

ALPHARETTA CHRISTIAN ACADEMY - PRESCHOOL

Mailing Address: Alpharetta Christian Academy
44 Academy Street
Alpharetta, GA 30009

Office Hours: 8:30 a.m. – 3:30 p.m.

School Tours: By Appointment Only

Telephone: 770-475-5762

Fax: 770-475-1740

Visit ACA's web site at
www.alpharettachristianacademy.com

Alpharetta Christian Academy Staff

Debbie Dodd.....Principal
Lisa Matthews.....Director, Preschool
Diane Jones.....Administrative Assistant
Chris Postol.....Records Assistant
Pam Troop.....Financial Assistant

MISSION STATEMENT

The purpose of Alpharetta Christian Academy Preschool is to provide a social, spiritual, physical, and academic experience in a safe, caring, and loving environment.

It is our desire to help provide the spiritual and academic foundation on which each child enrolled can build upon in order to become a lifelong learner.



TABLE OF CONTENTS

ADMISSIONS.....	3
REGISTRATION.....	3
CLASSROOM ASSIGNMENTS.....	3
OPEN HOUSE.....	3
ARRIVAL.....	3
DISMISSAL.....	3
LATE PICK-UP.....	4
CARPOOL.....	4
MORNING.....	4
AFTERNOON.....	4
EXTENDED SCHOOL DAY.....	5
TUITION PAYMENTS.....	5
PRE-K GRADUATION FEE.....	5
SENDING MONEY TO SCHOOL.....	5
CURRICULUM.....	6
TWS AND THREES.....	6
PRE-K.....	6
TRANSITIONAL PRE-K.....	6
DISCIPLINE.....	7
COMMUNICATION.....	7
SPECIAL EVENTS.....	7
ACCIDENTAL INJURY OR ILLNESS.....	7
IMMUNIZATION RECORDS.....	8
ALLERGY ALERT.....	8
ILLNESS.....	8
CLOTHING.....	9
GENERAL OPERATING PROCEDURES.....	10
VISITORS.....	10
TARDIES.....	10
PARTIES.....	10
BIRTHDAYS.....	10
LUNCH.....	11
SCHOOL PICTURES.....	11
INCLEMENT WEATHER.....	11
HOLIDAY CELEBRATIONS.....	11
2008-2009 PRESCHOOL CALENDAR.....	12

REGISTRATION & ADMISSIONS

Registration will begin in January. Active church members, currently enrolled families, and younger sibling of previous enrolled families will be allowed to register first. All current and previous families must be current on all fees and tuition. All outstanding balances will need to be paid prior to registration or will be collected in addition to all registration fees. Continued enrollment in ACA preschool is dependant upon:

1. Family current on all fees & tuition
2. Family & child observing school guidelines
3. Child's behavior is within social boundaries and are not a disruption to the class
4. Preschool staff is able to meet child's social, physical and academic needs

CLASSROOM ASSIGNMENTS

Classroom assignments for twos and threes are determined by the child's date of birth, with ranges between three to six months in age. Requests for classmates or teachers will not be accepted.

OPEN HOUSE

Open House is our meet-the-teacher day and parent orientation all in one. It is our way to bring students to school in a small group to help allay anxieties or apprehension. It helps students get to know each other faster in the small group setting and helps the teacher learn names, faces and personalities much quicker. Teachers will call each student to let them know their schedule times.

ARRIVAL

Arrival times will be staggered to help alleviate congestion in the parking lot and Manning Street. All two and three year olds may arrive from 9:00 - 9:15 a.m. and Pre-K students from 9:15 - 9:30 a.m. If you have a two or three year old and a Pre-k child, please drop off your youngest child first. When entering the school parking lot at any time, please use the Manning Street entrance only. Other than carpool students, when exiting, please use Manning Street as well. Teachers will be receiving two and three year old students from 9:00 - 9:15 a.m. and Pre-k students from 9:15 - 9:30 a.m. Siblings of Academy students may enroll in the extended care program and be dropped off at 8:30 a.m. All two and three year olds will need to be walked to their classrooms. For the safety of all our families we ask that all parents and drivers to follow parking and carpool guidelines precisely. School doors will be closed promptly at the end of Pre-k carpool.

