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August 7, 2017

Welcome to the FCA family!

Please take some time to become familiar with our policies. We want your child's preschool experience to be an extremely positive one.

It is our passionate mission to partner with parents in providing an excellent Christ-centered education in faith, service, and academics for your preschooler. We treasure the opportunity to be partners in your child's education and development. If you have any questions about anything, please ask. We are here for you!

You should feel good about the choice you've made to provide an amazing preschool experience for your child. Remember, there are joys and challenges that are waiting just ahead, and we are in this together!

Many Blessings,

A handwritten signature in blue ink that reads "Rose Nelsestuen".

Ms. Sallie Taylor  
Preschool Director

Mrs. Royce Nelsestuen, M.Ed.  
School Principal

And the faculty and staff of Faith Community Academy

The word "Preschool" is written in a colorful, bubbly font. Each letter is a different color: P (red), r (green), e (blue), s (yellow), c (blue), h (red), o (blue), o (red), l (blue). The letters have a white outline and a slight shadow effect.

## MISSION STATEMENT

### MISSION

At Faith Community Academy, we are educating children in Christ-centered Faith, Service, and Academics for the glory of God.

## PROGRAM DESCRIPTION

**OUR PRESCHOOL** is a half-day program that meets two, three, four, or five days per week. We provide a stimulating social and developmental environment that includes activities planned by the teachers to achieve a variety of developmental goals.

Children are involved in many activities that encourage development in preparation for elementary school. All of our activities will ultimately provide development in reading preparation, mathematics, science and other pre-kindergarten readiness skills. Our objectives\* are outlined according to Cognition, Social Development, and Life Skills along with Biblical integration, memory verses, guided play time and free play.

As the children show readiness, we provide additional transition activities that prepare older 4-year-olds to move from preschool to kindergarten. While continuing to provide developmental activities common to the preschool classroom, some elements of the structure found in the Kindergarten are included in the daily schedule. Academic activities allow children to experience independent work time in preparation for Kindergarten "seatwork" time. Bible lessons and weekly memory verses are integrated throughout the day.

\*see Appendix A, **PRESCHOOL CURRICULUM OBJECTIVES** for more information

**EXTENDED CARE** is a before and after school service provided to families with childcare needs outside of classroom hours. Planned activities are centered on the fun and social times of learning, yet remain structured in a safe environment. As a part of Faith Community Academy, your child is automatically enrolled in this program, and your fee is dependent on your use. Parents provide lunch if the child will be staying, and FCA provides afternoon snacks. A published menu of snack items is sent home monthly.

\*See **ARIZONA STATE RULES REGARDING BREAKFAST AND LUNCH** for more information.

## SCHEDULE AND HOURS

### OFFICE SCHEDULE AND HOURS

8:00 –4:00 normal school days

Office hours may vary during summer or on staff workdays, early dismissal days, and during staff meetings.

The office is closed during school holiday vacations.

### PRESCHOOL SCHEDULE AND HOURS

Preschool hours are from 8:30a.m. – 12:00p.m.

- Parents may choose the number of days per week they desire their child to attend. Preschool requires a minimum of 2 days and Pre-Kindergarten requires a minimum of 3 days with one of those days being Monday or Tuesday.
- At registration, parents must designate the days of the week desired. Only a limited number of students are permitted for each day, so days will fill up on a first come, first served, basis.
- Once your student's days are reserved, those days are saved for you. FCA does not allow switching of days or adding extra days unless a scheduled permanent change has been made through the office.

See the **ENROLLMENT REQUIREMENTS** section for more information.

### EXTENDED CARE CLASS SCHEDULE AND HOURS

The Extended Care Class is available to enrolled students on their regular days of attendance. It opens at 7 a.m. and closes at 5:30 p.m. It is available at 12:00 p.m. for all preschool students. Check the school calendar for days when Extended Care is not offered.

## ADDITIONAL CURRICULUM AREAS

### BIBLICAL TEACHING

All students will learn who Jesus is and about His relationship with them as their Savior, Friend and Lord. Teachers will share Bible stories and daily application lessons consistent with the tenets of the Christian faith\*. Biblical truths and models for living are integrated into daily school life. Spiritual formation is nourished as we encourage students to worship God when learning how great He is.

Daily Bible time is for the children to sing, learn Bible verses, and to have a lesson and an activity to reinforce the lesson. Combining the classes makes Bible an exciting and energetic time of day. On the first Thursday of each month, preschool classes join the elementary for our "All School Praise Chapel". Parents are welcome to join us anytime – check with the teacher for dates and times.

One of our objectives for Chapel is to develop a generous heart in each child. To that end, we allow children to bring non-perishable food items to donate to the Alms Ministry. The Alms Ministry of Faith Community Church then distributes the goods to families in our community. We encourage your children to earn the item by doing a chore or good deed at home. Students may bring alms to class any day of the week, but we may give a reminder or "challenge" the week of all school chapel.

*\*See Appendix B, "FAITH COMMUNITY CHURCH STATEMENT OF FAITH" for more information.*

### Music

All preschool classes participate in music and movement activities. Developmentally appropriate activities help our young students grow in memory, brain development, physical perceptual motor development, gross motor and visual motor development and listening skills.

### PHYSICAL EDUCATION

Physical Education is taught at age appropriate levels, developing small and large muscle coordination. Our emphasis is on Perceptual Motor Development. Our program is based on research that demonstrates the connection between mind and body. We emphasize physical exercises and activities that ultimately help the child's mind develop to greater potential.

Classroom activities incorporate opportunities for children to develop physically. These developmental activities are planned jointly with music and individually as a component of the curriculum.

### ARTS AND CRAFTS

Art activities include creative art as well as teacher directed activities in order to develop art appreciation and participation. Crafts help reinforce learning throughout each day's lessons.

## ARRIVAL, DISMISSAL, PARKING AND ATTENDANCE

### YOUR SIGNATURE MATTERS

When signing your child in and out of class, your full legal signature MUST match the signature on your child's Emergency and Immunization Report Record Card (AKA the "Blue Card").

### PLAYGROUND – BASKETBALL COURT OR LOWER SAND AREA ONLY

Faith Community Church has given approval for children to use the playground before and after school, provided a parent or guardian remains with the child at all times. Parents and guardians must assume all liability for before and after school playtime.

Parents understand and participate under the following conditions:

1. Adults must remain with the child(ren).
2. Guard the safety and well-being of your child while using all equipment.
3. School-hour playground rules must be followed.
4. Faith Community Church and Faith Community Academy are released from all liability.
5. If you release your child to the care of anyone other than Academy personnel, you assume all responsibility and liability for your child's safety and well-being.

6. Respect the need of the Extended Care Class to keep its enrolled children separated and stay clear of the immediate areas they are using.
7. The Adult in charge will request specific information regarding proper use of equipment if needed.

