

GOALS AND OBJECTIVES

The following are the goals and objectives of Family Church Preschool for the education of our children:

1. Family Church Preschool accepts the responsibility of offering the best in Christian education spiritually and academically.
2. Our goals are to be a support to the home and to provide excellent facilities, equipment and Godly instructors for the development of Christian character in the lives of the children entrusted to our care.
3. We believe that the heart of character training is obedience. To obey, to do right and to love God and our country are attitudes we want to instill in each child.
4. It is our desire to minister to the whole child: spirit, soul and body.
5. We endeavor to provide opportunities that will equip children to become strong Christian leaders who will serve the Lord in their vocation.

CHRISTIAN PHILOSOPHY OF EDUCATION

“Happy is the man that finds wisdom, and the man that gets understanding” (*Proverbs 3:13*). The Christian Philosophy of Education at Family Church Preschool is as follows:

1. We believe that “the fear of the Lord is the beginning of knowledge” and that all knowledge has its foundation in the Word of God.
2. We teach the Bible as God’s inspired Word and help the children to develop attitudes of love and respect toward it.
3. We train the children to hope in the Lord, to love Him and keep His commandments.
4. We encourage the children to know and obey the will of God as revealed in the Scriptures.
5. We seek to impart an understanding of the purpose of discipline and to teach the children to govern themselves by the power of the Holy Spirit.
6. We strive to stimulate and enlarge the child’s involvement in the church and its world wide tasks of witnessing and evangelizing.
7. We encourage the children to develop “the mind of Christ” toward Godliness and to overcome and be victorious.
8. We teach healing, deliverance and prosperity for the whole child: spirit, soul and body.

TEACHING STAFF

The faculty and staff of Family Church Preschool are committed Christians called of God to teach, train and minister to the whole child: spirit, soul and body. We believe our teachers are important role models and have a tremendous impact on the lives of our children. We know the importance of parental involvement in the educational process, and we encourage parents to be active in their child's school experiences. Cooperation between the school and parents is essential to a successful education.

COOPERATION EXPECTATIONS

All children attending Family Church Preschool should be a result of the parent's desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy at Family Church Preschool retain the right to remove their child. Likewise, the administration of Family Church Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the administration, is considered to be uncooperative with the program.

Nondiscrimination Policy

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

Preschool Licensing

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

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

ADMISSION REQUIREMENTS For New Children

A child is admitted to Family Church Preschool based on the following:

1. Satisfactory completion of all application forms and payment in full of all fees.
2. Interview with parent and child by administration. Names and phone numbers of references from previous daycares are required at this interview.
3. Must provide a copy of current Immunization Record and Birth Certificate.
4. Agree to comply with policies and procedures of Family Church Preschool.

(FCA does not admit children who have been suspended or expelled from another preschool)

Standard of Conduct

After reading the Family Church Preschool Policy Manual, parents must read and sign the Family Church Preschool Statement of Responsibility located on the last page of this manual. This form states that you have read and are in agreement with the policies and procedures of Family Church Preschool.

GENERAL SCHOOL PROCEDURES

Service Fees & Outstanding Balances

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

- ❑ **Registration Fee & Insurance Fee**
Registration and insurance fees are paid at enrollment and annually regardless of when you enrolled. The annual registration fee and annual insurance fee will be drafted from your account with your weekly tuition on the last Monday in August unless other arrangements are made through the accounting office.
- ❑ **Administrative Processing Fee**
There will be a \$1.00 fee per page for any requested photocopied documents from your file. All documents must be approved by administration prior to release.
- ❑ **Insufficient Funds**
Accounts will be charged \$25.00 for funds returned as insufficient. Two non-sufficient drafts returned within a 12 month period will require a week advance payment for that account.
- ❑ **Transfer of Accounts**
There will be a \$10.00 fee charged to your account for transferring tuition bank drafts from one bank account to another. The office should be informed immediately of any bank account changes.
- ❑ **Late Fees**
A late fee of \$25.00 will be charged for past due balances.

Referral Incentive Program

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

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

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

Preschool Hours

Hours are from *7:00 am – 6:00 pm.

***7:00 AM OPENING TIMES ARE BASED UPON RESPONSE AND SUFFICIENT PARTICIPATION**

Preschool Child Arrival

If your child is arriving after the lunch period, please make sure they have had their lunch prior to arrival. Children arriving after this time cannot be fed lunch at school. We ask that you make every effort to avoid dropping your child off or picking your child up at preschool during their nap time, as it disrupts the other children.

