

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 Hours: 9:00 a.m. – 1:00 p.m. (2's and 3's)
9:15 a.m. – 1:15 p.m. (Pre-k)

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.



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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

Immunization:

Your child's health is a matter of importance to all of us. Each child must have a current immunization record (form 3231) on file in order to attend preschool. The certification becomes invalid on the expiration date indicated. If a current certificate has not been submitted within 30 days after the expiration date the child will be excluded from attendance until a current certificate is obtained. Immunization forms may be obtained from your pediatrician.

MEET AND GREET

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.

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.

HOURS OF OPERATION

The 2009/2010 school year program begins Monday, August 24th. Our two year old and three year old departments offer a two day, three day and a four day program from 9:00-1:00. All twos and threes must be dropped off at their classroom door at 9:00 and picked up promptly by 1:00.

Our Pre-K department offers a four day and five day program from 9:15-1:15. Carpool is offered for our Pre-K department and all parents are encouraged to use carpool due to the limited number of parking spaces.

When entering the school parking lot at any time, please use the Manning Street entrance only. When exiting the parking lot, everyone other than carpool students, please use Manning Street.

School doors will be opened at 9:00 and closed at 9:15 for arrival and opened at 1:00 and closed at 1:15 for dismissal.

If you have an emergency and cannot pick your child up by 1:00 or 1:15 for Pre-K, please call the school office at 770-475-5762. There is a \$1.00 per minute charge for late pickups.

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.**

WITHDRAWAL

If unforeseen circumstances cause you to leave our program a two week written notice is required.

Our program attempts to meet the needs of each child. However, we do reserve the right to withdraw any child if we feel his or her needs cannot be met.

PRE-K GRADUATION FEE

Pre-k Graduation is scheduled for May 12th at 11:00. 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

SECURITY

The safety and security of your child is our primary concern. Each child is assigned a school number at the beginning of the school year. A set of security cards will be issued to parents containing your child's school number and teachers will check cards before releasing a child at dismissal. If someone is to pick up your child and does not have your child's security card, you will need to send in a written note to your child's teacher. Adults picking up your child must be on your child's information card and show a picture ID at pickup.

DISCIPLINE:

It is our mission to provide a social, spiritual, physical and academic experience in a safe, caring, and loving experience. It is vital that young children have clear, consistent, and appropriate limits on behavior so they may learn self control, generosity, and respect of others. All preschool teachers will enforce the discipline program “Our Color Rules:”. This is a positive discipline program of five rules with each assigned a particular color.

It is our 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. A “time-out”, a brief supervised separation from the group may be necessary to give the child time to understand what is expected. If the behavior continues, the staff member may then bring the child to the office for an office time out. Anytime a child is given an office time out, written notification of the time out and an explanation of the inappropriate behavior will be sent home. If the child’s behavior is unmanageable, the parent may be required to pick up the child. ACA reserves the right to withdraw a child if we feel that the child’s needs cannot be met by our program. A habitual biter may be removed from our program.

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 22, 23	Doughnuts with Dad
December 6 or 13	Christmas Program (Sunday performance)
February 3, 4	Two’s and Three’s Muffins with Mom
February 2, 4, 5	Pre-K Mother’s Day Tea (early dismissal)
May 12	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.

EMERGENCY PROCEDURES

Alpharetta Christian Academy has procedures in place for emergencies. Students will not be allowed to leave with their parents should there be an emergency. Please do not contact or come to the school. School telephones and personnel will be utilized in order to follow our emergency procedures to ensure all students are safe. Parents will be notified once the situation is safe.

If a need arises for a school wide lock down, no one other than school personnel will be allowed in the school under any circumstances.

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.

ATTENDANCE

Children can benefit from the opportunities offered by a group learning program only if they attend regularly. Most teachers conduct an important part of the learning time first thing in the morning. A child who is frequently absent or late will miss the overall program presented by his/her teacher. Regular attendance and prompt arrival is strongly encouraged for students may reap the benefits of our program.

