

Arcadia Christian Preschool
2018- 2019

Parent Handbook



2018-2019 ACS Theme Verse:

**"Be imitators of God, therefore, as dearly loved children
and live a life of love"**

Ephesians 5:1-2a

1900 S. Santa Anita Ave. Arcadia, CA 91006
Phone (626) 574-0805 Fax (626) 574-1224

www.acslions.com

Arcadia Christian Preschool

Dear Parents and Guardians,

We are glad that you have entrusted your little ones to us and that your family is now a part of our ACS school family. We want to come alongside our preschool parents and partner with you during your child's early learning years. We desire to be an extension of the home and strongly emphasize good communication between your family and our staff. We want our preschool to be a positive experience for both you and your child.

At Arcadia Christian Preschool, our vision is building Christ-centered foundations for service to God through academic excellence. We strive for academic, social and spiritual growth in each age level. Above all, our desire is to love your child, keep them safe and lead them to know and love God in an encouraging environment.

If you have any questions or suggestions, please let us know. We pray that God will bless your family as we team together for your child's continued growth and development.

This handbook contains information about all areas of the preschool. We hope you will find it informative and helpful throughout the year. Please refer to it when you have a question about anything pertaining to preschool procedures. We revise our handbook each year and appreciate your input.

Sincerely,

Genie Valarao
Preschool Director

About Arcadia Christian School

Arcadia Christian School

The school was originally founded by a concerned group of parents from the Arcadia Christian Reformed Church who wished to provide a Christian education for their children. In 1945, it was incorporated as the Arcadia Christian School Society, an independent organization. The preschool was started in 1973.

The Board of Directors

The Board of Directors of the Arcadia Christian School is the elected body whose primary functions are: to establish policies; to maintain a quality faculty and staff; to carry out fiscal responsibilities; produce financial stability; and engage in long-range planning that will be to the best interests of the entire school.

The Faculty and Staff

The faculty and staff are a dedicated group of Christians employed by the Board of Directors to carry out the policies and educational goals set by the Board.

Nondiscrimination Policy

ACS does not discriminate on the basis of race, national or ethnic origin, or gender in any of its policies, practices, or procedures. We do reserve the right to screen applicants on the basis of religious preference, and classroom balance concerning student teacher ratios.

Donations and Fundraisers

ACS does not operate on tuition alone. We must rely on the prayer and generosity of parents and friends of the school. Our dedicated faculty and staff are ministering at ACS at considerable financial sacrifice. We have several fundraising projects each year.

Admission Policy

“Train up a child in the way he should go and when he is old
he will not depart from it.”

Proverbs 22:6

Our desire is to provide your child with the best Christian-based education possible. We believe that children should be well equipped academically, and even more important is their knowledge of the ways of the Lord. As the home, church, and school work together, this learning process can be enhanced and enriched. In order to do that we need to form a relational partnership with families who seek to live their lives in agreement with our Statement of Faith. We do not accept students on a first-come-first-served basis, but are looking for families who will work with us and who share this common goal.

Children enrolling in Arcadia Christian Preschool for the new school year will have birth dates for their age level class on or before the first day of school. Children who turn five between September 1 and December 31, are eligible for Transitional Kindergarten (TK). Those students entering school after their five year old birthday usually begin Kindergarten.

Applications and Registration -There is a \$100 fee to apply to the preschool, and a \$375 registration fee to register and enroll your child. These are non-refundable fees. Once these payments have been received, your child is enrolled, and his/her spot is secure for the school year.

The Preschool is licensed for 78 children per day, once these spots have been filled all other applicants will be placed on a waiting list. For preschoolers currently attending a different school, a teacher recommendation is required upon acceptance. Preschoolers applying to ACS TK or Kindergarten will be evaluated for readiness by late March/April.

Withdrawal of acceptance- Students may be denied entrance after acceptance for any of the following reasons or other violations of school policy.

