



ASHBURN

CHRISTIAN ACADEMY

A MINISTRY OF ASHBURN CHURCH

Preschool Parent Handbook

2024-2025

MISSION STATEMENT

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

ASHBURN CHRISTIAN ACADEMY

Administrative Team

Marcy Brandis- Administrator/Principal

ASHBURN CHRISTIAN ACADEMY

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REVISION POLICY

Ashburn Christian Academy (ACA) reserves the right to change policy or procedure in this Handbook at any time, at the discretion of the administration, as it deems necessary for the best interest of the school.

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STATEMENT OF NON-DISCRIMINATION

ACA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to ACA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic and other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Ashburn Christian Academy.

PARENT REQUIREMENTS

I. PARENT STATEMENT OF INVOLVEMENT

- A. I commit to complete my parent volunteer hours: 15 hours for a full-time preschool parent (maximum of 30 hours per family). Parents may pay the appropriate amount in lieu of volunteering (\$15 per hour).
- B. Both the father and mother (where there is no separation) are expected to participate in their child's education. Both parents are expected to participate in Parent-Teacher Conferences, Parent-Teacher Ministry Meetings, and Student Orientation Night.
- C. In keeping with the Biblical principle of offering grievances, (Matthew 18:15-17), ACA strongly urges parents to refrain from gossiping, as such conversations are destructive to the administration, students, and parents. Parents are expected to take the following steps to resolve a problem:
 1. Go directly to the appropriate teacher and not to other parents if there is a problem in your child's class.
 2. Go directly to the Principal or Administrator and not to other parents if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved.

II. PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES

- A. The operating budget of Ashburn Christian Academy is funded by tuition, fees, and contributions. Capital improvements are funded primarily by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Ashburn Christian Academy.
- B. Parents are expected to pay their bills on time. Students whose accounts are 30 days past due will be restricted from attending classes, participating in extracurricular events, graduation exercises, and/or receiving report cards until the account is brought current.
- C. In the event of academic failure, disciplinary action, expulsion, or extenuating circumstances, all tuition monies, deposits, and fees already paid will be forfeited. Parents/Guardians have entered into a contractual relationship with Ashburn Christian Academy for the payment of ALL tuition and related fees for the entire school year.

I understand that my obligation to pay the fees for the full academic year is unconditional and that upon receipt of this contract by Ashburn Christian Academy, no portion of fees paid (i.e. registration fees, book fees,

fees) or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from Ashburn Christian Academy of the above student. The only exception to this policy would be in the event of a geographic relocation of the family beyond a 60-mile radius of Orland Park, IL. In that instance, a prorated refund will be given. If a student withdraws before the first day of school, only paid tuition will be refunded. All fees are non-refundable.

III. PARENT STATEMENT OF COOPERATION

The following statement is printed on each Parental Agreement. Parents will be asked to affirm the statement with their signature on the application form.

- A. We understand that enrollment at ACA is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as, for the entire school. Therefore, we permit our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to

uphold the authority of the teachers and staff of ACA by recognizing their right to use appropriate disciplinary measures.

- B. I have read ACA's discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct themselves as expected at all times – including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment that supports ACA's expectations.
- C. I understand and agree to the school's right to provide consequences – including suspensions or separation from the school - to my child, for violations of ACA's discipline procedures and expectations, which occur at any time while my child is enrolled at ACA, including violations that take place on evenings, weekends, vacations, and holidays.

IV. SCHOOL / HOME COMMUNICATION

It is the policy of Ashburn Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information, such as newsletters or check the website for a school calendar of events. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

V. STUDENT STANDARDS OF CONDUCT

Students of Ashburn Christian Academy have a reputation of excellence to maintain with those in the community. Therefore, as a condition of enrollment, students and parents agree to abide by all the standards set forth in this handbook.

ABSENCE

It is necessary that parents call or text the office to verify and explain the absence before 9 AM on the day of the absence. Failure to call to notify the school within a 24-hour period will also result in a student receiving an unexcused absence. Please provide the office with a reason for your child's absence. This is helpful in notifying other parents in cases where their child may have been exposed to a contagious illness such as chicken pox, measles, flu etc. It also helps the teacher in her planning. See Health Guidelines for more info.

ACCIDENTS

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. It is the parent's responsibility to see that the office has on file an Emergency Card with the telephone number where a parent, relative, or neighbor can be reached in case of emergency. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

ANIMALS AT SCHOOL

For health, safety, and insurance reasons, we ask that families do not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day.