IMPORTANT

Should your child be picked up later than 6:00 pm, your child's account will be charged \$5.00 for every 5 minute increment past 6:00 pm. Children who are picked up late repeatedly are subject to dismissal.

Drop Off of Children

Please follow the procedures listed below for the drop off of your children:

1. Enter through the West gate (nearest the billboard).
2. Proceed directly ahead, turn left in front of Family Church park in a designated parking place.
3. All children will enter at the Eastern door (just past exterior stairwell).
4. Exit facility through the East gate.

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

Pick Up of Children

Please follow the procedures listed below for the pick up of your children:

1. Enter through the West gate (nearest the billboard).
 2. Proceed directly ahead, turn left in front of Family Church and park in a designated parking place.
 3. Exit facility through the East gate.
- DO NOT** leave your vehicle running when unattended .
 - Please park in a designated parking area.

Be Aware: Security doors must remain closed during the preschool day.

**For the Safety of your children please
DO NOT exit through the front doors.**

Late Arrival & Early Withdrawal from Class

Arrival after 9:00 AM and early withdrawal from class are strongly discouraged because it disrupts the flow of the entire class. If you arrive during class time please do not disturb the teacher unless absolutely necessary for that day. If a child must be withdrawn from class early, only persons on their pick up list will be allowed to pick them up. **That person must be on the child's pick up list and have the proper photo ID or child will not be checked out. To ensure your child's safety, fax and phone calls will not be acceptable to alter the pick up list.**

Attendance

Prompt and regular attendance is expected to help the teachers keep the attention of the children and help your child prepare for Kindergarten. An early bedtime, a good breakfast, and a happy send off from home help children succeed in school. Good attendance is the responsibility of the parent. Many routines are being formed in these first few years that will affect your child's learning habits as they develop. Please refrain from bringing your child during naptime from Noon- 2:00 PM.

Family Church Preschool and its staff are committed to creating an environment of maximum spiritual, academic and social development. Excessive absences hinder this objective. Parents should notify the school office on days when their child is absent due to illness.

Withdrawal / Dismissal

All fees are nonrefundable/nontransferable. Withdrawals from school must be made through the school office and a withdrawal form must be completed and returned 7 days prior to withdrawal. If an Infant, Toddler or Preschool child attends any portion of the week, the entire week's tuition must be paid. All withdrawals are subject to approval from the administration. A child may be dismissed when he/she is found out of harmony with the rules and policies of the school. (See page 10; *Dismissal from FCA.*)

Vacation

Vacation time must be taken Monday through Friday. Those Infant, Toddler or Preschool children who are registered to attend our **Preschool year round** are allowed 2 vacation weeks with no charge. One week is allowed during the academic months (August-May) and one week during the summer months (June-August). ***A vacation request form must be turned into the office seven (7) days prior to the vacation time or it will not be approved.***

Lost And Found

All items such as coats, sweaters, lunch boxes, money envelopes, etc., are to be labeled at home with the child's name for easy identification. Unclaimed items will be donated to missionary needs.

Address Change

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

Distribution of Outside Literature and Fund Raising Sales

No literature is to be distributed at school or products sold without first being cleared through the administration.

Drills

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

1. *Walk quickly in single file, but do not run or push.*
2. *No talking either in or out of the building. Listen for the teacher's instructions.*
3. *Children will be returned to their classrooms when the "all clear" signal is given by the person in charge.*

Fire Drill Alarm: 1 long bell or blast
Tornado Drill Alarm: 6 short bells or blasts

Inclement Weather

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

Visitors

Parents or other visitors are encouraged to make advance arrangements to visit the school. Parents must check in through the office to receive a Visitor's Badge. Parents will be allowed to observe their child(ren) in the classroom setting only if pre-approved by the administration. **No one outside of school and office personnel will be allowed in the school building without first signing in at the office and receiving a Visitor's Badge.**

Do not go directly to any classroom. If you have items to be delivered to your child (ren), you may bring them to the office and they will be delivered.

Medical Regulations

Arkansas law requires that children attending any school must show proof that they have been immunized for **Diphtheria, Tetanus, Polio, Chicken Pox, Measles, Varicella and Rubella (German Measles)**. Verification of these must be in the school office prior to beginning school. Health records from a previous school showing immunizations **will** be accepted.

It is also necessary to require a Birth Certificate for children entering Family Church Preschool.

