



**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**

**Childhood Diseases** **May return when:**

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: \$45.00 (yearly)

Weekly Fee: \$183.00 6 weeks – 36 months and until potty trained  
and is promoted to K3 class

\$153.00 K3 & K4

\$153.00 Kindergarten (if not picked up at noon when  
dismissed)

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: \$63.00 weekly – 1 child  
\$73.00 weekly – 2 children