ARRIVAL / DISMISSAL OF STUDENTS

Arrival – Between 8:15 – 8:30 AM

Dismissal – Between 3:00 – 3:15 PM

Please be sure your students arrive on time. We don't want your student to miss out on this important part of the day.

PRESCHOOL ARRIVAL AND DISMISSAL PROCEDURES

See website or office for updated procedures.

BIBLE

The Bible is of primary importance at ACA Preschool, and all subjects are taught from a Biblical perspective. Each day includes a Bible lesson taught from a non-denominational perspective. Children will memorize 27 Bible verses that are coordinated with the theme of the week and appropriate to their age level. Students are encouraged to begin applying those verses in their lives.

BOOK BAGS

Students should use their book bag to carry school items home daily. Parents should check the book bag each night. Please no pictures of witches, monsters, etc. on them. Please label your child's bag.

CARPOOLS

If carpools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school is not responsible for the safety of children in any carpool. Please be sure that the driver is adequately covered by insurance.

CHEWING GUM AND CANDY

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher for a party) at home.

CLASS ASSIGNMENTS

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year. Preschool assignments are made based upon gender, ratio of new students and returning students, and individual student personalities.

COMMUNICATION

We strongly encourage home/school communication. For this purpose, there are two scheduled weeks in the year when you may sign up for a conference with your child's teacher after 1st and 3rd quarters. Outside of those times, we urge you to communicate in one of the following ways:

- Email your child's teacher.
- Call the school office and ask to leave a message for the teacher.
- Catch the teacher OFF-DUTY. (Please do not distract the teacher while on duty by engaging in a lengthy conversation.)
- Send a note in your child's book bag/folder. Place these notes in the spot that your child's teacher designates.

CURRICULUM

We use Abeka curriculum which is an accelerated curriculum that integrates academics and a Christian worldview. For more information or to see exactly what your child will be learning, please visit www.abeka.com

DISCIPLINE

Enrollment at ACA Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. We believe that children should be taught to obey and respect their parents and those in authority over them.

Children will be encouraged to learn to share and cooperate. If a child inflicts willful damage to property on the ACA premises, the parents will be responsible for repair or replacement. Children are not to throw snowballs. Students should

not run in the hallways. Students should also leave toys (except for show-and-tell items) at home. All school rules also apply to field trips.

General rules include:

- a. Listen
- b. Do what the teacher asks
- c. Be kind and respectful to other people and property
- d. Do your best work
- e. Take care of your school

I. DISCIPLINE PURPOSE

A. Character Development- Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.

B. Classroom Environment- Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

II. DISCIPLINE PROCEDURE

A. General Principles

1. Each staff person will be primarily responsible for administering discipline.
2. Each staff person will seek to identify and to reinforce positive behavior demonstrated by each child whenever possible through verbal acknowledgment and praise as well as granting special privileges.
3. Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
4. Each staff person will conscientiously limit their physical contact with children in accordance with Illinois child abuse laws.

B. Specific Practices

1. Each staff person will allow a period of orientation (e.g., usually one month) for each new child to become acquainted with classroom schedule and behavioral guidelines. Each teacher has their own system of warnings in their classroom. Please contact your child's teacher for more information.
2. Each staff person will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).
3. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major, (i.e., hitting another person), then each staff person will establish a "time-out" during which:
 - a. The child is separated from the class.
 - b. The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense.
4. Upon successful completion of the "time-out", the staff person will initiate a reentry conversation with the child:
 - a. The child is asked to explain why he/she was in "time-out".
 - b. The staff person ensures that the child clearly understands the reason for being disciplined.

- c. The staff person is careful to distinguish between the unacceptable behavior and the accepted child as a person.
 - d. The child is encouraged not to repeat the inappropriate behavior to ensure avoidance of further discipline.
 - e. The staff person, after demonstrating acceptance of the child, invites the child back to the class.
5. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, the staff person will escort the child to the administration. We find that a change of room and a little time with other staff is often just what is needed.
 6. The staff person will complete an "Incident Report" form when a child unsuccessfully completes a "time-out" or is repeatedly involved in inappropriate behavior. This report will be sent home for a parent's signature.
 7. When necessary, the staff person will initiate a parent(s) conference with the administrator.
 8. If the discipline process described above is ineffective in producing the desired behavior, the administrator will request that the parent(s) remove the child from the preschool within two weeks.

DRESS CODE

We want to help our students create a good self-image for themselves, which is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming of young ladies and gentlemen in accordance with the principles of modesty set forth in Scripture. Students should dress in a way that neither dishonors God nor draws inappropriate attention to themselves. The dress standards which follow are intended as expressions of these principles. At LWCA, we believe that the way we are dressed is the first and simplest form of communication about ourselves.