- Critical information falsified or withheld as it pertains to past academic, behavioral performance, or any other matter
- Not meeting financial obligations
- Lack of support of both parents in a divorce situation

Entry Requirements

Children who will be attending the preschool class (2 ½ year olds):

- Must be 2 ½ years old on or before August 15, 2018, and potty trained
- Must have their immunizations up to date
- Must have a current Physicians Report, and all State of California licensing forms completed and turned in.

Children who will be attending the preschool class (3 year olds):

- Must be 3 years old on or before August 15, 2018, and potty trained
- Must have their immunizations up to date
- Must have a current Physicians Report, and all State of California licensing forms completed and turned in.

Children who will be attending the pre-kindergarten class (4-5 year olds):

- Must be 4 years old by August 15, 2018, and potty trained
- Must have their immunizations up to date
- Must have a current Physicians Report, , and all State of California licensing forms completed and turned in.

Our Mission Statement

The mission of Arcadia Christian Preschool is to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually and spiritually in a Bible-based program run by a dedicated, professional staff.

Our Ministry

Arcadia Christian Preschool offers a half day, full day or extended day program on 2, 3, or 5 day weekly sessions. A day at preschool includes learning new skills, art, music, stories, and physical activities. Children are encouraged to be creative and imaginative in all their endeavors, but the most important area of experience is their awareness of God's love and order; where their attitudes, discipline and emotions develop in a Christ-centered atmosphere. The preschool is under the direction of a professional staff that are trained in early childhood education, and have a deep faith in God.

Preschool children are at a stage when everything is fun. As a preschool staff, our task is to provide a climate of understanding; where they can develop positive self-concepts, while loving to learn and experience new things. A typical day at the preschool begins with free play during the hours of arrival. Then chapel time with music and praise to God takes place before children learn Bible stories and verses, with puppets, drama, and props. Prayer, Bible crafts, play-dough, coloring, using scissors, and learning colors and shapes, are all part of the preschool day. Children also enjoy snacks, rest time, and outdoor activities. Throughout the day, children learn character traits and the importance of caring and sharing. When students are ready, we begin writing, developing reading readiness skills, and learning number concepts.

Arcadia Christian School

This is a statement of the doctrinal position of Arcadia Christian School. All subjects in our school are taught from a position which assumes these statements to be true. You should consider carefully whether this is the basis upon which you want your child's education formed. We want to work in unison with you for the spiritual formation of your child, so that congruent principals are taught at home, church, and school.

Statement of Faith

Arcadia Christian School is a non-denominational school whose roots come from the rich heritage of the Protestant Reformation. This theological understanding guides our core beliefs. Chief among these beliefs are: the Bible as our final authority, the atoning death and resurrection of Jesus Christ for our sins, and the work of the Holy Spirit to call us to faith and sustain us in Christ.

1. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
2. We believe God became incarnate in Jesus Christ and that all of our hope centers on the persons and work of Jesus, who was fully God and fully man.
3. We believe Jesus is God. We believe in His virgin birth, His sinless life, His miracles, His death on the cross to pay the penalty of our sin, His resurrection, His ascension to Heaven, and His future return in power and glory to judge both His followers and non-believers.
4. We believe in justification by grace through faith alone, a one-time declaration by God in response to our God-given faith that declares us innocent in His sight.
5. We believe that because of sin, we are only able to come to God through regeneration by the Holy Spirit who also grants us repentance from sin and gives us faith in Jesus Christ.
6. We believe in the present ministry of the Holy Spirit who enables Christians to live Godly lives.
7. We believe that the Bible is the infallible, authoritative, inerrant Word of God and the final authority for salvation and faithful living.
8. We believe that God, through the Holy Spirit, inspired the authors of the 39 Old Testament and 27 New Testament books of the Bible.
9. We believe in the necessity of obedience to the Word of God.
10. We believe that Jesus Christ is the head of the Church.
11. We believe that in Christ, there is unity of all followers.
12. We believe in the Sovereignty of God over all creation.
13. We believe in the faithful Stewardship of God's creation.
14. We believe that our chief purpose in life is to glorify God and enjoy Him forever.

