



**Antelope Christian Academy  
Preschool**

**Parent/Student  
Handbook**

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## **MISSION STATEMENT**

*To develop the spirit, the mind, and the body of each child so that he/she can go into the world and transform it.*

## **STATEMENT OF FAITH**

Antelope Christian Academy subscribes to these statements of faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:34; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1Corinthians 15:3; Ephesians 1:7; Hebrews 2:9).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 4:6-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. 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 (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

## **PHILOSOPHY**

Antelope Christian Academy shall have high spiritual and academic standard, and shall include the development of the whole person spiritually, mentally, socially, physically, and emotionally. Emphasis is placed on learning about God and the truths of God's Word in relationship to man and his world, recognizing that the way to God comes through personal faith in Jesus Christ, and Christian maturity comes by application of the truths of the Bible in all areas of life. In its approach to spiritual matters, the school shall be consistent with Antelope Christian Center and the General Council of the Assemblies of God, but shall also be respectful of and sensitive to the teachings of other evangelical denominations.

## **OUR PURPOSE**

The ministry of Antelope Christian Academy Preschool was established to provide an educational experience in a warm and friendly atmosphere for children 24 months to 5 years of age. Recognizing the importance for balanced growth, our staff will provide many opportunities for the social, mental, physical and spiritual development of the child.

The Preschool was established as a service to the families and children of the community. This service has grown from a sincere love for the children and a desire to help children adapt and succeed in our modern world.

The Preschool is licensed by the California Department of Social Services and comes under their authority. We are members of the Association of Christian Schools International (ACSI).

## **POLICY AND PROGRAM INFORMATION**

### **Non-Discriminatory Policy**

Antelope Christian Academy Preschool admits children of any race, sex, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school. The administration, however reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

### **Admission Policy**

Authorization for admission to Antelope Christian Academy Preschool is made by the Director, when each child is determined to be:

1. From 24 months through 5 years of age and COMPLETELY toilet trained (no diapers, training pants, rubber pants, or "pull-ups")
2. Not using a BOTTLE or SIPPER CUP
3. Socially, emotionally, and physically mature

There is a 30-day probation period for parents and the Preschool to determine if the child is able to benefit from the program. When classes are filled, the parent(s) may request to be placed on the waiting list. As vacancies occur, they will be filled from that list.

### **Preschool Adjustment**

It is normal for your child to have some fears and misgivings about being away from you. Children need time to get use to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss with your child any concerns they may have. Talk with your child about some of the new people they will meet and the new things they will do.

If this is your child's first time away from you, it is natural for your child to be hesitant. A cheerful good-bye kiss and hug, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. Usually the child settles right down shortly after the parent leaves. Please do not sneak out when your child is not looking as this creates a feeling of mistrust. Feel free to call the Preschool during the day to see how your child is doing.

Depending on your child's age, some children will "act out" their feelings by:

1. Clinging to you and refusing to let go
2. Having a tantrum
3. Forgetting their toilet training
4. Not eating
5. Waking up at night or having bad dreams
6. Thumb sucking
7. Bedwetting
8. Expressing a desire to stay home

Usually these problems are temporary. If both you and the staff treat your child lovingly, but firmly, the behavior should go away. If you are enthusiastic, chances are your child will be also.

### **Staff**

Our staff has obtained specialized training and college level education in Child Development, exceeding the state requirement, and will also attend ACSI (Association of Christian Schools International) workshops and seminars to further expand their knowledge. They will be firm, but kind in dealing with each child, according to their needs.

### **Daily Program**

A carefully supervised and developmentally appropriate program is offered to assist the child in their learning process. This includes varied activities of play, reading readiness, music appreciation, stories, creative art, science and health. All of these activities provide an open-ended experience of lasting value in the physical, mental, spiritual and emotional development of the child.

## FINANCIAL INFORMATION

### Enrollment Forms

For your child's safety, and to comply with state regulations, all enrollment papers must be completed and on file **BEFORE** your child can attend Antelope Christian Academy Preschool.

These forms include parent agreement, tuition policy, medical and emergency forms, and notarized custody declaration (when applicable).

### Tuition

The tuition contract is on a month-to-month basis. Your tuition payment is due in advance on the first of the month. If payment is **not** made by the **10<sup>th</sup>** of every month, a \$25.00 late fee will be assessed. If tuition is 30 days past due, your child will be removed from the program until the account is brought current.