The dress code at ACA Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

Daily Acceptable Attire:

- Pants: knit pants, sweatpants, or jeans with no rips/tears, unfinished hems, or holes
- Shorts (August/September/May): dress, cargo, hiking, or denim shorts with no rips/tears
- Shirts: t-shirts, collared, button-down, blouses, sweaters, pullover knits, or spirit wear
- Spirit wear: t-shirts, sweatshirts, hoodies, or zip-up with school logo/mascot
- Dresses/skirts/tunics (girls only): must have shorts or leggings underneath
- Shoes: gym shoes or loafer-style (closed toe and closed heel); velcro is preferred
- Hair: clean, well groomed, and kept away from the eyes. Boys' hair should not touch the eyebrows but may extend to the bottom of the ear. It should be neatly and evenly trimmed and off the collar at the back of the neck. Spikes, or designs cut into the hair are not acceptable. Boys with tails or braids must adhere to the length code

**Please keep an extra set of season-appropriate clothes at school in case of a spill, accident, etc.

Daily Unacceptable Attire:

- Shirts or outfits with any writing/emblems/music/celebrities that are offensive or antagonistic to the values and beliefs of ACA as determined by the administration
- Halter or "cut-off" tops
- Backless shoes, "wheelies" wheeled shoes or heels
- "Pull-ups" (disposable pants which are a transition from diapers to regular underwear)
- Accessories such as belts, sunglasses, watches, baseball caps
- Bodysuits or clothing with snapped crotches

- Nail color, earrings, or body piercing (including any magnetic jewelry) are not permitted for boys.

MANDATORY DRESS DAYS:

- Girls- dresses or skirts of own choosing within dress code
- Boys- nice pants (no jeans) and sweaters, button-downs or polos (no t-shirts)

DRESS CODE VIOLATIONS

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the office.
2. Second Offense: A letter will be sent home from the office with your child explaining the dress code violation.
3. Third Offense: The parent will be called and asked to bring proper dress code clothing for their child.

ELECTRONIC EQUIPMENT

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment, cellular phones, etc., are not permitted at school. This includes the entire school day.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated, and it is the parent's responsibility to claim the item in the school's office.

EMERGENCY CLOSINGS

ACA will remain open unless hazardous road or other emergency conditions (including utility problems, and electrical or natural gas outages) necessitate a closing. A decision to close will normally be made by 5:30am and will be based upon weather reports, police reports, and personal inspections of major highways. You can listen to the following stations to hear closing updates:

- Radio: 104.7 FM, WGN (Chicago) 720AM, WBBM (Chicago) 780AM
- Television: CBS Channel 2, WGN Morning News Channel 9, FOX Channel 32, CLTV News, ABC 7, NBC 5
- Internet: www.emergencyclosings.com or www.weatherclosings.com (Sign up for e-mail notification.)

The ACA staff will use the One Call system but isn't always successful. If you are in question, please see one of the above channels.

EMERGENCY DRILLS

Several practice drills will be held each year for fire and tornado threats. Appropriate signs are posted in each classroom. Once the alarm has sounded, students will be escorted to the appropriate location, and attendance will be taken. Teachers are trained in each of the emergency procedures.

ENRICHMENT CARE

ACA provides Enrichment Club as a convenience for parents. Operation is contingent upon enrollment. Before-school Enrichment Club hours are from 7:00AM to 8:15AM; after-school Enrichment Club hours are until 5:30 PM. For more details, contact the school office.

FIELD TRIPS

Each student will be charged a fee whenever their class takes part in a school-sponsored field trip. Parents will be notified in advance of the cost. If parents choose for their child not to participate in a field trip, they should keep their child home or find other care for their child during the time of the field trip.

ACA tries to have 1 chaperone per 2 students and must have a signed Chaperone/Driver Waiver on file with ACA. All parents are not required to chaperone every field trip.

Chaperones must be at least 18 years old. Parents will also be notified if they are needed as chaperones on a field trip. If you choose to assist the teacher as a chaperone, **no other children (siblings, friends, etc.) may attend!** When volunteering, we appreciate your full attention. Having other children present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Thank you in advance for your cooperation.

