



**Alpharetta Christian Academy
Preschool**

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

Telephone: 770-475-5762

Fax: 770-475-1740

Office Hours: 8:30-3:30

School Hours: 9:00-1:00 All Classes

School tours are by Appointment Only

Visit ACA's web site at

www.alpharettachristianacademy.com

**Alpharetta Christian Academy
Office Staff**

Debbie Dodd.....Principal

Lisa Matthews.....Director, Preschool

Diane Jones.....Administrative Assistant

Chris Postol.....Records Assistant

JoEllen Lengefeld...Financial Assistant

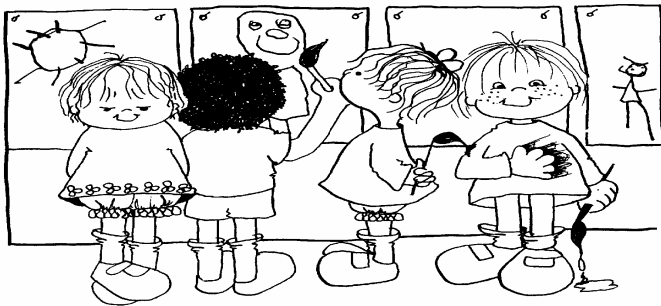
Uli Kiemes.....Resource Assistant

Alpharetta Christian Academy Preschool

Alpharetta Christian Academy is a ministry of First Baptist Church of Alpharetta. The purpose of our 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.

ACA preschool provides an age appropriate environment that focuses on cognitive, fine motor, gross motor, and social skills. Through daily prayer, weekly Bible stories, songs, Bible verses, and chapel time (threes and Pre-K programs), each child is introduced to God and the world he created.

All classes are structured throughout the day using a variety of age appropriate learning methods from center play to large group time.



Administrative Information

The 2011-2012 school year begins Wednesday, August 31st. Our two year old program offers two day and three day classes from 9:00am to 1:00pm. Our three year old program offers two day, three day and four day classes from 9:00-1:00. All two year olds and three year olds must be dropped off at their classroom door at 9:00 and picked up promptly at 1:00. When entering the school parking lot, please use Manning Street, the street between the church and the bank, entrance only. When exiting the parking lot, everyone other than carpool parents must use Manning Street.

“Note: the Methodist Church parking lot is now a gated parking lot and there is no access from the Methodist parking lot to ours.

Our Pre-K program offers a four day and five day program from 9:00-1:00. Carpool is offered for our Pre-K department and all parents are encouraged to use carpool due to the limited number of parking spaces. Morning carpool begins each day at 8:45 and ends at 9:00; afternoon carpool starts at 12:45 and ends at 1:00.

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, please call the school office at 770-475-5762. There is a \$1.00 per minute charge for late pickups.

Registration & Admissions

Registration will begin in January. Active church members, currently enrolled families and siblings of previous enrolled families will be allowed to register first. All current and previous families must be current on all fees and tuitions. 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 is dependent upon:

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

Two year old class placement is determined by the child's birth date.

Threes and fours are placed in classes using a criteria similar to elementary schools.

Immunization

Your child's health is a matter of importance to us. Each child must have a current immunization record (form 3231) on file in order to attend preschool. The certificate 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.

Tuition

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 April 1st being the final payment. 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, make your payment online or hand your payment to your child's teacher.

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.

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.

Attendance

Children 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 to reap the benefits of our program.

Please be aware that arriving anytime after your child's class has begun is a distraction to your child's teachers, disrupts the entire class, and interferes with valuable teaching time. It is strongly recommended that if your child is not here by 10:00 am that you keep him/her home for the day. Again, late arrivals are a disruption to your child and your child's entire class. Excessive tardiness may result in your child being removed from the school.

Inclement Weather

Please listen to local radio or WSBTV for reports concerning school closings due to inclement weather. The school closing listing will be Alpharetta Christian Academy.

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.

Parents are asked to abstain from posting pictures of students other than their own children on computer sites, newspapers, or anywhere that can be viewed by the public.

Emergencies

ACA has procedures in place for emergencies. 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 need arises for a school wide lock down, no one other than school personnel will be allowed in the school under any circumstances.



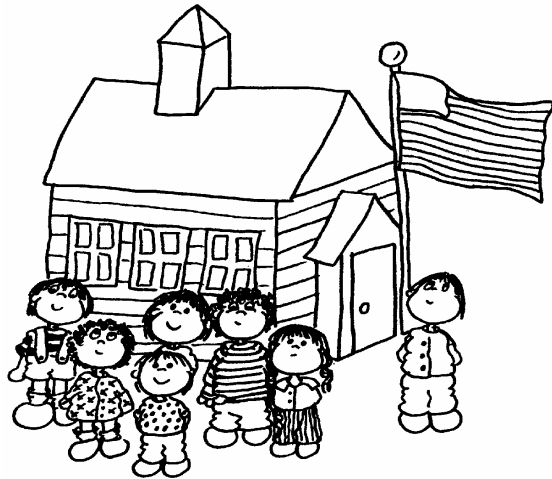
Discipline

It is our mission to provide a social, spiritual, physical and academic experience in a safe, caring and loving environment. 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 called “Our Color Rules.” This is a positive discipline program of five rules with each rule assigned a particular color.