You may make payments by EFT (Electronic Funds Transfer), but you **MUST** fill out an authorization form. Check with the Director or Office Manager to sign up for automatic payment. There is a **\$25 one-time discount** given for paying tuition by EFT. Parents who wish to pay their tuition **in full** for the school year will receive a 3% discount, *if paid before the first day of school*. Monthly tuition payments may be made by Visa, Master Card, Check, Cash or by EFT. A processing fee of \$25.00 is charged for all returned checks.

**No refunds are given for illness, holidays or vacation.**

### Registration

There is a yearly \$125.00 **non-refundable** registration fee for each child entering Preschool. The registration fee is due before your child enters the school. If your child is withdrawn or disenrolled, a new registration fee is required to be paid before your child may re-enter the school. In the case where there is a waiting list your child will be added to the bottom of the list.

### Attendance

Please notify the Director if your child will be absent on a scheduled day of attendance. We ask this because we are concerned about you and your child and it allows us to maintain a quality program and proper staffing.

Children may only attend on days they are scheduled. We request this for maintaining proper staff to child ratios. Days cannot be "made up" if a child is absent on their scheduled day. There is no credit or refund for missed days or vacation. You may check with the office to 'add' a day **only if** we have space and there is authorization by the Director/Office manager prior to arriving.

### **Late Pick-Up Fees**

Promptness in picking up your child is imperative. If your child attends a half-day session, they should be picked up no later than 12:30 p.m. If they attend a full day, they should be picked up no later than 6:00 p.m. ***It is the policy of the school to charge \$1 for each minute after 12:30 PM for the half-day program and \$1 for each minute after 6:00 PM for the full day program.*** Payment is due when the child is signed out.

If you are going to be late, please make arrangements with a neighbor, friend, or relative who is authorized on the Emergency Card and call the school to let us know what arrangements have been made. We realize that emergencies do occur from time to time, but if a child is consistently picked up after their scheduled time, a conference with the parent(s) and the Director will be necessary.

### **Withdrawal**

If you are planning to withdraw your child from preschool, a Withdrawal Form must be filled out. You **MUST** notify the preschool **TWO (2)** weeks in advance of withdrawal. Forms are available in the office. Parents who fail to provide the two weeks notice will be liable for the two weeks tuition fees.

## **FOOD POLICY**

The children are provided breakfast (before 7:15 am) and two snacks (mid-morning and mid-afternoon) each day. These services are provided by the Preschool at no extra fee.

Hot lunches are available for a nominal price and lunch cards may be purchased for an additional discount. If you are in need of a hot lunch for your child and will be dropping off after 9:00 am, please call the office to order a lunch otherwise we can not guarantee a lunch will be available for them at lunchtime. You may bring in a sack lunch for your child if you wish. Please put your child's name on their lunch so there is no confusion as to who brought one. We do not have the capability to warm food up or to store food in the refrigerator until lunch. Please keep this in mind when packing your child's lunch. **If you do not bring in a lunch for your child we will assume they are taking a hot lunch and you will be charged accordingly.**

All of our menus are prepared to meet the daily nutritional requirements for preschoolers. Menus are posted and handed out on a monthly basis.

### **Breakfast**

Breakfast is provided from 6:30 - 7:15 a.m. for those who arrive early in the morning or you may bring in your own. If you are bringing in breakfast for your child, we do provide milk, bowls, spoons, napkins and cups for your convenience. You will need to bring the food in disposable containers. **Our breakfast service is over at 7:15 AM.** Any food brought in after 7:30 AM will be saved for AM snack (served at 9:30 AM). PLEASE NOTE: No leftover food or containers will be stored in the children's cubbies, classroom or kitchen over night.

### **Food Allergies**

Please notify the Office of any known food allergies. We will make a food substitution for your child – not for food dislikes. If your child is lactose intolerant, please bring a milk substitute from home.

### **Birthdays**

Your child may celebrate their birthday at school with a small celebration of goodies: cupcakes, cookies, ice cream or whatever your child wishes to bring. Absolutely NO CANDLES or BALLOONS are allowed for safety reasons. Goodie bags for the children to take home are acceptable as long as the candy & toys are not a choking hazard.