The following are guidelines for parents serving as chaperones:

1. I will help in adequately supervising the students.
2. The classroom teacher is in charge. As the leader of my group, I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go, and they will go where I go.
3. I will:
 - a. Bring a watch/cell phone, and note meeting places and times to avoid making the group wait.
 - b. Comply with the dress code unless other arrangements have been set for the day.
 - c. Not chew gum or hand it out to the students.
 - d. Not spend money on treats or souvenirs or bring "treats" for the group.
 - e. Not smoke on the field trip.
 - f. Not listen to or permit anything played on the radio/cd that would compromise the moral integrity for which ACA stands.
4. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
5. If I have volunteered to chaperone and a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get a message to the teacher.
6. I will be responsible to pay any fees required of chaperones.

FINANCES

All tuition and fees are paid through the FACTS System. Accounts with FACTS will be created for each family at the time of registration. Details of your account can be found at <https://online.factsmtg.com/signin/4P831>. FACTS has a one-time, per family fee. The FACTS/ ACA's processing fee is paid directly to FACTS at the beginning of the school year. Please note that registration and payment fees are nonrefundable.

Parents who are delinquent with regard to educational expenses for their student(s) at any grade level face the probability of student suspension until the deficit is removed. ACA reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid.

HEALTH GUIDELINES

A Medical Release and Emergency Card must be signed by a parent/guardian and be kept on file in the office for each student. You must update the card if any information changes.

ACA's policy regarding these conditions:

1. Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
2. Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.
3. Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.

4. Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.

5. Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. **Protocol requires that students be excluded from school for 24 hours following treatment, and that proof of treatment is provided to the school (in the form of the box label, a receipt from a lice-removal shampoo or a doctor's note).** Once your child has returned to school, they will be checked by school staff to ensure that they are free of lice. Siblings of the affected student will be checked by school staff, as well. **It is important to follow the instructions on the box and perform a second lice treatment 7-10 days following the initial treatment.** The school staff will follow up with you to ensure that the follow-up treatment has been performed. There are many sites on the internet that are informational on the subject, such as webmd.com or nixlice.com.

6. Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free (without medication) for 24 hours. This will aid in preventing sickness among the other children.

7. If a child is vomiting or has diarrhea, even though they may not have a temperature, the parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he needs to stay home that day. The child must be free from vomiting or diarrhea for at least 24 hours before returning to school.

8. Hand, foot and mouth: No fever for at least 24 hours and blisters are dried up.

- We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.
- Health forms (new or updated) must be turned in by the first day of school.

MEDICATION AND ALLERGIES

Absolutely no medications are administered by teachers or aides in the preschool.

If your child has been ill and requires a prescription medicine during the day, please keep him at home or arrange to come to school to give the medicine yourself.

It is very important that you notify your child's teacher and the office of any allergies that your child has (i.e., milk, bee sting, etc.) All allergies that are of a life-threatening nature must be recorded in the office and with the teacher before a child may attend the preschool (see the office staff for more detailed information). Life threatening issues are to be taken very seriously. Food intolerances should also be communicated to the teacher.

INSPECTIONS

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

LIBRARY

Pre-schoolers will visit our ACA Library once a week. They are encouraged to check out books suitable to their age group. They have the book checked out for a total of one week. We have wonderful volunteer librarians who will work with them, do special projects, and read books with them!

LOST AND FOUND

A lost and found will be maintained near the office. The school assumes no responsibility for lost items.

Please make sure all personal items are labeled with your child's name. If your child is missing something, please be sure to check with the office. Lost and Found items will be kept for one month only.

MUSIC PROGRAMS

All preschool children have music as part of their weekly curriculum. The classes produce a program for all parents, grandparents, and friends to attend at Christmas time, Grandparents Day, etc. Information regarding programs is sent home in your child's folder/book bag and again in the weekly calendar. We invite you to attend and support these functions. If your child is sick on the day of a program or has been sent home due to sickness during that day, he may not participate in the program that evening. All children will be expected to attend and behave properly at these functions.

NEWSLETTER / REGULAR COMMUNICATION

As needed, a monthly calendar/newsletter is emailed from the office which has the events for the upcoming month. Your teacher will also send home periodic updates to share information about some of the upcoming events.

ORIENTATION

Parent orientation is required for parents of both new and returning students. Important policy and procedural changes will be discussed. Parents who do not attend should make arrangements with the office to sign all necessary forms prior to the start of school.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences will be held twice each year. Conference dates are printed on the school calendar. Parents may request conferences with any of their student's teachers. All conferences are by pre-arranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment. If deemed necessary, a conference at times other than Parent/Teacher Conference Week can be scheduled with the teacher. We request that you do not bring the child or any siblings to the conference. Please make appropriate childcare arrangements.

PARTIES/ACTIVITIES

The preschool will have scheduled parties during the school year: fall, Christmas, Valentine's Day, Easter, etc.