We seek to train our children (the students) to become responsible and responsive Christians in their communities and in the world. We prepare them with a foundation of learning in harmony with the Scriptures. Our goal is to see them become established in their faith at an early age, and to come to know Jesus Christ as the Lord and Savior of their lives.

Arcadia Christian Preschool

Philosophy of Education

We are a Christ-centered school that provides a loving, secure environment where children can grow in wisdom, stature, and knowledge (Matt. 13:54, Luke 2:40). We believe Jesus is the Way, the Truth and the Life (John 14:6) and God's word, the Bible, is the central text for Christian education. The Bible is the inspired, inerrant, infallible Word of God.

Our program is designed to meet the spiritual, developmental and academic needs of each child. Our program provides experiences that enrich and enhance the whole child: cognitively, socially, spiritually, emotionally, physically, and developmentally within our center's daily schedule. Each child has opportunities every day to be creative, to explore their environment, to practice problem solving and socializing, and to learn concepts through hands-on experiences.

Our staff is committed to serving the Lord as positive role models. They provide care that is supportive, nurturing, warm and responsive to each child's individual needs.

We respect parents as the primary and most important teachers and providers of care and nurturing for their child. We believe parents and teachers are partners in the care and education of children (Proverbs 22:6). Partnering together with you and the Lord will help ensure your child's success.

Preschool Years

The Preschool years are intended for children between the ages of 2 years old to 5 years old. It is named preschool because they are the years of school preceding the formal schooling of Kindergarten and beyond. Preschool can help a child develop:

1. Individuality
2. Self-expression
3. Adaptation
4. Self-Control

Preschool discourages extreme self-centeredness and encourages self-identity, self-regulation, and independence. Our preschool allows children to function where they are developmentally, and motivates them to progress towards the next stage of maturity.

Not only do preschoolers learn to share and get along with others, they also learn how to handle their bodies effectively by developing their gross motor skills through climbing, running, sliding, swinging, and riding a scooter or a bike.

Preschoolers are given a chance to sharpen fine motor skills while painting, molding clay, putting together puzzles, stringing beads, building blocks, manipulating all sorts of play objects. When they are ready, they begin pre-writing activities. By the time they reach PK4, they are learning to write their name, alphabet letters, and numbers.

Development and Maturity

Parents and educators must recognize that children differ in their rates of development and in their levels of maturity.

The way your preschooler learns to move his/her muscles is called motor development. Similar to language development, motor development follows a sequence. Each child goes through the stages of development at their own rate but the general sequence is as follows:

1. Growth starts at the body trunk and moves outward.
2. Growth is continuous and orderly.
3. Growth starts with the simple and moves to the complex.

Most preschoolers develop good hearing, speech and language as they mature. Watch for these signs in your child's development:

1. Able to say most sounds, except perhaps r, l, th, and s
2. Uses 200 to 300 words.
3. Sometimes repeats words in a sentence.
4. Uses two to three word sentences.
5. Asks a lot of "why" and "what" questions.
6. Likes to name things.

The National Association for Hearing and Speech Action suggests that a delay in more than three of these signs may alert a parent that a professional evaluation would be helpful.

Objectives for our 2 ½ years old

Spiritual Awareness:

- Enjoys and participates in our daily morning worship
- Enjoys and participates in Bible stories and Bible memory verses
- Joins in prayer
- Enjoys songs of praise and worship
- Accepts and gives love and kindness to others
- Knows that God loves them

Social Skills:

- Working on self -control
- Learning to share and take turns
- Happy to play side-by-side with other children
- Become increasingly independent and aware of herself/himself as an individual person.
- Start to realize she/he can do things without an adults help.
- Mimic what other kids and adults do and say, as well as how they say it.