## **DRESS CODE**

### **Clothing**

All children must have a change of clothing in a zip lock bag in the child's cubby basket at all times. Please include underwear, socks, pants or shorts, shirt, and/or dress marked with your child's name.

Since we do not encourage Super Hero play or the emulation of movie stars, TV stars, or rock stars, we ask that no T-shirt with super heroes or other media stars (Spiderman, Batman, Ninja Turtles, Power Rangers, Teletubbies, Star Wars characters, etc) be worn. Disney characters are acceptable as long as they do not promote violent or magical play. If the child wears an inappropriate shirt, we will have them change into their extra shirt if appropriate or turn their shirt inside out.

No spaghetti strap shirts or dresses are allowed. If your child wishes to wear one, have them put a tank top or other shirt underneath.

Skirts, jumpers and dress lengths are to be no more than 3" above the top of the knee. Shorts **must** be worn under skirts, jumpers or dresses at all times.

### **Shoes**

**Children must wear closed-toed shoes** (tennis shoes or sandals) to protect their feet. Sandals **must** have a strap on the back. **NO FLIP-FLOPS**. If your child is wearing flip-flops or shoes without a back strap, we will notify a parent to come and bring appropriate shoes.

### **Chapel Days**

It is not required but encouraged to have the children dress nicely for chapel.

## DISCIPLINE POLICY

It is our goal as a Preschool to work together with parent support in teaching children self-control and orderly conduct in relationship to peers and adults. While we stress positive reinforcement and redirection at school (praise, rewards, treasure chest, etc.) natural consequences are also a part of the learning process. Consequences are part of our training and discipline process, used to teach responsibility. These are administered consistently and are clearly defined to the student beforehand. They are used to help correct unacceptable behavior. They are administered with love and firmness. Preschool teachers will use positive guidance, redirection and the setting of clear-cut limits that foster the child's own ability to become self-disciplined.

Teachers will encourage children to be kind and respectful of other people and respectful of other's property. Teachers will teach children to be responsible for their actions. Part of discipline is teaching character and self-control.

**No aggressive behavior toward staff or children will be acceptable.** Teachers will immediately intervene when a child becomes physically aggressive to protect all of the children and encourage acceptable behavior. Teachers must show and explain to the child positive alternatives, rather than just telling the child "no". Good behavior will be rewarded with hugs, stickers, lots of praise, and being able to resume activities with other children.

If these behavior management techniques are ineffective, "thinking time" or removal of a child from the environment may be used selectively for children who are disturbing others or at risk of harming themselves. The period of "thinking time" will be just long enough to enable the child to regain control of him/herself.

Approximate time should be no longer than the child's age. (For example: 4 years old = 4 minutes) During "thinking time" a teacher will visually observe the child. If a child is 'out of control' and needs physical restraint in order to ensure his/her own safety and that of others, the Director will ***immediately call*** for the child's parent to come pick up the child.

Prohibited or unacceptable practices include:

1. Corporal or any type of physical punishment.
2. Withdrawal or the threat of withdrawal of food, rest or bathroom opportunities.
3. Abusive, profane, or derogatory language including yelling and belittling.
4. Any form of public or private humiliation.
5. Any form of emotional abuse.

In rare cases, it may be necessary to drop or suspend a child from the program due to disruptive behavior.

The following procedure will be administered to disruptive children:

1. Teacher talks with the child and attempts to modify behavior. Behavior is documented.

2. Teacher meets with parent(s) about desired change in documented behavior. This meeting is to ensure that school and home are working together.
3. If disruptive documented behavior continues, the Preschool Director talks to the parent(s).
4. If disruptive documented behavior continues the child is excluded for ONE (1) day.
5. If the child still exhibits unacceptable documented behavior, he/she will be dropped from the program and will not be re-enrolled.

The following incidents can call for a student *suspension*:

- A. Biting a child or teacher
- B. Hurting a teacher (hitting, kicking, pinching, etc)
- C. Running away from a teacher out of defiance
- D. Hurting a child severely
- E. Continual pattern of misconduct

It is important for your child and the Preschool to have good communication. If your child is experiencing a change in the home environment that may result in behavioral differences, it is important to notify the Director. Your child's teacher will keep you informed of any behavioral changes in the classroom concerning your child. Every effort will be made to resolve any problem that may occur. ***Antelope Christian Academy Preschool reserves the right to notify you of the need to make alternative arrangements for the care of your child.*** Our goal in discipline is to train children to use self-control, develop respect for authority, and learn to express themselves in socially acceptable ways.

## **INJURY AND ILLNESS POLICY**

### **Physician's Report**

Each child is required to have on file a physician's report, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If the physician's report is not complete at the time of enrollment or within 30 days after enrollment, the child will be excluded from the program.

### **General Cleanliness**

Children are encouraged and helped to keep themselves clean. Paper towels are provided for their use. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing methods, time to wash hands, and proper toileting procedure.

### **California Immunization Requirements**

The California School Immunization Law requires that children be up-to-date on their immunizations to attend school or childcare centers. Because childhood diseases like measles can spread quickly, children need to be protected **BEFORE** they enter. Most children need booster immunizations before entering kindergarten.

When you register your child for Preschool, **YOU WILL NEED AN IMMUNIZATION RECORD.** It must show the date (month, day and year) your child received each dose of the required immunizations. The Preschool will not admit your child unless you have an Immunization Record with you. If you do not have an Immunization Record or your child has not received all the required immunizations, contact your doctor or local health department immediately to arrange for an appointment.

### **Injury**

An Illness/Accident Report shall be completed for each accident that occurs at the Preschool. The report shall be made as soon as possible following the accident. A copy of the report will be sent home with the parent and the original report will be retained in the child's file.

1. A Permission Form for Emergency Medical Care is **REQUIRED** at registration.
2. The Preschool will give appropriate first aid to an injured child with minor cuts and bruises.
3. If the injury is an emergency, **911** will be called to the Preschool and the parents will be contacted.

### **Illness**

No child who arrives noticeably ill, with a rash, nasal discharge and/or fever shall be admitted for that day. Please do **NOT** send your child to school, if he/she has an illness of any nature. If the child has a contagious disease, please notify the Preschool office.

If your child becomes **ILL WHILE AT SCHOOL:**

- The parent (or other individual authorized on Emergency Form) will be notified to pick up the child within **ONE (1)** hour of notification to take them home. In such an event, your child will be isolated from other children until you arrive.
- For health and safety the Preschool has the responsibility for seeing that children with obvious symptoms of illness, including the common cold, do not infect others. In the event a child contracts a communicable disease and exposed the other children, notice of such exposure will be posted in the front office and on the classroom door.
- Parents, or authorized representative, **MUST** pick up the child within **ONE (1)** hour of notification. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100°, the child is vomiting, has diarrhea, excessive nasal discharge and/or is unable to function normally at school.

### **Contagious Illnesses**

If your child is sent home from Preschool, you should keep them home for **24 hours** after symptoms disappear or signs of illness are gone. If a doctor has seen your child, keep your child at home for **24 hours** after medication has been dispensed. This protects the class and teacher from being exposed and allows for recovery time for your child.

### **Description of Communicable Diseases**

**Chicken Pox** – Incubation period is 14-21 days, usually 16-18 days. Symptoms include small water blisters on back or chest, slight head cold, may or may not have a fever. Exclusion from school is seven days after spots appear and until all crusts are dry.

**Colds and Influenza** – Incubation period is 1-3 days. Symptoms include fever, chills, aches and pains in back and limbs, sore throat and cough. Exclusion from school can be three days or more. Return to school depends upon recovery. Child must be free from heavy cough and throat and nose discharge. **NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.**

**Conjunctivitis (Pink Eye)** – Any inflamed or discharging eye is considered to be contagious and the child will be excluded from school until fully recovered or until released by a doctor.

**German Measles** – Incubation period is 14-21 days, usually 16 days. Symptoms are a mild fever, rash, enlargement of glands behind ears and in back of neck at hairline. Exclusion from school until fully recovered and released by a doctor.

**Head Lice** – Small egg-like modules accompanied by small lice in hair. Itchiness occurs. Prescribed head treatment is necessary initially with home/school areas treated (such as bed linens, desk area, combs and brushes, car/booster seats, etc.). A repeated treatment for the larvae is required in approximately two weeks after initial treatment. All “nits” must be removed before returning to school.