Birthdays: If you wish, you may send treats on your child's birthday for the children in the classroom. Please make arrangements for this in advance with your child's teacher for permission and clearance due to potential food allergies. If you prefer, you may donate a book, CD, or a puzzle as a birthday treat to your child's class in lieu of a snack. Gifts given in this way are marked with the child's name and birthday. Please note: If your child is having a birthday party at home, please do not send the invitations to school unless you are inviting the entire class. This causes problems when some children are not invited. Please mail the invitations instead.

PHOTOGRAPHS AND YEARBOOKS

School photographs are taken each year in the fall and are available for purchase. Details will be sent home from the office prior to the day pictures are taken.

ACA plans to create yearbooks. Yearbooks may be ordered in the spring. These albums highlight the events of the school year and are a very special way to preserve preschool memories. If for some reason a child leaves ACA during the school year, but still wishes to receive a yearbook, please leave money in the office for the yearbook and postage.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a signed consent/denial form on file to aid in choosing photos for use. This form is a part of the parent contract.

PLAYGROUND/GYM

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. The children will be required to follow rules for the safety of all children.

We do enjoy playing outside in most seasons, but will stay in when it is very cold or raining/muddy. Please dress your children appropriately. In winter and chillier months, your child will need: boots, coats, gloves, hats etc. In the summer and warmer months, do NOT put your children in flip flops or sandals with open backs or toes. Gym shoes or socks are required in the gym.

REPORT CARDS & FULL PROGRESS REPORTS

After the second and fourth quarters, you will receive a Report Card for your student. After the first and third quarters, you will receive a Progress Report and comments on your child.

RETENTION POLICY

At the end of the school year, a determination must be made regarding a student's progress. Retention may be recommended or required based upon a child's development and classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, input from outside of ACA, and/or parental input may all be used to help in making a retention recommendation or decision.

SCHOOL DAY

The school day for preschoolers is 8:30 A.M. to 3:00 P.M.

SCHOOL DIRECTORY

A ACA preschool directory will be available to school families. This directory will include names, grade, teacher, addresses, and phone numbers of students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

SCHOOL SUPPLIES

Supplies are to be purchased prior to the beginning of school. Lists of supplies are available in the office or on the school's website.

SECURITY

School safety and security is of paramount importance. Students are expected to keep all the safety rules set by the school. They are made for a reason and must be followed. The doors are locked at all times unless supervised. Please teach your student never to accept a ride from anyone they do not know, even if that person knows your child's name. If the child is riding in a carpool, he is never to change carpools unless he has parental permission and the parent has notified the teacher and the office.

See Arrival/Dismissal for details.

TARDINESS

Punctuality is part of the student's training. Parents are expected to help by making sure your child arrives at school on time. Children should arrive no later than 8:30 A.M.

Our preschool day begins promptly. The teacher takes attendance and opening exercises follow. It is important that your child be on time so that class is not interrupted. Please help your child start his/her school career right by practicing promptness.

TEACHERS

Qualified Christian teachers and aides comprise the staff of ACA Preschool. We love and care about your children. It is our desire to see your child well-prepared spiritually, physically, mentally, and socially to enter his formal school years. It also is our desire to see you go to work each day with your mind free of worry concerning your child. Please be assured we will do all we can to see that your child is properly cared for, loved, and taught in his "home away from home."

VISITORS

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. Parents are welcome to visit, but we request that you discuss this with the teacher or administrator beforehand. You must stop at the office to receive a visitor's pass.

VOLUNTEERING

VOLUNTEER HOURS:

Parents are required to fulfill a 15-hour per child volunteer commitment to ACA (30 hours max). Any hours not fulfilled will be billed at \$15 per hour.

SIGN IN ~ SIGN OUT:

For the safety and security of our ACA staff and students, all parents on campus must sign in and sign out in the office and wear a name badge. This is also how we calculate volunteer hours so be sure to use the sign-in/out sheet if you are here to volunteer!!

VOLUNTEER DRESS CODE:

While volunteering at ACA or on a field trip, we expect you to comply with the ACA dress code. It is very important for our parents to set a good example...this includes NO shorts more than 4 inches above knee or skirts more than 2 inches above knee, NO tank tops, and NO visible undergarments! See Uniform Dress Code.

YOUNGER CHILDREN WHILE VOLUNTEERING:

When volunteering, we appreciate your full attention. Having a young child present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Please arrange care for your younger children. Thank you in advance for your cooperation.

WITHDRAWALS

Withdrawals from the school must be done through the school office. If possible, notice should be given one month in advance for all withdrawals. For tuition adjustments, see PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES.