her lunch. When there is no school because of a scheduled break such as Christmas or Spring Break, the charge changes to full time fees. If there is no school for three or more days during any week due to the weather or other circumstances, then the full pre-school fee is charged; if school is out one or two days only during a given week, then you pay extended care charges per day. We will never charge more than the current preschool rate at any time.

## **12. LATE FEES AND OTHER CHARGES**

Since pre-school fees are to be paid in advance at all times, a late charge will be added to any account that has not been paid by Tuesday, 6 p.m. of the current week. Any account that is not paid by Friday of the current week will be regarded as delinquent and the child/children may not be allowed to attend school the following Monday. By allowing any account to become delinquent, we are doing the parents and the child a disservice.

A service charge of \$30 will be charged for returned checks. A repeated history of returned checks may result in cash payments being required.

## **13. INFANT AND TODDLER**

For sanitary reasons, all items sent for your child must be labeled with their name or initials (bottles, cups, pacifiers, spoons, etc). All bottles, cups and eating utensils will be rinsed and sent home daily for you to wash and sanitize. We will use your baby wipes after lunch and snacks for your child. If you would prefer for us to use a washcloth, please send a clean cloth daily in a plastic baggie. Please keep at least one change of clothes in their diaper bag and be sure your bag is restocked daily with items needed for your child.

When your child begins eating baby food, you will need to provide the spoons and bowls if needed. Once your child is eating off of our menu and no longer eating baby food, we will provide the eating utensils with the meal. When your child is drinking from a cup, please send a **spill-proof sippy cup each day**. Please do not send breakfast with your child once they are eating off of the menu.

## **14. POTTY TRAINING**

We will help you potty train your child at 24 months. (When we begin working with your child, it is vitally important that you follow through with the training at home). When your child begins potty training, your child must wear pull-ups with **Velcro sides** until completely potty trained. Please continue to send wipes along with the pull-ups until they are completely potty trained. Children will need to go two weeks without accidents before wearing regular underwear. Encourage your child to become independent in caring for himself in the restroom (pulling down and pulling up his own underpants, etc.) Consistency at the pre-school and at home will help your child achieve success more quickly. Children must be potty trained and wearing regular underwear in order to go in the K3 Class.

## **15. INCLEMENT WEATHER**

ACA Pre-School will always try to be open during bad weather. However, if the weather makes it impossible for us to get to the school, we will send out a group text as well as notify the TV Stations WBIR and WATE. If you have any questions, please check for our closing on their websites. Just a reminder that there is an "Apostolic Christian School" and "Apostolic Kiddie Academy" in Knoxville. Our listing will be Apostolic Christian Academy/Maryville if we are closed. If circumstances beyond our control cause us to close early, we will notify you of the situation by these television websites and/or by phone call.

Since our fees are weekly and not daily, there will not be a price adjustment should circumstances beyond our control cause us to be closed.

ACA has an Emergency Disaster Plan in place should an emergency arise that we would need to vacate our building and/or property. All staff has been trained in emergency procedures should this situation ever happen.

**16. PERSONAL SAFETY**

As recommended by the State, children ages three and older are taught personal safety. This twelve week session is taught once each year by a trained staff person. If you wish to view the entire curriculum, it is available in the office for your viewing. Every six months our staff receives child abuse training and at least once a year, we receive a 2 hour abuse training put on by the Advocacy Center.

**17. BEHAVIOR MANAGEMENT TECHNIQUES/DISCIPLINE**

Discipline is often confused with punishment. Discipline is teaching through example, while punishment is negative reinforcement for breaking rules. We prefer to use the positive approach in dealing with children’s behavior problems. Initially, teachers are encouraged to redirect. However, when children continue to break rules, and deliberately hurt another child, we use “Sit & Watch” or “Time-out” as discipline. Behavior problems will be discussed with parents by the Director. If the behavior problem still continues, the Center reserves the right to dismiss any child if he/she seems unable to follow rules with their classroom experience. We will ask for a parent/teacher conference if behavior is consistent.

**18. BITING POLICY**

- 1.If your child bites three times in one day, they will be sent home for the remainder of the day.
- 2.If your child bites again, upon returning the next day, they will be sent home for the remainder of the week.
- 3.If your child continues to bite, further action will be taken up to expulsion from the Center.

Not every child is meant for our center; sometimes they need a less structured or more structured environment. Being released from our program is the last option for a continuous biter and by no means want this for any family unless it is best for all parties involved.

**19. ILLNESS GUIDELINES**

<b><u>Childhood Diseases</u></b>	<b><u>May return when:</u></b>
Chicken pox and hand, foot, and mouth.....	after all lesions are crusted
Diarrhea.....	when stool is firm

Fevers.....when fever free 24 hours  
 (Infants 3 months and under considered to have a fever at 100.5)

Lice.....after medicated shampoo and all nits removed

Impetigo.....after all lesions are crusted or covered with bandage

Measles.....5th day after rash appears

Mono.....must have written doctor release

Pinkeye.....on medication 24 hours and without release of discharge

Pinworm.....after two doses of medication

Rashes (unknown origin).....when rash has disappeared

Respiratory syncytial virus.....when cough and runny nose has stopped  
 (usually 5 to 7 days)

Ringworm.....after medication for 24 hours/then area covered until  
 gone

Roseola.....when rash is gone

Rotavirus.....after diarrhea stops

Rubella.....fifth day after rash first appears

Scabies.....24 hours after treatment and with written permission from  
 doctor

Strep throat.....after medication for 24 hours

**APOSTOLIC CHRISTIAN ACADEMY PRESCHOOL FEES**  
**1331 William Blount Drive**  
**Maryville, TN 37801**  
**(865) 983-4927**

Registration Fee: \$40.00 (yearly)

Weekly Fee: \$175.00 6 weeks – 36 months and until potty trained  
**And is promoted to K3 class**

\$145.00 K3 & K4

Holding Fee: \$10.00 week if child is absent for entire week.  
6 Weeks – K4 class & Summer School Age Program  
**(1 per calendar year)**  
**Holding fee applies after 1 year anniversary**

Book Fee: Yearly (prices vary)

Daycare Hours are Monday – Friday 6:30 a.m. – 6:00 p.m. for K3 & K4 classes

Daycare Hours are Monday – Friday 7:30 a.m. – 5:30 p.m. for 6 weeks – 36 months

We also offer before and after school care: \$60.00 weekly – 1 child  
\$70.00 weekly – 2 children