Academic Skills:

- Developing fine motor skills
- Scribbling, cutting, and tearing skills
- Start practicing snaps and zipping up
- Hold utensils and crayons with fingers instead of a fist, although the grasp still may not be quite right.
- Do 3 to 4 piece puzzles
- Developing gross motor skills
- Walk, run and start learning to jump with both feet
- Throw and kick a ball; try to catch with both hands
- Follow two-step directions, such as “take off your coat and hang it up”
- Group toys by type, size or color
- Introduce the letters A to Z
- Introduce the basic shapes
- Introduce 1-10
- Listen to story for 5 minutes

Objectives for our 3 ½ years old

Spiritual Awareness:

- Enjoys and participates in our daily morning worship
- Enjoys and participates in Bible stories and Bible memory verses
- Joins in prayer
- Enjoys songs of praise and worship
- Accepts and gives love and kindness to others
- Knows that God loves them

Social Skills:

- Working on self –control
- Willing to share and take turns
- Self –awareness-5 senses
- Learn to participate in group activities
- Responsible for school property
- Participate in dramatic play

Academic Skills:

- Recognizing similarities and differences in size, shapes, and colors
- Recognizing and trace shapes: Circle, Square, Triangle, Rectangle, Oval, Heart, Octagon, Star, Diamond and Rhombus.
- Able to hold and use pencils, crayons, scissors, and paintbrushes properly
- Spatial awareness: one's own space, space between lines, awareness of top/bottom
- Scribbling, cutting, tracing and tearing skills
- Tracing the letters A-Z
- Put a 6-8 pieces puzzle together
- Matching pairs
- Recognizing differences
- Count from 1-30
- Recognizing letters of their first name
- Use of large muscles: running, jumping, with both feet, climbing, riding a tricycle, catching and throwing a ball
- Follow simple directions: 3 part command
- Listen to story for 5-10 minutes

Objectives for our Pre-Kindergarten 4 years old

Spiritual Awareness:

- Enjoys and participates in our daily morning worship
- Enjoys and participates in Bible stories and Bible memory verses
- Joins in prayer
- Enjoys songs of praise and worship
- Accepts and gives love and kindness to others
- Knows that God loves them

Social Skills:

- Exercise self-control and self-respect
- Exercise independence and courtesy
- Willing to help others, share and wait turn
- Participates willingly in a group activity or play
- Responsible for school property and personal belongings
- Develops friendships

Academic Skills:

- Discuss events in sequential order
- Arrange objects from large to small and small to large
- Follow four step directions
- Listen to story 10-15 minutes
- Describe objects and happenings
- Left and right awareness, spatial awareness, top to bottom
- Good fine motor skills: use of pencils, scissors, paintbrushes
- Able to write name in upper and lowercase
- Good eye-hand coordination, hand-foot coordination, and eye-foot coordination
- Recount from 1 to 50; 1:1 value up to 10
- Recognizes and names shape and colors
- Recognizes alphabet and numbers, writes alphabet and numbers
- Understands quantities (conservation)
- Recognizes similarities and differences
- Rhymes simple words (cat/hat/mat/dog/log/smog/ring/king/sing, etc.)
- Understands opposites (hot/cold, in/out, big/small, short/long)
- Able to do a 9 piece puzzle

Kindergarten Readiness Skills

- Child demonstrates good small motor skills.
- Child communicates with teacher and peers.
- Child can sit and listen to a story without bothering others.
- Child can follow a series of three directions.
- Child interacts positively with peers.
- Child demonstrates positive character traits.
- Child is able to separate from parent.
- Child respects the property of others.
- Child is able to sit for 10-15 minutes to do crafts or writing.
- Child can wait his turn.
- Child can recite the alphabet in order.
- Child can recognize and legibly print $\frac{3}{4}$ of the alphabet.
- Child can recognize numbers 1-10.
- Child can cut a line.
- Child knows their first name, last name and age, and writes their first name

The decision as to when your child will enter Kindergarten is one of the most important decisions parents will make in their child's life. In order to make a wise decision parents need viable information concerning their child's development.

If you are interested in your child attending ACS for TK or Kindergarten, there will be an assessment given in the spring to determine school readiness and developmental maturity. The results will be shared with you and helpful suggestions will be given for any area that may need further progress.

Dress Code:For safety purposes, shoes must have closed toes, a back strap and be rubber soled. *Athletic shoes are the best* for climbing and running. Shoes with holes or cut-outs in the designs, such as crocs and sandals, collect sand outdoors, and are not recommended. We recommend that shorts should be worn under dresses.