DISMISSAL

Dismissal times will also be staggered due to parking lot and Manning Street congestion. Pick up times for two and three year old students will be from 1:00 - 1:15 p.m. and Pre-k students from 1:15 - 1:30 p.m. When entering the school parking lot at any time, please use Manning Street only. Other than carpool students, when exiting, please use Manning Street as well. Doors to the

building will be open at 1:00 p.m. Carpool for the Pre-k department will be from 1:15 p.m until 1:30 p.m. All two and three year olds will need to be picked up in their classrooms. For the protection of all our students the security cards issued for each child must be shown everyday in order for the child to be released. If for any reason the person picking up does not have a security card, you must go to the school office and provide a picture ID.

LATE PICK-UP

All two's and three's are considered late after 1:15 p.m. and 1:30 p.m. for all Pre-k students. There is a \$1.00 per minute charge if a child is picked up after 1:15 p.m. for two's and three's and 1:30 p.m. for all Pre-k students.

CARPOOL

Carpool is offered for Pre-K students only. Carpool begins each day at 9:15 and ends at 9:30. We encourage all Pre-k families to use carpool so our teachers can start their day in a timely manner. Please follow all carpool guidelines precisely.

MORNING

The carpool line will open at 9:15 a.m. and close at 9:30 a.m. You will enter on Manning Street, the street between the church and Wachovia Bank, and circle through the back parking lot. Enter the parking lot using the back lane. The line is to form at the STOP sign. Please do not enter the carpool line prior to 9:15 a.m. After dropping off your child, you must exit the parking lot by turning right onto Academy Street. This will alleviate the back up that will result while waiting on the light to change.

AFTERNOON

CARPOOL LINE: PLEASE do not arrive before 1:15 p.m. This will allow the parents parking the opportunity to get into the parking lot before the carpool line forms. If you see a parent trying to enter or exit the parking lot, please be courteous and let them cut through the line.

REMINDERS

- 1. Drive slowly and carefully in the parking lot. Small children sometimes get loose from their parents and could possibly run from between parked cars.**
- 2. Parents, you must hold your child's hand while in the parking lot.**
- 3. The decal should be placed in the lower corner on the passenger side of your front windshield.**
- 4. Please be patient during the carpool process.**

EXTENDED SCHOOL DAY

Morning Extended Care is available from 8:30 a.m. until 8:55 a.m. for those students that have siblings in the Academy. There is no charge for this service.

Afternoon Extended Care is available from 1:00 p.m. until 3:20 p.m. for those students that have siblings in the Academy and for those children with **both parents working** and need a later pick-up time. Children must be in the three year old program or older and potty trained. The price for this service is \$10.00 per day, per child.

Advanced sign-up is required for the Extended Day program. Please see Chris Postol in the school office.

TUITION PAYMENTS

ACA Preschool tuition is divided into nine equal payments with the first payment due at registration. The second through ninth payments are due on the first of the month beginning September 1st with the last one due April 1st. A \$25.00 late fee will be assessed after the 10th of the month. A \$28.00 fee will be assessed for all returned checks.

Tuition checks need to be made payable to ACA. You may mail or hand your payment to the teacher in an envelope clearly marked with your child's name and class code. A tuition drop box is located in the school office.

The expenses of the school are in no way reduced by the departure or absence of your child. It is understood that no refund of tuition will be made for the withdrawal, absence, or dismissal of a child.

REGISTRATION, SUPPLY, AND TUITION FEES ARE NON-REFUNDABLE. A TWO-WEEK WRITTEN NOTICE IS REQUIRED FOR ALL WITHDRAWALS.

PRE-K GRADUATION FEE

The Pre-Kindergarten class cap and gown purchase and diploma fee for graduation is \$20.00. This payment is due by March 31st. Pre-k graduation pictures will be taken in April. These pictures are optional for each Pre-k family with payment going directly to the photographer.

SENDING MONEY TO SCHOOL

Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount (and purpose)
3. Teacher's name

CURRICULUM

TWOS

Two-year-old students use the WEE-LEARN curriculum. This is a Christian Education Program which offers a variety of learning methods. Each classroom is set up with areas for music, blocks, pictures, nature, home living, art, puzzles, and manipulatives. The eight general subjects we teach are: God, Jesus, Natural World, Bible, Self, Others, Family, and the Church. We introduce the child to creative art, music, finger plays, manners, and simple learning skills. Each day students have a Bible story in group time. Play areas include a large playground and a full-scale gymnasium. All students attend music and creative movement once per week. All classrooms have a lead teacher and an assistant teacher.

THREES

Three-year-old students use the Exceed! Preschool curriculum. This is a half-day theme-based curriculum that allows children an opportunity to explore in a developmentally appropriate environment. Children experience individual assistance while exploring areas of language, math/science and art. We work on fostering independence, manners, finger plays, and simple learning skills. Each day students have a Bible story in group time. Play areas include a large playground and a full scale gymnasium. All students attend music and creative movement once per week. All classrooms have a lead teacher and an assistant teacher.

PRE-K

Pre-K students use the A BEKA Four-Year-Old curriculum. This curriculum incorporates phonics, writing, numbers and Bible stories. Play areas include a large playground and a full-scale gymnasium. All students attend music, creative movement, character development, and chapel once per week. All classrooms have a lead teacher and an assistant teacher. Specifics of the curriculum include:

Phonics: Names and sounds for letters, blending consonant with a vowel, sounding blends and one-vowel words, one-vowel rule, reading sentences, two-vowel rule, marking vowels, reading stories, and increasing smoothness and speed in reading.

Writing: Capital letters, lower-case letters and first name.

Numbers: Counting 1-100, recognizing and understanding concept of 1-20, writing 1-20, number family concept, concept of larger and smaller, before and after numbers, concept of more and less and arithmetic combinations of $1 + 1 = 2$ through $9 + 1 = 10$.

TRANSITIONAL PRE-K

Transitional Pre-K class is a small class created to expand our Pre-k program for students that turn five on or before September 1st of the school year. The curriculum base is the A BEKA Four-Year-Old program with enrichment in phonics, math, science, and social studies. The students attend music, chapel, creative movement and medical center once a week. The small children to teacher ratio enhances individual and small group instruction.

DISCIPLINE

All preschool teachers will enforce the discipline program “**Our Colorful Rules**”. This is a positive discipline program of five rules with each assigned a particular color.

Purple Rule: Listen well **Green Rule:** Use Walking Feet

Blue Rule: Use inside voices

Red Rule: Keep our hands to ourselves **Yellow Rule:** Be kind to others

It is our mission to provide a social, spiritual, physical and academic experience in a safe, caring, and loving environment. It is the staff’s responsibility to provide an environment conducive to learning at all times. Any behavior that is disruptive and interferes with the learning or safety of others will be addressed. If the behavior continues, the parents will be notified and may be instructed to come pick up the child. A meeting with the director, teacher, and parent will be held to develop a plan to correct the behavior. If the problem continues, the school maintains the right to terminate enrollment.

COMMUNICATION

It is requested that any questions, concern, or issues regarding your child be referred to your teacher. You may call the school office to request a teacher phone call, set up a conference, or you can send your teacher a written note. A simple solution is always more difficult when we discuss issues with other parents or staff members. The director is always available to assist you in finding a solution. Concerns that do not pertain to your child or your teacher need to go directly to the director.

SPECIAL EVENTS

Several special events are planned throughout the year for the benefit of parents and families

October 23, 24	Doughnuts with Dad
December 7 or 14	Christmas Program (Sunday performance)
February 4, 5	Two’s and Three’s Muffins with Mom
February 4, 5, 6	Pre-K Mother’s Day Tea (early dismissal)
May 13	Pre-K Graduation (early dismissal)

ACCIDENTAL INJURY OR ILLNESS

In case of accidental injury, or a child becoming sick while at school, we will make an immediate attempt to contact a parent. If a parent cannot be reached, we will call the numbers listed on the Student Emergency Card for emergency pick up. If necessary, we will call the child’s physician, an ambulance, or the paramedics. It is in your child’s best interest that you keep the school updated on phone numbers (home & cell), emergency numbers, and other pertinent information.

IMMUNIZATION RECORDS

Your child's health is a matter of major importance to all of us. Upon enrollment, an up-to-date immunization record is required, by Georgia state law, to be on file.

ALLERGY ALERT

Allergies are being discovered during the preschool years and we are careful about exposing children to foods their parents have not introduced to them. Teachers will notify you if they are serving food in the classroom other than the food you have sent.

If your child has a severe allergy that exposure requires the use of an Epi-Pen, you will need to provide the pen to the school office and complete a Medication form. The Epi-Pen will remain in the school office for the school year and if not needed, will be returned to you on your child's last school day.

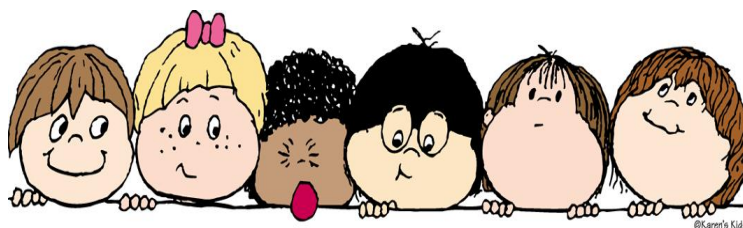
ILLNESS

Please keep your child at home if:

- a. He/She has been taking an antibiotic less than 24 hours.
- b. He/She has a cold that is less than 4 days old.
- c. He/She has a discolored nasal discharge.
- d. He/She has a frequent cough.
- e. He/She has unidentified rashes, head lice, or pink eye.
- f. He/She has vomited or had diarrhea 2 or more times in the past 48 hours.
- g. He/She has been exposed to a communicable disease, such as chicken pox.
- h. He/She is fussy, cranky, tired, or just generally not him/herself.

Your child may be sent home if he/she appears to have symptoms of illness during the morning. Please make sure the school is updated on all emergency numbers.

Medication is not allowed in classrooms. Please do not request a teacher to administer any type of medicine. Stop by the office to fill out a medication form if necessary for your child to take medicine while at school.



CLOTHING

Your child's clothing should be comfortable and for indoor or outdoor activities. Students are requested **not to wear flip flops or strapless shoes** or clothing that depicts questionable writing or pictures (such as those promoting tobacco, alcohol, rock groups, or violence). **Gym shoes (sneakers) with a rubber sole are the best shoes** for our playground and creative movement classes.

Coats, hats, etc., should be clearly marked with his/her first and last name for proper identification.

ALL CHILDREN SHOULD KEEP A COMPLETE CHANGE OF CLOTHES, INCLUDING SOCKS, IN A GALLON SIZE ZIP LOCK BAG IN THEIR SCHOOL BAG. If an accident occurs and your child does not have additional clothing, you will be called to bring them the necessary items. **PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS.**



GENERAL OPERATING PROCEDURES

VISITORS

Parents are required to stop by the office if they need to leave something for a student or to sign a student out early. Please do not go directly to the classroom, as this interrupts the teacher. If you are volunteering in the classroom, visiting for lunch or observing, prior arrangements must be made with the teacher and you must sign in and get a visitor's badge in the office.

TARDIES

Please be aware that our days begin promptly at 9:15 a.m. for all two's and three's and 9:30 a.m. for all Pre-k classes. Arriving anytime after your child's class has begun is a distraction to your child's teachers and disrupts the entire class. All late arrivals must be signed in at the school office – no teacher is allowed to open doors once the school doors are closed. Excessive tardiness may result in your child being removed from the school.

PARTIES

Four parties are scheduled for the school year: Christmas, Valentine's Day, Spring and end-of-the-year party. Room moms/dads plan the type of party in advance with the teacher. Each parent is encouraged to sign up for one party and join in planning and helping out at that party. This way each parent is given the opportunity to be an active participant in one of the parties throughout the year. All parties during school hours will be on campus.

Many students have allergies so treats should be planned with an awareness of the possibility. Goody bags are not permitted.

In the interest of safety and so that parents who are volunteering to help with the parties can spend time with the students, we strongly recommend that siblings not be brought to the class parties.

BIRTHDAYS

Birthdays are not "celebrated" at school. Parents may send cupcakes, cookies, pan cookies, fruit snacks, etc. for birthday snacks or lunch if arranged with the teacher in advance. Please make sure the snack is ready to serve and can be served quickly and easily. Goody bags are not permitted. No personal party invitations may be distributed at school.

TOYS FROM HOME

We ask that you leave your child's toys at home or in your car. If a toy is broken or unknowingly taken by another child, it can cause disappointment for your child. Some of our classes will have "Show and Tell" days. The teacher will let you know which toys are appropriate to bring to school. **Guns, war toys, or toys of destruction are never allowed at school.**

LUNCH

Please send a nutritious lunch with your child. Since lunches or drinks cannot be refrigerated, we suggest a thermal lunchbox be used. Please check with your child's teacher if you have any questions about what to send for lunch. Grapes and hotdogs need to be cut in half. Chewing gum is not allowed at anytime.

SCHOOL PICTURES

The school picture schedule is as follows:

Fall: Individual and Class Pictures

Spring: Individual Pictures
Pre-K graduation

INCLEMENT WEATHER

Please listen to local radio and television reports concerning school closings due to inclement weather. If school closes during school hours, please pick up your child immediately.

HOLIDAY CELEBRATIONS

Please find below ACA's policy on holiday celebrations. Our intentions are not to insult anyone or make ourselves seem superior to anyone else. We just want to make sure we know the reasons we celebrate each holiday. Some people choose to celebrate Halloween, go trick-or-treating, talk about Santa, or even have a visit from the Easter Bunny—**those are family decisions**. We, as a school, want to make sure that our mission to provide a Christian education is not hampered in any way by certain holiday celebrations or losing our focus which is to share the love of Jesus with each child that comes our way.

Halloween: We do not celebrate this holiday. We do, however, celebrate fall and all the wonderful things God has given us to enjoy. These things can be seen in pumpkins, leaves, cool weather, harvest time, etc. Please stay away from ghosts, skeletons, witches, and other things associated with Halloween.

Christmas: We celebrate the birth of Jesus during this season of the year. All of our stories, activities, and art work revolve around this theme. Presents (because the greatest gift is Jesus), Christmas trees, and snowmen are also symbols of this season that are allowed.

Easter: Our focus, on this holiday, is the resurrection of Christ and signs of new life. The Easter Bunny doesn't play a role in our Easter celebration.

2008/2009 Calendar

First Semester

August 21 & 22	Open House
August 25	First Day of School
September 1	Preschool Closed, Labor Day
September 24 & 25	Fall Pictures - Individual & Class
October 10	Preschool Closed, Teacher Workday
October 23 & 24	Doughnuts with Dad
October 31	Fall Festival
November 4	Preschool Closed, Election Day
November 24 - 28	Thanksgiving Break
December 7 or 14	Christmas Program (to be determined)
December 22 - January 5	Christmas Break

Second Semester

January 6	Preschool Resumes
January 6	Preschool Early Registration
January 14	Preschool Early Registration Deadline
January 16	Open Preschool Registration
January 19	Preschool Closed, Martin Luther King
February 4, 5 & 6	Pre-K Mothers' Tea
February 4 & 5	Muffins with Mom
February 16	Preschool Closed, Presidents Day
March 18 & 19	Spring Pictures - Individual
March 13	Preschool Closed, Teacher Workday
April 6 - 10	Spring Break/Good Friday Holiday
April 24	Teacher Appreciation
April 29	Pre-K Graduation Pictures
May 13	Pre-K Graduation
May 15	Last Day Preschool