Lunch Time Procedure

Lunchtime is an enjoyable break in the day's schedule. Please note the following procedure:

1. Common manners and courtesy must be shown during lunch, including:
 - *Talking in conversational tones and only at one's own table.*
 - *Using proper table manners.*
 - *Keeping all four legs of the chair on the floor.*
 - *Staying at the table during the meal.*
 - *Picking up any food or paper dropped on tables or floor.*

2. Children must bring a lunch each day. This lunch must include all 4 food groups: meat, bread, vegetable and fruit. Please do not send any food items containing peanuts or peanut butter due to some children's extreme allergy to these products. If your child forgets to bring a lunch, one will be provided for them at the cost of \$3.00 to be paid to the teacher upon pick up.
3. **Microwaves will not be available.** If your child's food must be hot, please send it in a thermos that will keep it warm until lunchtime.
4. Milk or water will be provided for those preschool children who do not bring a drink from home. Chocolate milk is available for purchase on a weekly basis with the automatic bank draft.
5. **Soft drinks, drinks and Jell-O containing RED or BLUE food coloring will not be permitted. Please do not send candy or chocolates in your child's lunch.**
6. **No glass containers.**
7. We welcome parents to join their children for lunchtime; however, to allow our staff to provide an environment conducive to proper lunchroom behavior, we ask that you do not bring younger siblings.

Photographs

Individual and group pictures will be taken in the fall of each year. Parents will be notified of the date and cost. "Sunday clothes" are to be worn on picture day. Yearbooks may be purchased annually and will be distributed upon completion by the publisher.

Birthdays

This is an important time for your children, but too many parties prove to be a problem for the teacher. If you wish to send cupcakes or other simple refreshments on your child's birthday, please notify the teacher in advance. **The refreshments may be shared with the class during lunch on Friday, and must be prepared by either a store or restaurant.** No invitations for parties outside of school will be distributed at school unless all classmates are invited. No personal information regarding students or families will be given at any time.

Preschool Dress Code

Preschool is not required to wear uniforms. We ask that you dress your child appropriately for the various weather conditions and that they wear tennis shoes to protect their feet. No open toed shoes are permitted. **Girls must wear shorts under dresses or skirts.**

Parent-Teacher Communication

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

Parent-Staff Communication

For questions regarding conversation and policy: the administration will always refer to written policy as determined unless written approval is given. Only the administration can give written approval for any exceptions to the written policy. Conversations and agreements with staff and faculty that are contrary to policy will not be accepted without written confirmation from the administration.

Preschool Health Policy

Symptoms Requiring Removal of Child from School

- Fever of 101 or greater(Can return after being fever free for 24 hours without medication)
- Diarrhea 3 or more times in a 24 hour period(Cannot return until no symptoms for 24 hours)
- Vomiting two or more times in a 24 hour period(Can return after being virus free for 24 hours)
- Body rashes(must be free of fever and rash for 24 hours unless associated with diapering, heat or allergic reaction)
- Pink eye(Must be treated for 24-48 hours depending on the severity)
- Scabies(May return after treated for a full 48 hours)
- Head Lice(May return after treatment and free of nits)
- Multiple sores in mouth(Ex. Thrush Must be treated for 24 hours before returning)
- Ring worm(must be treated for 24 hours and then covered when returning)
- Impetigo(May return after treated for 24 hours and covered when returning)
- Strep Throat(May return after treated for 24 hours and fever/rash free)
- RSV(May return 5 days after treatment or care)
- Rotovirus (May return 5 days after treatment and free of diarrhea for 24 hour minimum)
- Earaches (Treatment and free of fever for 24 hours to return)
- Eye Drainage (May return after treated for 24 hours)
- Severe Cough
- Irritable-continuously crying or requires more attention than we can provide without harming the health and safety of other children

Children who have or have had fever must remain at home for 24 hours AFTER the fever has broken.

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

First Aid Services

Children who become ill or hurt will be brought to the school office. If your child is in much discomfort, you will be called and asked to come take your child home. In the meantime, everything will be done for your child's comfort and welfare. In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Children are not permitted to help themselves to First Aid materials.

No over-the-counter medication will be administered by the school. All prescription medications must meet the following conditions and be **approved by administration before** they will be administered: must be in the original container, labeled with the child's name, provide dosage information and parents completed medication form(available in the office). All medication must be checked in at the office and **not** sent in your child's bag.

Nutrition Health and Safety

Food born illness and poisoning can result from food that is improperly prepared or stored. Parents are requested to consider this when preparing for special events such as birthdays. We request that any food or special treats brought into Family Church Preschool for the purpose of distributing to the class or child body be prepared by a store or restaurant. This will help protect our children from any gastrointestinal illness including infectious Hepatitis, which can be associated with home prepared foods.