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.

WELLNESS POLICY

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 clear, running nose that cannot be related to a know cause.
- e. He/She has a frequent cough.
- f. He/She has unidentified rashes, head lice, or pink eye.
- g. He/She has vomited or had diarrhea 2 or more times in the past 48 hours.
- h. He/She has been exposed to a communicable disease, such as chicken pox.
- i. He/She is fussy, cranky, tired, or just generally not him/herself.
- j. He/She has an unexplained itchy scalp.

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.

If your child required an Epipen, which is an invasive procedure for a life threatening condition, we must have a medical release and waiver form signed by the parent.

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.**

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. Please label all personal items. A classroom may be students with certain food allergies and this may determine what can or cannot be sent in your child's lunch.

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. Be mindful that ACA preschool may be closed while the Academy (K-5th grade) is open. 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.

CURRICULUM

ACA believes every child is special and should have the opportunity to develop physically, intellectually, emotionally, socially and spiritually. Our programs provide our students the opportunity to grow through age appropriate activities.

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 media 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.



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 9:00 a.m. for all two's and three's and 9:15 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

Three parties are scheduled for the school year: Christmas, Valentine's Day, 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.

A Thanksgiving feast and an Easter celebration will be classroom events planned by teachers.

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

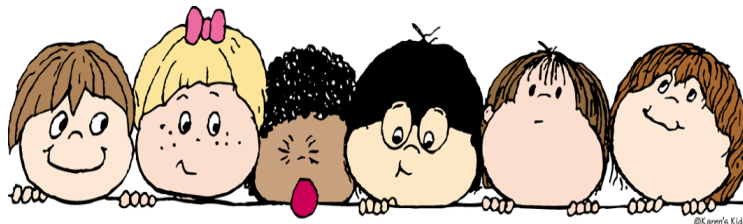
In the interest of safety and so that parents who are volunteering to help with the parties can spend time with the students, we strongly recommend that siblings not be brought to the class parties.

BIRTHDAYS

Birthdays are "celebrated" at school by parents may sending in cupcakes, cookies, pan cookies, fruit snacks, etc. for special 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 and no personal party invitations may be distributed at school. Please no balloons and candles in our 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.**



2009-2010 PRESCHOOL CALENDAR

1st Semester	
August 20-21:	Preschool "Meet the Teacher"
August 24:	First Day Preschool
September 7:	Preschool Closed; Labor Day
September 23 & 24:	Fall Pictures
October 5-16:	Parent/Teacher Conferences
October 9:	Preschool Closed
October 22 & 23:	Doughnuts with Dad
November 19 & 20:	Class Thanksgiving Feast
November 23-27:	Preschool Closed; Thanksgiving Break
December 9:	Threes' Christmas Program
December 6 or 13:	Pre-K Christmas Program
December 17 & 18:	Class Christmas Parties
December 21-January 4:	Christmas Break
2nd Semester	
January 5:	Preschool Resumes Preschool Early Registration
January 13:	Preschool Registration Deadline
January 15:	Preschool Open Registration
January 18:	Preschool Closed; Martin Luther King Day
February 1-5:	Scholastic Book Fair
February 3:	Muffins with Mom Pre-K Tea
February 4:	Muffins with Mom Pre-K Tea
February 5:	Pre-K Tea
February 10 & 11:	Valentine Exchange
February 12 & 15:	Preschool Closed; Presidents' Day
March 8-19:	Parent/Teacher Conferences
March 12:	Preschool Closed
March 17 & 18:	Spring Pictures
March 31- April 1:	Class Spring Celebrations
April 2:	Preschool Closed; Good Friday
April 5-9:	Preschool Closed; Spring Break
April 28:	Pre-K Graduation Pictures
April 30:	Teacher Appreciation Day
May 12:	Pre-K Graduation
May 13 & 14:	End of Year Parties
May 14:	Preschool Last Day