Children are not to wear action hero costumes and accessories such as Pokemon, Superman, Power Rangers, Batman, Ninja Turtles, Spiderman, Transformers, etc. due to the aggressive behavior sometimes displayed while wearing them. Shoes and lunch boxes with these figures on them are acceptable.

Hair:Boys are required to have hair no longer than the collar of their shirt. Pony tails or unusually shaved or styled hair is not allowed. Girls with long hair should have it kept back away from their face or out of their eyes.

Extra Clothes: Please make sure that your child has a change of clothes in their cubby in case of accidents. Please remember to change the clothes during the school year as your child grows and seasons change. Label all items with their name.

Change of Address or Phone Number: Please let us know if you have any changes in your work, home, or cell phone numbers. If you move, please let us know your new address. It is imperative that we are able to reach you, should your child be sick or injured or in the event of an emergency.

Naptime: Your child needs to bring a crib sized blanket and crib sized sheet for naptime. Soft dolls or stuffed animals are allowed for naptime. **Please put your child's name on their nap items.**Nappies need to be taken home and washed each Friday and returned on Monday. Naptime is from 1:00 to 2:45 p.m.

Parking: Please do not park in the NO PARKING ZONES behind the preschool. Also we ask that you adhere to the 10 minute parking spaces. Due to limited parking spaces, please be as quick as possible signing your child in and out as others are waiting for a parking space.Please obey the speed limit while on campus.

Gates and Doors: Please close the gate *all the way*when you enter and exit the facility. This is for your child's safety and the safety of other preschoolers.

Candy Policy and Soda:As mandated by Title 22, we have to serve "safe and quality foods" therefore candy and soda will not be allowed at the preschool. The Elementary and Junior High School allow candy in lunches but we have younger children and different regulations that we must follow. Please do not send candy or soda in your child's lunch box. If your child has candy or soda in their lunch box, they will be asked to take it home.

Birthday Celebration: If you would like to celebrate your child's birthday you may bring store-bought unfrosted muffins or unfrosted cupcakes, healthy cookies, 100% fruit juice, and 2% milk with napkins for your child's class. **Goody bags, balloons, lunch, etc. will not be allowed** for birthday celebrations. Please check with your child's teacher for a good day the celebration and please remember to bring enough for every child in the class. Birthday celebrations take place during regular snack time.

Payment Information

Monthly Tuition Payment:

Your monthly payments are divided into equal payments from August - May, regardless of the number of school days in any given month. Tuition will be deducted by FACTS on the 5th of each month.

***The monthly tuition fee is the same regardless of how many days or weeks in a month.**

***The monthly tuition fee is the same regardless of sick days, vacation days, or holidays.**

Absences:

Absences caused by illness or vacation during the school year cannot be deducted from your tuition. Classes have a maximum enrollment therefore make-up days are not permitted.

*Credit is not given for missed days; there is no swapping of days.

Withdrawals:

You are required to give one month written notice to the Director if you are removing your child from school. Failure to do so will be charged for the month.

Hot Lunches:TBA

Hourly Cards:

Cards may be purchased for half day students that is not picked up by 12:15 or full day students if there are some days that they will not be picked up by 3:15pm or for when they are dropped off prior to 8:00am. The cost is \$100. for 10 hours. The time purchased will be deducted in 15 minute increments on the pre-purchased Hourly Card.

Late Fee:

Parents of children picked up after 6:00 pm will be charged at the rate of \$1.00 minute. Please pay this fee to the evening teacher or the preschool office.

Rules Concerning Illness

Just a word to emphasize the rules the school follows in excluding and readmitting due to illness. The child should be free from obvious symptoms such as a cough and running nose.

Fevers: While 98.6 degrees is normal, from 97.6 to 99 degrees is considered within the normal range. If your child has had a fever, by law, they must have a normal temperature for 24 hours, without medication, before they may return to school. This means if a child has a fever at 4:00 p.m. one day he or she is not ready to return the next day regardless of his or her temperature the following morning.