ACADEMIC POLICIES

School Curriculum

Family Church Preschool is using A Beka Book Publications as its curriculum. A Beka Book is a day-by-day teaching curriculum produced by Christian teachers and administrators aimed at building Christian character. Family Church Preschool wants to support parents in their task of raising children in the “instruction of the Lord.” Therefore, parents and teachers should have a common understanding of the following subjects taught in school:

Penmanship
Poetry
Skills Development

Phonics
Readiness Skills
Reading

Chapel
Numbers
Art

DISCIPLINE

Discipline Philosophy

In order to provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, Family Church Preschool adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*). A teacher stands in the parent’s stead. He or she has the same God-given authority as they; however, corporal punishment **will not be** administered by FCA faculty or staff.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

Discipline Policies

The school seeks to assist in developing the following characteristics in our children:

- *Cheerful obedience to all authority.*
- *Responsibility in doing assigned or expected tasks.*
- *Cooperation with others within and outside the classroom.*
- *Courtesy and respect for others.*
- *Cleanliness in person and property.*
- *Truthfulness and honesty in work and life.*
- *Respect for property that belongs to others.*
- *Promptness in attendance and assignments.*
- *Morally good conduct in recreation, social relationships, and language.*

Discipline Procedures – Preschool:

Each teacher is monitored by the Director to implement the disciplinary procedures set forth in the Family Church Preschool Policy Manual. Teachers will begin the school year by explaining and reminding the children of the classroom rules:

1. *Obey the Teacher.*
2. *Raise your hand to speak.*
3. *Stay in your seat.*

4. *Always walk inside the building.*
5. *Be kind to one another (Proverbs 3:11-12).*

Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a child has been given verbal correction and continues to misbehave he/she will lose recess/free time or other privileges. Parents will be notified by phone or in writing if their child's behavior required disciplinary action by the teacher or administration. Family Church Preschool does not use corporal punishment.

Office Visits

If a child must be removed from the classroom, he/she will be taken to the Director's office. The teacher, child and Director will discuss the offense. The child will be reminded of the classroom rules and the importance of obedience. The Director and child will then pray and child will be returned to class. A note will be sent from the teacher to the parent that day to notify the parent of the problem. A copy of the report is placed on file in the Director's office. Time-out from recess may be assigned at the discretion of the administration.

If the child is sent to the office twice for the same offense within a week, the parents are notified by telephone and advised of the problem. Parents may be requested to come and take the child for the remainder of the day. *(A child may be dismissed when he/she is found out of harmony with the rules and policies of the school.)* The child may not be allowed to return to class until the offense has been resolved.

Areas of Offense

Any behavior or display of attitude in opposition to the basic principles and purpose of the school or which restrict the spiritual or academic atmosphere of the school is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- *Showing disrespect to the teacher or another person.*
- *Talking without recognition, interrupting the teacher or a class discussion.*
- *Lying, cheating, theft, profanity, or other immorality will not be tolerated.*
- *Writing or passing notes, throwing objects indoors, chewing gum, eating in class.*
- *Dress Code violations: Children may not enter class until proper clothing is obtained.*
- *Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.*
- *Talking, laughing, or playing during Fire or Tornado Drills.*
- *Tampering with school or church equipment or destroying another individual's property in any manner. **Parents will be financially responsible for all damages.***

Dismissal from FCA

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

Family Church Preschool Child-Parent Handbook

Statement of Responsibility

Child Name (Please print)	Grade	Date
Child Name (Please print)	Grade	Date
Child Name (Please print)	Grade	Date
Child Name (Please print)	Grade	Date

This handbook contains discipline, attendance policies, and financial policies for children at Family Church Preschool. These policies can change without notice by the discretion of the Administration and will be strictly enforced. Parents and children should read them carefully. Please contact the principal if clarification is needed.

State law (Act 104 of 1983) requires documentation that parents and children have received copies of these policies. The statement below when signed and dated by child and parent/guardian serves as documentation and will become a part of the child's file. Any child who fails to return this signed form within one week may be excluded from classes until form is returned.

We have received a copy of the Family Church Preschool Policy Manual and understand that the policies set forth can change without notice by the discretion of the Administration and will be strictly enforced.

Parent/Guardian Signature	Date
Child Signature	Date
Child Signature	Date
Child Signature	Date
Child Signature	Date