Purple:	Listen Well
Green:	Use Walking Feet
Blue:	Use Inside Voice
Red:	Keep Our Hands to Ourselves
Gold:	Be Kind to Others

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.



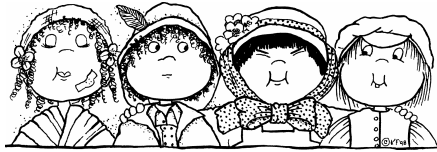
Wellness Policy

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 known 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 is running a fever. He/she needs to be fever free for 24 hours.

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. All medication will be given in the school office.



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.

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.

Parties

Three parties are scheduled for the school year; Christmas, Valentine's Day, and end-of-the-year party.

Room moms/dads work with the teacher in planning in advance for all parties. Each parent is encouraged to sign up for one party and join in on the planning and helping on the party date. 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 may be celebrated at school by parents sending in a special snack to share with the class 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 or candles.

Halloween is not celebrated at ACA. We celebrate fall; pumpkins, leaves, and harvest time. We stay away from ghosts, skeletons, witches and other things that are normally associated with Halloween.

Christmas and Easter are huge celebrations at our school. We celebrate the birth of Jesus and his resurrection. 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.

Special Events

Farm visit, Fall Festival, Doughnuts with Dad, Ways of the Ancestors (teepee), Christmas program, Scholastic Book Fair, Muffins with Mom, Pre-K Mother's Tea, Community Helper visits (dentist, firemen), Train visit and Pre-K Graduation.

Information will be sent home prior to each event. These events are always fun and full of Kodak moments.

Communication

It is requested that any questions, concerns, 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.

Extended School Day

Morning Extended Care is available from 8:30 until 8:45 for those students that have siblings in the Academy. There is no charge for this service. Please sign up if you are interested in using this service.

Afternoon Extended Care is available from 1:00 until 3:20 for those students that have siblings in the Academy and for those children with working parents in need of a later pick up time. Children must be in the three year old program or older and potty trained to qualify for extended care. The price for this service is \$10.00 per day, per child and advance sign up is required. Please see Chris Postol in the school office. This class can fill up. There is a limited amount of spaces available.

Clothing

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

In the winter children should bring appropriate outer clothing as classes do go outside unless it is raining or below freezing. All coats, hats, and sweaters need to 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 the 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. We suggest a thermal lunchbox be used due to lunches not being able to be refrigerated. Please check with your child's teacher if you have any questions about what to send for lunch. Grapes and hotdogs must be cut in half. Chewing gum is not allowed at anytime. Please label all personal items. A classroom may have students with certain food allergies and this may determine what can or cannot be sent in your child's lunch. For instance, a class that has a child with a peanut allergy will be a peanut free room.

Allergy Alert

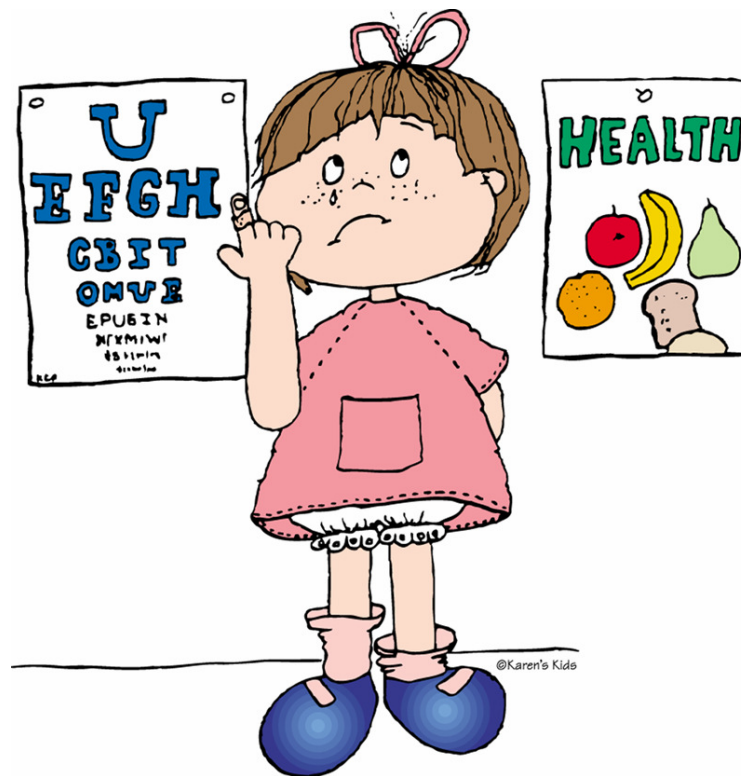
Many allergies are being discovered during the preschool years and we are careful about exposing children to foods their parents have not introduced to them. Teachers will notify you if they are serving food in the classroom other than food you have sent. If your child has an allergy that requires the use of an Epi-pen, you will need to provide the pen to the school office and complete a medical release form.

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 strongly discouraged.



I have a boo boo!



©Karen's Kids

I want my Mommy!