**Hepatitis** – Incubation period is 10-40 days, usually 25 days. Symptoms are fever, headache, nausea, loss of appetite, fatigue, and abdominal discomfort. Later, there may be jaundice. Exclusion from school until they have fully recovered. Permission to return to school must be signed by family doctor or the Health Department.

**Impetigo** – Incubation period within 5 days. Symptoms are crusted, moist sores, usually on face and hands. They may attend school if under a doctor's treatment and sores are covered.

**Measles** – Incubation period is 9-11 days. Symptoms include a rash on 13<sup>th</sup> – 15<sup>th</sup> day, cold with watery eyes, cough and fever, and rash on face, which spreads down body. Exclusion from school is for seven days after appearance of rash and the absence of fever or other symptoms.

**Mumps** – Incubation period of 12 – 26 days. Symptoms include fever, swelling of one or both glands in front of ears (occasionally glands under jaw swell). Exclusion from school until all swelling is gone, usually about 10 days.

**Ringworm** – Incubation period is 10-14 days. Symptoms – flat and spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school – may attend if under treatment and sores can be covered.

**Ringworm of the Scalp** – Incubation period is 10-14 days. Symptoms – scaly, bald patches on the scalp. Exclusion from school – special regulations are made by the County Health Department. Student may not return to school until released by the County Health Officer.

**Scarlet Fever, Strep Throat** – Incubation period 2-7 days. Exclusion from school – may return to school after recovery, but must have permission to return from a doctor. Other children in home may attend school if they have been immunized. Call your family doctor regarding school attendance.

### **Medicine**

If a child needs medication to be given at school, the parent **MUST** sign the medication form each day/week before medication can be administered. Prescription Medication must be in its original container with the prescription label clearly visible. Over the counter medication **MUST** have a doctor's note with the necessary dosage information clearly written. We do NOT administer Aspirin.

Prescription medicine that will be given longer than two weeks requires a physician's signature on the Medicine Release Form. We do not store medication that has expired or is no longer needed by your child.

## MISCELLANEOUS INFORMATION

### Naptime

After lunch, a nap/rest period is provided from 12:30 – 2:30 PM for all preschool children. Parents will need to furnish a crib-sized sheet and crib-sized blanket with your child's name clearly marked on it. These items will be used all week. On Fridays, these items need to be taken home for laundering (or your child's last day for that week). Children who may have outgrown naptime will still need to lie on a mat quietly during this time.

### Cubbies

Each child is assigned a cubby basket with his/her name on it. Baskets are for storing rest-time items, beanie baby-sized stuffed animals and extra changes of clothing. We do not have room to store pillows, backpacks, sleeping bags or large stuffed animals. Everything kept at school must fit in your child's basket.

### Children's Files

Each classroom has a large file box in it. Inside there is a file folder for each child. Please check your child's file everyday for all class work, art projects and information notes from the teacher and preschool office.

### Sharing

Your child is permitted to bring one toy on **share day only**, but it is necessary to exclude valuable or fragile toys, mouth toys, guns or knives. We encourage the children to bring in items that go along with our weekly theme or something that begins with the letter they are learning that week. Check with your child's teacher on the weekly sharing schedule.

### Lost & Found

Remember things will get LOST and accidentally go home with the wrong child! LABEL all your child's personal items so it is easier to find the rightful owner when lost. Check with your child's teacher if you've lost something. Lost & Found boxes are located in the front office. Periodically, unclaimed items will be given to charity so please remember to check lost & found if your child is missing something.

### Donations

STOP BEFORE YOU THROW IT AWAY! We appreciate and encourage donations for the school. Toys, books, children's music, video cd's/tapes, and computer games can all be reused in our school. If you think we could use it – ASK US!

### Parent Relations

We will be planning special family activities throughout the year. These events are planned to benefit you and your child. This time will also be an opportunity for you to get to know the staff and other parents in your child's classroom.

You are welcome to view your child's classroom at anytime. Call the Preschool office to schedule a visit. We do have an open door policy and encourage you to view your child in the classroom setting. You may speak with your child or their teacher at anytime. We ask that you try not to disturb the class as a whole when possible. We prefer that a visit be arranged ahead of time so as not to disturb the flow of instruction for other students.

Conferences may be requested for children having special needs or problems. We do request that parents stop in at the front desk and sign in first. We must know who is in the building at all times for security reasons.

If you have any questions, please feel free to stop by or call the office for clarification.