Diarrhea: Your child must be free from diarrhea for 24 hours and has had a regular bowel movement.

Vomiting: Your child must be free from vomiting for 24 hours.

<u>Disease</u>	<u>Incubation</u>	<u>Child May Return to School</u>
Chicken Pox	13-17 days	All lesions must be dried before returning to school.
Coughing		The absence of a productive coughing for 24 hours or a Physician's release should be the only indicator that a child may return to class.
German Measles	14-21 days	When recovered, usually short duration
Head Lice	7-14 days	Control procedure at discretion of Health Officer. Permitted in school if under treatment.
Impetigo	usually within 4-10 days	May remain in school if sores are treated and kept covered
Influenza	1-3 days	Same as common cold except requires longer convalescence to prevent recurrence
Measles (Rubeola)	9-11 days	Must remain home 7 days after appearance of rash
Mononucleosis	Unknown, maybe of long duration	With written permission of private physician
Mumps	12-26 days	When swelling is gone, usually 10 days

Ringworm	10-14 days	May attend school if under treatment (verified by doctors written statement) and affected area covered
Scabies	4-6 weeks in Primary Infestation 2-5 days To recur following Previous infestation Treatment	Must be excluded from school until adequately treated. Treatment and permission to return to school must be by doctor's written statement
Scarlet Fever	1-3 days	Must remain home 7 days from onset. Re-admittance by note from private physician.
Whooping Cough	7-10 days	On recovery and at least 21 days after appearance of typical paroxysmal cough. Re-admittance by note from physician.
Conjunctivitis		May return 24 hours after eye (Pink Eye) drops begin. Re-admittance by note from your physician.

Discipline

We strive to model Christian behavior in our actions and attitudes. We guide the children toward positive behavior with praise, love and hugs. It is our desire that the children will become more self-disciplined with the ability to make the right choice and develop respect for one another. The children will be taught that God made each one of us special and unique. Positive character traits will also be taught.

RULES

1. Love God
2. Take good care of your friends.
3. Take good care of yourself.
4. Take good care of the school.

To encourage positive behavior, each class will have a behavior system with clear expectations to help the children understand the standards of behavior expected. We aim to have consequences that are simple, relevant and consistent. This helps children to learn the rules and routines.

DISCIPLINE AND GUIDANCE

We have found that *redirecting the child* and restating our expectations for their behavior works wonders at the preschool. This is our most common form of discipline. When a child is persistent in not following the rules, and it becomes necessary to communicate with parents about it, the teacher will speak with the parent or send home a *behavior referral notice*.

Parents will be notified with a behavioral referral notice and a copy will be placed in the student's file. If your child has received a referral notice, it is best to talk with your child to find out more about the situation. To support the efforts made at the preschool, please reinforce the preschool's expectation for their behavior and the importance of following the rules.

UNACCEPTABLE BEHAVIORS AT PRESCHOOL INCLUDE:

- **Hitting someone**
- **Kicking someone**
- **Throwing toys or objects at someone**
- **Biting someone**
- **Saying unkind and hurtful things to others**
- **Screaming in anger at someone**
- **Disobedience or disrespect to teachers or aides**
- **Running indoors**
- **Hiding from a teacher or aide**
- **Extended bouts of inconsolable crying**
- **Entering a toilet stall when another student is using it**
- **Touching someone's body in a "swim suit area"**
- **Taking toys home from the preschool that don't belong to you**
- **Destroying school property**

BEHAVIOR CONTRACTS

In some cases, it may be necessary to put the student on a behavior contract. This contract is an agreement between the parent, teacher, child and the director to set goals to correct undesirable behavior(s). This is developed in a spirit of partnership together, during a parent/teacher/director conference.

SUSPENSION

In extreme cases, a student may be suspended from the preschool when all attempts made to remediate the unacceptable behavior have failed.

SALUTES

American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

Christian Flag:

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior crucified, risen, and coming again with life and liberty for all who believe.

The Bible:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its word in my heart, that I might not sin against God.