#### **MORNING ARRIVAL AND SIGN-IN PROCEDURE**

##### **EXTENDED CARE CLASS**

The Extended Care classroom will open promptly at 7:00 a.m. Children must be brought to the extended care room and signed in on a form provided by the teacher. It must include the time the child is dropped off. The classroom clock is used for this purpose in order to provide accuracy in billing.

Students are escorted from the extended care room to their classroom at 8:15 a.m. At this time, the west lobby doors are locked and the only access to the classrooms is through the north entrance. Please do not park in the drive-through. Park in a designated parking spot and walk your child to class.

##### **PRESCHOOL**

Classrooms will open at 8:20 a.m. to receive your children. Children must be brought to the classroom and signed in on a form provided by the teacher. It must include the time the child is dropped off. The door will remain closed until 8:20 a.m. in order for the teacher to complete preparations for the day.

Children may not be dropped off before teachers are in place. Parents must remain with the child until Academy staff is on duty. FCA can assume no liability for students left alone by parents, or for those left in the care of non-Academy staff. If drop off time is not convenient for you, please consider our Extended Care Class. Students who are found unsupervised before and after school hours will be escorted to the Extended Care Class and all fees will apply.

The teacher will start the day's activities at 8:30, so please be prompt. Children brought in late cannot be properly greeted by the teacher and may disrupt the rest of the class.

##### **PARKING LOT SAFETY**

Safety in our parking lots is a priority to Faith Community Church and Academy.

- Driving speed is 10 miles per hour.
- Please stay right of the center median when entering the West parking lot.

##### **WEST PARKING LOT (BY THE EXTENDED CARE ROOM)**

- The delivery zone at the entrance curb must NOT be used for parking. If you are going to walk your child to class you must park in a designated parking spot.

#### **DISMISSAL AND SIGN-OUT PROCEDURES**

It is against Academy policy for any student to be left alone while waiting for his/her ride home. Therefore, students who have not been picked up from the classroom will be taken to the Extended Care Class at the close of the 10 minute grace period for their class. Extended care rates apply.

#### **ABSENCES & ATTENDANCE**

If a student will be absent, parents must call the Academy office, 742-4189, EACH DAY of the child's absence. If your child has been diagnosed with a contagious illness, please let our office know. See **"EXCLUSION FROM SCHOOL DUE TO ILLNESS"**. We have a responsibility to alert other families of possible exposure as well as reporting to the Arizona Department of Health Services. If absent: 1) No make-up days will be offered. 2) No make-up work will be sent home. 3) No refunds are made.

#### **AUTHORIZED RELEASE OF CHILDREN**

Occasionally a parent may be unavoidably detained and will need a friend or family member to pick up their child. Please call the Academy office to let us know. If the person's name is already on the Emergency Information & Immunization Record Card, also known as the "Blue Card," that was completed at registration, then they are authorized to pick up a child without prior notice. Otherwise, please see the following section regarding **Authorization to Release a Child to Someone Who is Not listed on the "Blue Card"**. No exceptions will be made without prior arrangement and verification through the Academy office.

## EARLY RELEASE OF A STUDENT TO AUTHORIZED PERSON

If the parent or authorized person needs to pick up a child early, please sign out in the normal manner at the classroom.

## AUTHORIZATION TO RELEASE A CHILD TO SOMEONE WHO IS NOT LISTED ON THE "BLUE CARD"

Any person who is not listed on the "Blue Card" and is picking up a student from school must present picture ID to the teacher or staff member before the student may be released. The ID must match the name of the person authorized to the school staff by the parent or guardian.

### WRITTEN AUTHORIZATION

- If no authorized person is available to come for the child, the parent or guardian may send a written note with the child, giving detailed information of the person picking up the child.
- The signature on the note will be compared to the "Blue Card" for verification.

### TELEPHONE AUTHORIZATION

- If no authorized person is available to come for the child, the parent or guardian may telephone the school as soon as possible giving detailed information of the person picking up the child.
- The school will retain the option of calling the parent or guardian back to verify the phone call.

## ABANDONED CHILDREN

Child Protective Services (CPS) will be contacted to pick up the child due to abandonment if not picked up by the close of Extended Care and none of the provided emergency contacts are available to pick up the child.

If a child who is routinely picked up well before the close of the Extended Care Class remains beyond a normal pickup time, the extended care staff may attempt to contact the parent or designated pickup person prior to the 5:30 p.m. closure. If a child routinely stays until the 5:30 p.m. close, staff will begin contacting the parent or emergency contacts at 5:30 p.m.

If the parent or emergency contacts have not been reached by 5:40, or arrangements with contacts cannot ensure pick up by 6:00 p.m., CPS will be contacted and a request will be made for them to come to the aid of the child.

**If a parent or designated pickup person knows in advance, by even a few minutes, they will be late, contacting the Extended Care Class at 288-3532, will help avoid unnecessary calls to emergency contacts or CPS.**

## LATE PICK-UP

Students left three times in Extended Care **after the published closing time** will not be permitted to attend the Extended Care class for the remainder of the school year. Parents are responsible for all fees that apply.

*\* See also LATE PICK-UP FEE under "FEE & REFUND POLICIES" and specific fee amounts on the published "TUITION, FEE, & DISCOUNT SCHEDULE".*

## DISCIPLINE

### PHILOSOPHY OF DISCIPLINE

Attending Faith Community Academy is a privilege, not a right. When students and families fail to conform to our standards and ideals of work and life at FCA, the student's attendance privilege is forfeited. FCA expects full cooperation from both parents and students. Parental support is essential for validating school authority in the mind of the child.

The best preparation for a successful school career is the training of a child in obedience and moral authority. This means that the young child is aware of his/her boundaries and limits, and knows that loving adults will enforce those limits. This allows the young child to be secure and open themselves to new experiences and knowledge – thus allowing them to learn. Teaching your child to listen, obey, and follow instructions is a big part of our day and we trust the parent to look for opportunities to do the same!

We desire to emphasize a positive approach to discipline. Students are rewarded individually as well as by groups or classes. Positive behavior is acknowledged through verbal and visual encouragement and reward systems. Our policies exist to help students take responsibility for their own actions and deal with problems in a

Biblical manner.

All choices in life have positive and negative consequences. As our children grow, our goal is to develop inside them the internal motivation to make choices that bring positive consequences into their lives. Many times, discipline is necessary to illustrate to the child the magnitude of his/her choices. Discipline is a means of reminding the child of the pain or peace each choice in life brings and then serves to guide the child to appropriate and respectful behavior, thus training the child in Godly character.

Discipline at FCA is administered in an age-appropriate manner. Consequences are designed to be natural and logical according to the infraction. Faith Community Academy does **NOT** administer corporal punishment.

Faith Community Academy reserves the right to search and seize all backpacks, book bags, lunch boxes, purses or other items brought onto the campus by a student. Unannounced searches may be made as a routine safety precaution.

The following guidelines, individually or concurrently, will be followed:

- remove the problem (toy, broken items, etc) with an explanation/warning
- re-direct the child with alternative activities with an explanation/warning
- time out in the room with teacher conference
- time out in an alternate room, under supervision
- parent telephone conference with the child
- school administrator - conference with the child
- school administrator - conference with the parent(s) and teacher
- Academic/Behavior plan to improve parent/school communication and child's behavior
- short-term suspension from school
- extended suspension from school
- non-renewal of application for the next school year
- permanent dismissal from school

#### **ACADEMIC/BEHAVIOR PLAN**

Some possible needs for an academic/behavior plan could include:

##### Academic

- Insufficient academic progress
- Failure of the parents to get recommended professional help for exceptional children

##### Attitude

- A rebellious spirit which is unchanged after much effort by the teachers and staff
- A continued negative attitude and bad influence upon the other students

##### Disciplinary due to behavior

- Continued deliberate disobedience
- Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony
- Failure of the parents to comply with the disciplinary procedures of the school

The probation/plan will take place after the staff has reviewed the student's behavior, attitude and or academic performance. A notice explaining the reason for and length of probation will be sent to the parents. A conference is held with the parents, student (if appropriate) and the administration to give explanation of probation and may be held after notice is given. Suggestions for parental action or disciplinary measures to correct the infraction or lack of academic progress will be addressed at this time. The purpose of probation is to take measures to bring the student to an acceptable rate of academic progress and/or to an acceptable behavior standard. If probation does not bring about the required changes then the student may face suspension or expulsion. The period of probation will be determined by the administration. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time.

#### **WEAPONS, LASER PENS, POTENTIAL WEAPONS, DEVICES**

Any item in the possession of a student that is considered dangerous or unnecessary by the administration due to the item's potential to be a weapon will be confiscated and secured until the student's parent or guardian can come to the office and claim the item. This includes, but is not limited to, wallet chains, pocket knives, toy

weapons, etc.

No student may bring a laser pen on campus. Any illegal weapon will be confiscated and turned over to the authorities. Any student carrying a weapon will be reported to the appropriate authorities. Student devices (cell phones, tablets, gaming devices) may not be brought to school.

#### ENROLLMENT REQUIREMENTS

Students are accepted into all classes throughout the year according to availability and meeting all requirements.

#### EQUAL OPPORTUNITY POLICY

Faith Community Academy (FCA) does not discriminate on the basis of race, ethnicity or biological gender. FCA admits the students of any race, ethnicity and biological gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. FCA does not discriminate on the basis of race, ethnicity or biological gender in the administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs.

#### DIRECTIONS FOR ENROLLMENT

Please read the directions given in the Directions for Enrollment packet to ensure compliance. A complete list of required paperwork is listed here as well.

#### DOCUMENTATION REQUIREMENTS

At all grade levels, the following documents must be on file before a child will be allowed to enter the classroom:

- ~ documentation of current immunizations (update as needed)
- ~ Family Statement of Commitment Form\*\* (usually completed as part of the online enrollment process)
- ~ Emergency Information Form
- ~ criminal history affidavit (for the parent, must be signed) – required for parent volunteers
- \* a photocopy of the birth certificate
- \* a current photo of your child (close-up/facial)
- \* documentation regarding legal guardianship (if applicable) or proof of custody documentation attached to custody issues form (if applicable)
- \* Reference form (church or personal)
  - ~ These documents are completed on an annual basis and are required by new and returning students.
  - \* These documents and forms are for NEW students only.

#### \*\*PERSONAL INFORMATION RELEASE

Included with your Family Statement of Commitment is your agreement to follow our Personal Information Policy as outlined in this Handbook in the Parent Involvement section. If for any reason you disagree or need to be exempt from this release, please contact the office so that we can take care of you and your student.

#### TOILETING

All children need to be reliable in caring for their own toileting needs and must use the restroom conforming with one's biological sex. Restrooms are close by and the children will be encouraged to use them frequently. If an accident occurs, the staff will handle the child as respectfully as possible. This will include allowing the child to care for the process of cleaning up. Should the child need instruction, the staff will offer verbal aid, but will not physically help the child. This is done for several reasons including disease control and erroneous accusations of "bad touching." Preschool children need to bring a change of clothes in case of accident. In extreme cases, the teacher may help clean parts of the body not normally covered by a swimsuit.

#### SPECIAL NEEDS

All children are special, and all children have unique needs. Each teacher will make every effort to provide for each child. However, we are not a "Special Education" program. Children who are not able to mainstream into the classroom will not be accepted for enrollment. For special requests and accommodations, please see the Administrator. If your child shows areas of concern in learning or development, our teachers and administration may refer you to special programs for assessment and treatment in those areas.

## EARLY WITHDRAWAL

Early withdrawal from Faith Community Academy requires a two-week prior written notice. The required written notice must indicate the child's final day\*. Personal items not taken by the student will be held for one week after withdrawing from the Academy. After one (1) week usable items will be donated to an appropriate organization. All other items will be discarded. \*See the **FEE AND REFUND POLICIES** section of this Handbook

## DRESS CODE

The school reserves the right to place restrictions on specific garments, as well as make individual requirements, should the need arise. Modesty and acceptability will be defined at the school's discretion. The school also reserves the right to require children to return home to change their clothing if the attire is not acceptable by the school's standards. All children must dress in a manner consistent with one's biological sex.

Teachers are required to check the children for dress code requirements. For example, girls may be asked if they have shorts beneath their skirt or students wearing high-top shoes may be asked if they are wearing socks.

Some guidelines (but not limited to) are:

- All children are to be neatly groomed, clean and properly dressed.
- All clothing should be comfortable and allowed to come home dirty.
- All children must wear tennis shoes with socks. Sandals, sling-back shoes, thongs or flip-flops, slip on boots, cowboy boots, and slick-soled dress shoes are samples of unacceptable shoes.
- All types of long pants are acceptable providing they are not ripped, torn, unhemmed or suggestive in fit.
- Please be sure to bring a sweater or jacket to wear on cool days.
- Shorts must be well fitting. Short shorts are not acceptable.
- Dresses must be mid-leg length or longer, front and back. Dresses which fall at thigh length are not suitable.
- Shorts must be worn underneath dresses at all times.
- Halter tops, midriffs, oversized tank tops or spaghetti straps are not permissible.
- Clothing must not be suggestive, violent, sinister or profane in nature. Preschool appropriate characters may be worn as long as it is age appropriate and not causing distraction or disruption. It should not display photos, drawings or symbols associated with Hollywood or TV personalities (real and cartoon), secular music, witchcraft/sorcery and ying-yang symbols. Christian wear is acceptable. Characters on shoes are subject to approval by the administration.
- Boys may not wear earrings.
- Students may not wear hats or caps inside buildings. When worn outside they must be worn properly.
- Boys' hairstyles should be above the eyebrows, trimmed neatly on the sides and not touching the collar.
- Girls' hairstyles should be worn in a manner that does not limit vision.
- No extreme fad hairstyles will be allowed.
- Jewelry common to body piercing must not be worn. Typical single ear piercing for girls is okay with small earrings so they don't get caught.
- Costume Jewelry (necklaces, bracelets, rings, etc.) should not be worn and will be removed from the student if necessary. FCA is not responsible for lost or broken items.
- Tattoos, permanent or temporary, may not be visible and must be covered while in attendance.

## HEALTH AND EMERGENCY POLICIES

### IMMUNIZATIONS

Every child enrolled must have full immunizations for his/her age. Verifiable documentation from the attending clinic or physician must be presented. It must be kept updated at all times. The documentation will provide the information required by the Pima County Health Department and will be reported by Academy staff. Students without proper updated documentation will not be allowed to enter the school. Notices will be sent home and class attendance may be restricted if a child is in need of an update.

### ILLNESS

Your child should not come to school when sick. This exposes both children and staff to unnecessary health risks. Please be considerate of others and follow the guidelines outlined under **EXCLUSION FROM SCHOOL DUE TO**

## **ILLNESS.**

Should your child show symptoms of illness during school hours you will be notified immediately. It will be your responsibility to pick up the child or arrange for an authorized person to come to the center within thirty (30) minutes of notification. Your child will be kept in a supervised isolation area until your arrival.

## **ABSENCES DUE TO ILLNESS**

All absences due to illness must be called in to the Academy office for documentation. Please call as soon as the decision to remain home has been made. Please specify the nature of the illness when calling.

## **MEDICATIONS**

When medication is prescribed for your child, please advise your physician so the dosage may be adjusted to not include a dose during school hours. However, if this is not possible, please adhere to the following guidelines for dispensing medication during the school day.

### **ADMINISTERING MEDICATIONS TO STUDENTS**

Faith Community Academy has designated certain staff members to be available to act as your agent in the administration of your child's medication. In so doing, Faith Community Academy is not approving of these staff members to perform nursing functions and is not authorizing those persons to perform any of the duties of a health care professional. In so doing, Faith Community Academy is merely attempting to assist you in your administration of your child's medicine to your child. By appointing these staff members as your agent, you are permitting them to act in your place. In the event that the administration of your child's medicine requires the exercise of nursing judgment, as determined by our office staff, then the Academy cannot allow you to appoint these staff members as your agent and you will have to make arrangements to administer the medicine yourself.

Medications provided by a parent or guardian may be dispensed during the school day only if the following conditions exist:

- the medication requires a dose during school hours
- the medication is in a current, dated medication prescription bottle
- over-the-counter products must be in their original packaging which provides dosage information, including medicated creams/lotions or cough drops and throat lozenges. They must be clearly marked with the child's name
- all forms have been completed in full and are on file

If properly labeled, the following personal care items may remain with a student:

- chapstick
- hand cream - unscented

**No cough suppressant drops or throat lozenges will be administered to children in these programs and are not allowed to be kept by the child in any manner. Please see the Academy office for information.**

## **EXCLUSION FROM SCHOOL DUE TO ILLNESS**

### **DO NOT BRING YOUR CHILD IF:**

- (s)he has a fever of 100° or has had one during the previous 24 hours
- (s)he has been taking an antibiotic for less than 24 hours
- (s)he had a cold that is less than three days old
- (s)he has heavy, opaque nasal discharge
- (s)he has a congested cough
- (s)he has symptoms of a possible communicable disease (sniffles, red eyes, sore throat, headache, earache, flushed skin or abdominal pain plus a fever, or skin eruptions) Please contact the school if the child does have a communicable disease.
- (s)he is tired or cranky, (s)he may need the rest to avoid further complications
- (s)he has any form of diarrhea or vomiting
- (s)he has, or is suspected of having, head lice
- (s)he has any nits remaining in the hair due to lice

#### **ADMITTANCE AFTER ILLNESS**

You may bring your child if:

- the cold is over, but (s)he is left with a minor nasal drip, clear in color
- the school has determined the incubation period has expired and the child may be accepted back into the classroom
- his/her fever has remained below 100°, without the use of medication, for 24 hours
- (s)he has been treated for lice with a product such as "Nix" and all nits have been removed

#### **EMERGENCIES**

In case of an injury the person designated on the "Blue Card" will be notified immediately if possible. If that person cannot be reached, we will attempt to call the child's physician. If necessary, we will call 911 for assistance. Until you, the physician, paramedics or ambulance arrives, the School Administrator (or designated attendant) will assume charge of the child, making all decisions regarding the care of the child. The school will have a trained CPR/First Aid certified person on the school premises at all times. It is expected the parent will assume financial responsibility for expenses.

#### **EXCESS MEDICAL INSURANCE**

Faith Community Academy carries limited medical insurance for enrolled students. Coverage is provided on an excess basis. Detailed information regarding benefits and limitations is available in the Academy office.

#### **FEDERAL AND STATE COMPLIANCE STANDARDS**

##### **STATE LICENSED**

Faith Community Academy is licensed for Full Day Care, Part Day Care and School Age Child Care by the State of Arizona Office of Child Care Licensure. For specific information, please contact the Academy office.

State of Arizona, Office of Child Care Licensure  
400 W. Congress, Suite 100  
Tucson, Arizona 85701  
(520) 628-6540

##### **ARIZONA STATE RULES REGARDING BREAKFAST AND LUNCH**

According to Arizona Department of Health Services, Child Care Facilities Rules, R9-5-508 and R9-5-509:

- If a student states he/she is hungry we must serve breakfast for the student. It will consist of cereal and milk, plus a juice. The cereal will be chosen from those available on the current month's snack menu.

**LIABILITY INSURANCE** - Faith Community Academy is covered by liability insurance.

**INSPECTION REPORTS** - All inspection reports are available upon request in the office.

##### **TAX INFORMATION**

The tax I.D. number will be provided for parents who qualify for the child care deduction for tax purposes. Please retain all statements and canceled checks or cash receipts. Office staff members may issue a receipt of payments when requested at the time of payment. You should consult your financial advisor to be sure you qualify for any tax benefits.

A printed financial report will be made available annually for income tax purposes.

##### **FEDERAL ISSUES – ENVIRONMENTAL**

###### **1986 SAFE DRINKING WATER ACT AMENDMENTS (42 USC 300F, 300G)**

Faith Community Church, Inc. does not own water wells.

###### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (PL 99-519; 15 USC 2641, ET SEQ.)**

The existing building of Faith Community Church, its additions and the Youth Building (aka Harrington Hall) was designed and constructed without asbestos containing materials. The architect's letter stating this is on file in the Academy office and is available for inspection.

**The annual management plan:** Constituents will receive annual notification of this information through the inclusion of the above statement in our annual Parent Handbook.

## PEST CONTROL

According to Arizona Revised Statutes (A.R.S. 32-2307), pest management professionals are required to notify child-care facilities at least 48 hours before a pesticide application. In compliance, these notices are posted on our facility doors at least 48 hours before application with the date of expected application and the exact pesticides that are being applied. These posted notices serve as FCA's notice to parents.

## SNACKS, PARTIES, AND LUNCH

### SNACKS

**Morning Snack:** Parents may occasionally be asked to volunteer to bring snack for the children to collaborate with teachers for "creative" snacks that fit with the theme for the week or month. Monthly menus will be sent home, posted in the classroom and on the Academy bulletin boards. All children are encouraged, but not required to eat the snack. We ask you to encourage your child(ren) to try the foods provided. Should your child have a medical problem (documented with an allergy plan) with the food planned for any one day then you will be asked to provide their alternate snack for that day.

**Afternoon Snack:** FCA will provide a snack for students staying for afternoon extended care.

Occasionally a substitution of snack foods either in the morning or afternoon will be necessary. If so, a notice will be posted in the classroom the morning of the menu change or sooner when we know of the change.

### CLASSROOM PARTIES

Birthday parties and holiday parties present a wonderful social experience for the children.

In keeping with Pima County Health guidelines, we must insist that food items brought from home be prepared in a licensed kitchen. Examples of licensed kitchens include local grocery store bakeries, and pre-packaged items such as Keebler or Nabisco. Fresh foods such as carrots or fruits must be in the original purchase condition. The children, under the supervision of the teacher, will do all preparations in the classroom. At no time will the school serve homemade items to the class. If a homemade item is brought, it may be sent home with the children allowing each parent the opportunity to approve it (or not) for consumption.

Please give teachers 2 days advance notice if you plan to bring treats to celebrate a child's birthday.

### BIRTHDAY PARTIES AND OTHER CELEBRATIONS

At the beginning of the year the teacher will ask for contact information for each family and class roster will be sent out with the information desiring to be shared. Parents are to use these contact methods to inform other families of any parties/celebrations and are not to use the folder systems used by the teacher. The office will not give out contact information to parents for this purpose. Gift exchanges like Christmas and Valentine's Day follow the same rule – include all students in the class. Please take care of individual gifts outside the classroom.

Only students enrolled in our Preschool should be in attendance at any parties or celebrations.

### LUNCH (EXTENDED CARE STUDENTS ONLY)

The school does not have a hot lunch program. Parents will need to provide a nutritious sack lunch daily. Be certain to include necessary straws, cups, forks, spoons and plastic knives. Do not send table knives or steak knives. Refrigeration is not available for lunches and staff may not microwave meals for children. Students may not bring soda and are not allowed to purchase soda from the machine.

#### Additional Lunch Foods Guidelines:

- Provide a good variety of protein, fruit and vegetables in each day's lunch
- Easy-Open containers/packaging
- No glass, no soft drinks/soda
- Make sure hard to eat foods such as apples are pre-cut or foods like oranges are peeled.
- Choose Lunchables® that do not require extensive preparation after opening
- Think about loose teeth when choosing foods

### FORGOTTEN LUNCH

Students staying for extended care need to have a lunch. If lunch is forgotten and we are unable to reach a parent, lunchroom staff will provide a prepackaged lunch, fruit, and milk or juice. Lunch will be provided if the

student is not picked up by 12:15pm or if we have not heard from a parent by that time. There is a fee for the lunch. Please see the current **FEE AND DISCOUNT SCHEDULE** for the exact fee amount.

## PARENT COMMUNICATIONS AND INVOLVEMENT

### ROOM PARENTS – A CLASSROOM EFFORT

We believe that we must work together as partners to provide the optimal learning environment for our children. With parent, grandparent, and other family support, we can make a memorable preschool experience for your child. That's why we don't just limit it to parents – we welcome all of our support systems!

"Room Parents" take the leadership for coordinating events and volunteer time for both the classroom and school-wide events. The objectives for each classroom partnership group include the following:

- Developing a sense of community among the parents within that class – getting to know one-another and supporting each other through these precious years.
- Supporting the teacher and his/her efforts on behalf of the class.
- Developing a system of efficient communication for classroom and school-wide events (phone tree, email lists, etc.)

Faith Community Academy believes that parents are ultimately responsible for their child's education. The parent-teacher cooperative effort is essential to a successful educational experience. The school is a cooperating partner with the parent; therefore, parents should be involved in their child's education at school. Children benefit greatly in seeing their family involved in their classrooms. Teachers often need parent volunteers for a variety of activities, and many of the special activities cannot be held if there are not enough adult volunteers.

### PARENT EMAIL GROUPS AND SOCIAL NETWORKING

As email and social networking become a more prevalent means of communication, we have had to develop a school policy in the best interest of the school and the families we serve.

1. All group emails from the "Room Parent" on behalf of FCA must be copied to the classroom teacher and/or the school office ([fca@fcatucson.org](mailto:fca@fcatucson.org)). This is to ensure accuracy in the information being shared and is respectful of the teacher's role in the life of your children.
2. Some students do not allow us to publish photos. Therefore, before posting any photos on any social networking sites (facebook, twitter, my space, etc.), please check with the families of any students included in the photos as a courtesy. Whenever posting, please do not include names of children.

We understand that we cannot completely regulate the activities on social networking sites, but our faculty and staff must follow very clear guidelines to appropriately represent FCA in cyberspace and we respectfully ask that our families take the same consideration for the sake of our students.

### SCHOOL TO PARENT COMMUNICATION

Communication between the parent and the school is vital. Please read everything that is emailed, comes home, and check your child's backpack daily. Anything school related, such as newsletters, health notices, dress code violations, special activities, etc. will be sent home with the student. Please remember that our teachers have multiple families to communicate with on a regular basis. Mail communication is reserved for special notices. Extended Care bills are emailed as well.

**Students with Joint Custody (two or more homes)** Parents are expected to communicate with each other for the benefit of the student. It is not the school's responsibility to duplicate notices or be involved in successful communication between a student's parents, grandparents, or other caregivers.

#### **Sending Information Home**

Preschool students will receive updates in their child's folder in the box next to the sign-in sheets.

Alternate methods that the teacher may use of sending student work and school information home include:

- Placing information in the child's folder or backpack
- Taping paper bracelets around the child's wrist

- Pinning notes to the child's shirt
- Emails via RenWeb
- Notices posted on ParentsWeb. Information regarding login is distributed during registration and at the beginning of the school year.

#### **PERSONAL INFORMATION RELEASE POLICY**

##### **PHOTO AND VIDEO RELEASE POLICY**

The parent understands that no compensation will be offered by FCA for the use of students' photos or videos. Photos and Videos may be used in the following manner:

- photos for display in the classroom or for the teacher's use
- photos for the purpose of publicizing the school and its activities to the church or to the community
- photos for archival purposes, including a yearbook
- personal video for use by the classroom teacher
- videos used for archival purposes, i.e. the current year school activities to be made available for parents personal memories, including the Christmas program and Academy Awards Night.
- photos or videos may be included on the Academy web site
- photos published in FCA marketing brochures, ads, pamphlets or publications
- videos produced for FCA marketing purposes

##### **PERSONAL INFORMATION RELEASE POLICY**

It is the policy of FCA to release personal email, home/cell telephone number and/or address information to non-staff designated persons as necessary for the advancement of school programs. Reasons may include, but are not limited to:

- involvement in school activities
- information about school fundraisers
- Room Parent or designated classroom representative
- field trip information
- classroom parties
- special classroom events

##### **E-MAIL POLICY**

Because email addresses are included in our online enrollment process, you will get email notices regarding your child's school activities. If you would like additional email addresses added to our list, please let us know. Extended care bills are emailed, too. FCA may use email to notify parents about:

- no school days
- early release days
- special events
- Parent Meetings
- individual notes from the teacher
- homework/class work issues as arranged by the teacher
- classroom specific information
- Room parent information

**If at any time you, the parent, feels that personal information, photographs, videos or email are not being handled in a manner consistent with the standards of Faith Community Academy or in a less than Biblical manner, we urge you to bring this information to the attention of the school office so that we can better serve you.**

#### **INFORMAL CONFERENCES AT THE OPEN OR CLOSE OF THE SCHOOL DAY**

Please schedule all conferences through the Academy office. Impromptu conferences often cause miscommunication and are not appropriate when the teacher has responsibility for receiving and dismissing children. The teacher is able to prepare and provide answers to your questions when a conference has been scheduled. Please be sensitive to the teacher's time.

#### **PARENTS AS ROLE MODELS ON AND OFF THE CAMPUS**

Parents should model great attitudes and support for all students, their families and Academy staff. Language should be positive and uplifting to both the children and Academy staff. Parents should role model proper methods for conflict resolution with other parents and the staff.

Parents should respect confidentiality of staff, students and families when assisting in any activity. Conflict with any student, family or staff member should be dealt with in a loving manner, going to the other party first, before including any other person in the resolution process. Gossiping about students and their families or staff members is not tolerated. Children will repeat the habits and lifestyles modeled by the parent, including gossiping and backbiting.

Proper grammar and age appropriate vocabulary is important for successful and profitable time with the students. When assisting in an on or off campus activity, adults are required to dress modestly. There is no smoking, alcohol or profanity allowed in the presence of the students, staff or on the property (tobacco and alcohol are prohibited on the premises according to our state licensing).

#### **VOLUNTEERS ON CAMPUS**

Adults, parents, and other family members who desire to volunteer on a consistent basis must have a complete volunteer file set up for him or her in the school office. Information concerning the requirements of the file is available in the school office. There are fees associated with the completion of the file that are the responsibility of the volunteer.

#### **MISCELLANEOUS**

##### **VISITORS**

Adult visitors are welcome to view the school and visit the classroom. However, unless prior arrangements are made, visits will be limited to 30 minutes or less. Children are not allowed to visit through the day as a guest of a Preschool student. All visitors must sign in at the Academy office and will be required to wear a visitor's tag. Parent volunteers must sign in at the office as well. Anyone who is not a Faith Community employee is a visitor.

##### **TRANSPORTATION & FIELD TRIPS**

The school does not provide any transportation of children. Field Trips for preschool and extended care are not part of our regular program.

##### **HANDBOOK POLICY CHANGES**

This handbook is written in accordance with the policies and fees for the current school year. Policies are subject to change if deemed necessary by the school administration in order to provide quality education and care for children enrolled. All changes will be provided in writing. This handbook does NOT serve to contractually bind the school in any way.

##### **LOST AND FOUND ITEMS**

Because of limited storage students have limited time to claim lost and found items. Unclaimed items will be donated to an appropriate organization or discarded. The lost and found items may be claimed in the Academy office.

##### **DAILY SCHOOL SUPPLIES / EQUIPMENT**

Classroom supplies should be plain, without secular advertising or characterizations, including, but not limited to, backpacks, lunch boxes, pencils, art supplies or folders.

Water bottles are recommended – they provide an easy, safe, and accessible way for students to get a drink at any time during the day. Water is always available for your student at all times. Because we request a water bottle to come with your student, we also require that it contain only water – no juice, Gatorade, milk, or other beverages are permitted outside of the lunch time except according to medical need.

##### **TOYS/BOOKS FROM HOME**

Unless permitted for special occasions, personal toys and books are to stay at home or in your car. Each teacher will establish acceptable guidelines for the class. Please follow those guidelines. At all ages, toy guns or weapons are prohibited.

#### **EXTENDED CARE STUDENTS**

R9-5-511(A)(3) states children must have a sheet or blanket as a cover during rest time. It should fold and easily fit into the child's backpack. It is to be taken home weekly for laundering.

Backpacks should be used to bring an extra change of clothes, socks, underwear, and weather appropriate shirt and pants or shorts. Routinely change the clothing kept in the backpack to allow for your child's current size. You may include extra shoes as well.

Stuffed animals brought for rest time must be kept in the backpack. They should only be brought on days the child will be staying for extended care. They may not be shared with other children.

#### **PROGRAMS, ACADEMY SHOWCASE AND KINDERGARTEN GRADUATION**

The children participate in a Christmas program. Check your calendar for the exact date.

The children work hard all year and deserve a special recognition of their accomplishments. Children will participate in an end-of-the-year program celebrating their accomplishments. We encourage each student to bring family and other guests to this special event. A highlight of the event will be the cap and gown graduation ceremony of the Kindergarten class.

An Awards program will take place the last week of school during the school day. This is a special time when each child is recognized and affirmed by the child's teacher.

#### **FEE AND REFUND POLICIES**

##### **MISSING LUNCH FEE**

If students come with no lunch and attempts to reach the parent are unsuccessful the student will be given a simple lunch and the family will be charged \$5.

##### **TUITION PAYMENT METHODS**

Families have payment options. Payment in full prior to July 1<sup>st</sup>, or the first monthly payment for late entry, will be made to the Academy. All other plans are arranged through FACTS Tuition Management Company or directly to the school office. FACTS also manages our online enrollment and allows families to make online payments.

##### **CASH PAYMENT**

The school office does not always have cash on hand to make change. Payments made in cash should be in the exact amount. Any overpayment will be applied to the next payment due.

##### **NON-REFUNDABLE REGISTRATION/ENROLLMENT FEE POLICY**

All fees are non-refundable for any reason. The payment of your registration/enrollment fee is due and guarantees your child's placement. No child will be admitted to class until all applicable fees are paid in full.

See **DIRECTIONS FOR ENROLLMENT** for more information

##### **EXTENDED CARE BILLING CYCLE**

All Extended Care Class fees will be billed on a monthly basis. The monthly billing cycle for this program begins the first day of school through the 1<sup>st</sup> of the following month. The billing will remain on the 1<sup>st</sup> of each month for the remainder of the school year

The invoice is due upon receipt and a 10% late payment fee will apply if payment has not been received within ten (10) calendar days of the billing date.

If no payment is received two months in a row, the student will not be admitted to extended care as of 10 days after the date of the second month's invoice.

## **VACATION AND ILLNESS**

There is no reduction of tuition for absences, including vacations and extended sick leave for typical childhood illness or diseases such as chicken pox or head lice. No reduction is made for students who are denied admittance to class due to non-compliance with immunization regulations.

## **PREPAYMENT DISCOUNT AND MULTIPLE CHILDREN DISCOUNT**

Discounts are offered to parents to reward early payment or assist with the expense of having multiple students in our school. These discounts are based on the expectation the student(s) will complete the entire school year.

If student(s) are withdrawn from the school before the end of the school year, these discounts will be null and void and the discount amount(s) taken during the time of enrollment must be repaid to the school.

### **TUITION PREPAYMENT DISCOUNT**

A three percent (3%) discount is given for annual tuitions paid in full on or before July 15th prior to the start of the current school year. In the case of late enrollment, the discount is available if the prorated tuition is paid in full on or before the student's first day of school.

### **MULTIPLE CHILD DISCOUNT**

A discount is available for this school year for families with two (2) or more children enrolled. All discounts will be applied to the tuition of the lowest grade levels.

Please see the current **TUITION, FEE, AND DISCOUNT SCHEDULE** for current amounts of applicable discounts.

## **LATE ENROLLMENT**

Students enrolled after the first day of school will be charged a prorated tuition. All fees apply and are NOT prorated. The 3% prepayment discount is available if the prorated tuition is paid in full on or before the student's first day of school.

## **LATE PICK-UP FEE**

A late pick up charge will be assessed for children not picked up at the published closing time of the extended care program. Fees will accrue until actual pick up of the child(ren) by parent, guardian, authorized pick up person or CPS.

See the updated Tuition, Fee and Discount Schedule for current late pick-up fees. Students left three times in Extended Care **after the published closing time** will not be permitted to attend the Extended Care class for the remainder of the school year. Parents are responsible for all fees that apply.

## **RETURNED CHECK FEE**

Checks returned for any reason by the issuing bank will be assessed a fee. Returned checks must be redeemed and associated fees paid upon receipt to prevent the student's exclusion from class.

In the event of two instances of returned check, FCA will be unable to accept any further checks. Future payments will be required in cash, cashier's check or money order.

## **EXCLUSION FROM CLASS DUE TO UNPAID TUITION, BILLS, OR FEES**

Students will not be allowed to attend class if tuition payments or other applicable fees are not paid in full.

Students will not be allowed to participate in school programs or field trips if monthly fees or tuitions are outstanding. Students with unpaid tuition and/or fees will be dropped from the class enrollment list when the account becomes two months (60 days) delinquent.

Students with delinquent Extended Care bills will not be permitted to attend the Extended Care class until the bill is paid in full or arrangements for payment are made with the bookkeeper.

This policy is not intended to penalize the child, but financial responsibility by the parent is expected.

## **EARLY WITHDRAWAL**

Early withdrawal from Faith Community Academy requires a two-week advanced written notice. A **Withdrawal Form** is available in the Academy office.

Fees or any outstanding balance incurred during the enrollment period is due upon notice of withdrawal.

Any type of discount which had been offered during the time of enrollment will be added back into the total tuition and will be due if withdrawn before the end of the school year.

## **REFUNDS OF TUITION**

In the case of a parent withdrawing their student before the end of the school year, refunds will be managed according to the following policy:

- Tuition paid in full with the prepayment discount will be refunded less the 2-week required notice and the prepayment discount.
- Tuition paid by the monthly payment plan will be adjusted through FACTS Management Company or on your monthly billing statement.
- Multiple student discounts will be charged back to the tuition amount and included in any amount owing due to the early withdrawal.
- Any fees not paid will be deducted from the amount refunded to you.

In the case of a student being asked to withdraw by the school:

- Elementary tuition will not be refunded for the current semester if they have already started school during that semester.
- Preschool tuition will not be refunded for the current month if they attended any days in that month.
- Any fees not paid or extended care used will be deducted from the amount refunded to you.

## The Empower Guidebook Policies for our Facility

In accordance with a grant offered by the Empower Program under the Arizona Department of Health Services, Office of Childcare Licensure, Faith Community Academy receives assistance toward licensing fees upon the adoption of the following standards. The standards have been adopted as written and are implemented as applicable for our license and for the ages of children we serve. We are proud to promote these healthy living standards as part of our quality program.

### Standard 1 – Physical Activity

We at Faith Community Academy are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. If children are inactive for long periods of time, they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- Infants under the age of 12 months will participate in tummy time and age-appropriate activities as enjoyed by the child (Not applicable at our center).
- All children in the morning program are provided at least 30 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines. Children staying through the afternoon receive a minimum of an additional 30 minutes of physical activity every day.
- Staff will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to less than 60 minutes at a time (except during nap time).
- Screen time is not permitted for children under the age of two and limited to less than three hours per week for children ages two and older.
- No screen time during meal or snack time.
- Physical activity is never used nor withheld as punishment.

Information on screen time (in English and Spanish) will be made available to the families at least once per year.

### Standard 2 – Sun Safety

We at Faith Community Academy are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

- Ask the child's family to apply sunscreen prior to arriving at child care facility.
- Ask the child's family to provide a hat, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- Check with the child's family before applying sunscreen.
- Provide shade during outdoor activities.
- Limit outdoor activities between the hours of 10 a.m. and 4 p.m., when the UV rays are at the highest level.
- Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.
- Be a role model for sun-safe practices.
- Follow guidelines in the Empower guide book on protecting infants, toddlers and older children from harmful sun rays. (see guide book)

Information on sun safety (in English and Spanish) will be available to the families at least once per year.

### Standard 3 – Breastfeeding

Since our facility does not serve infants and toddlers, we do not have a policy to address the feeding of infants and toddlers. However, the Empower program strongly emphasizes the benefits of breastfeeding and our facility is pleased to offer quiet and private places for mothers of enrolled children to feed their infants and/or express milk for future infant feedings. This offer also applies to our employees. Please inquire in the school office if you need assistance in these areas.

### Standard 4 – Child & Adult Care Food Program (CACFP)

We at Faith Community Academy are committed to the health of all of our children. The CACFP supports childcare facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. Our facility is not eligible for CACFP.

At this time, Faith Community Academy does not participate in the CACFP.

If you would like additional information regarding eligible family enrollment, please contact CACFP at 1-800-352-4558.

### Standard 5 – Fruit Juice

We at Faith Community Academy are committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. In keeping with this philosophy, our facility will:

- Limit 100% fruit juice with no added sugar to not more than two times per week for all children one year and older.
- Only 4-6 ounces shall be served at one time.
- Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- Water shall be used as the first choice for thirst and will be offered throughout the day.

Information on fruit juice (in English and Spanish) will be available to the families at least once per year.

### Standard 6 – Family-Style Meals

We at Faith Community Academy are committed to creating a pleasant mealtime for all children and staff. We recognize that family-style meal service has many benefits in childcare settings, like allowing teachers, caregivers, and children to eat together and creating a relaxed environment. Also, this method is ideal for providing a conversational environment where children can not only develop good social skills, but can also learn good eating habits.

#### Policy:

The Faith Community Academy preschool subscribes to the below recommendations at mealtimes for children one year of age and older:

1. Food is placed on the table in serving bowls, plates, or baskets.
2. There are child-friendly serving utensils for food.
3. Staff will participate, sit and interact with children at mealtime.
4. Food is passed from one person to another.

5. Everyone serves him/herself (or receives assistance as needed). Children choose what to put on their plates and how much to eat.
6. There is adequate food on the table for all children and adults.
7. Use encouraging words and avoid negative facial expressions, body language or verbal cues in regards to the food being served.
8. Staff will talk to the children about the food and encourage them to discuss the food texture, taste, color, shape, size, quantity, number, temperature of food, etc.
9. Staff will not use food as a reward or punishment.
10. Staff will model family-style practices and etiquette for children.
11. Staff will be prepared for spills and accidents (e.g., keep a towel and soapy water nearby).

Healthy eating handouts (in English and Spanish) will be made available for the families at least once per year.

#### **Standard 7 – Oral Health**

We at Faith Community Academy are committed to protecting the health and safety of our students and staff in regards to tooth decay which is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families, and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide oral health education once a month.
- Guide our staff on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower guidebook.

Information on tooth decay prevention (in English and Spanish) will be made available to the families at least once per year.

#### **Standard 8 – Staff Training**

We at Faith Community Academy are committed to furthering staff knowledge on the Empower program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that staff receive or attend three hours of training annually, on age-appropriate topics pertaining to: physical activity, nutrition, oral health and tobacco education. All trainings shall be documented and records will be readily available.

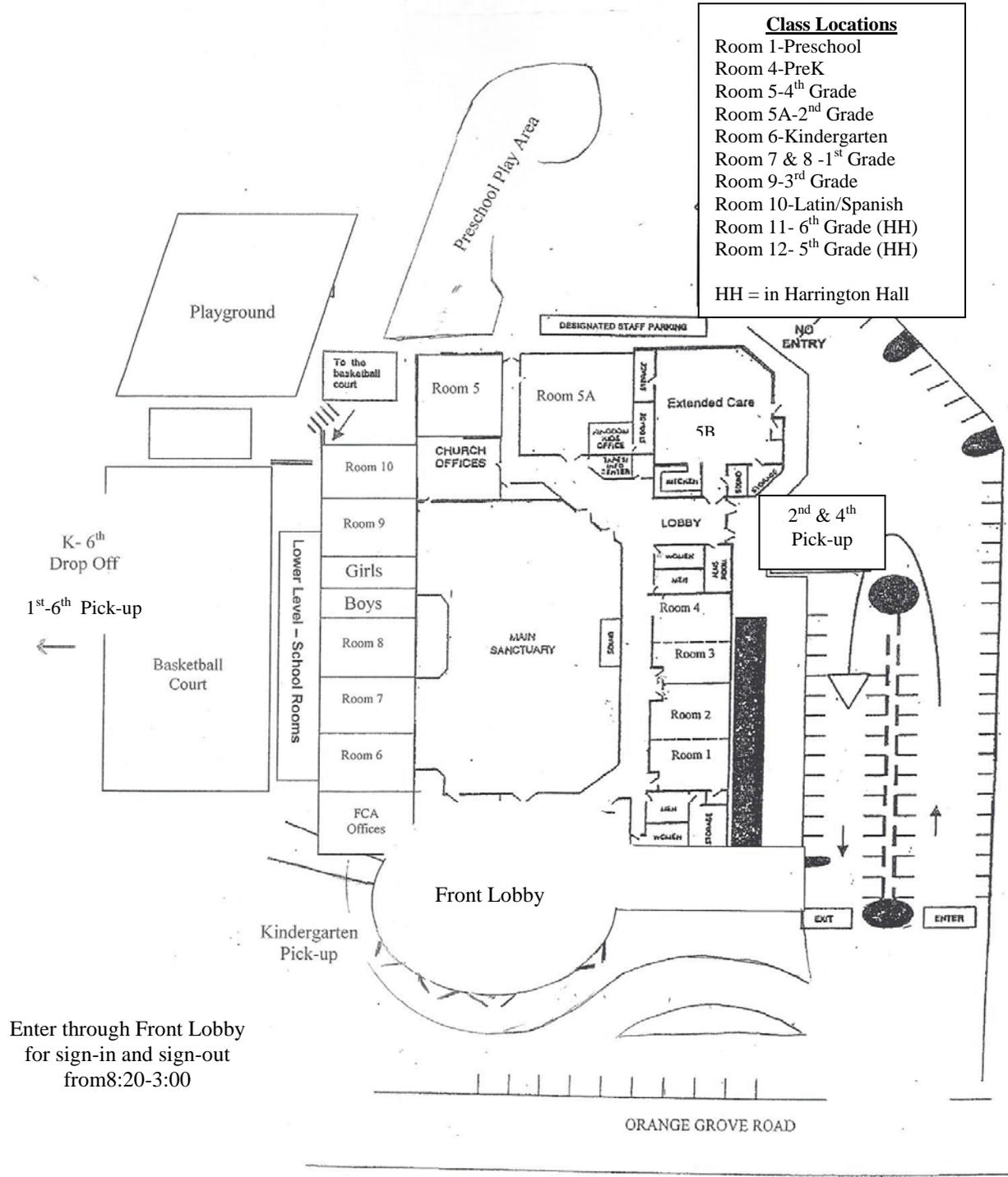
#### **Standard 9 – Arizona Smokers' Helpline (ASHLine)**

We at Faith Community Academy are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second- and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

#### **Standard 10 – Smoke-Free Campus**

We at Faith Community Academy are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. In keeping with this philosophy, our facility will notify all employees, families, and visitors of the smoke-free policy. Appropriate signage will be posted.

MAP OF FACILITY



Enter through Front Lobby  
for sign-in and sign-out  
from 8:20-3:00

## Faith Community Academy Preschool Curriculum Objectives

Our three, four, and five year-old preschool program provides activities and learning opportunities throughout the year in order to accomplish the objectives outlined here. This list is not comprehensive and it grows and adjusts as we learn more about how to best teach our preschool students. These objectives apply to all preschool classes. Your child will not meet all of these objectives within one school year. At no time do we expect mastery, but we do look forward to progress in all these areas!

### ***The Importance of Play***

Many of these objectives are practiced and realized through structured play opportunities. We believe that children can discover many of these skills through guided play time with appropriate tools and instruction. "Playing allows the child to develop imagination and creativity, and offers opportunity to learn such skills as listening, sharing and planning" (LeBeau, 2002) "Children learn about life and themselves through play" (Torbert, 2002). Play occurs in the classroom and on the playground. Parents are always welcome to observe, help and ask questions as we work together to help your preschooler develop into the person God has created him or her to be.

### ***Themes***

Themes help us organize information and create a positive learning environment. We use a variety of themes. Here are some examples of themes the teachers have used in the past to help communicate with the children: Creation, Manners, Friendship, Harvest, Thanksgiving, Christmas, Winter, Ocean, Bugs, Weather, Transportation and Safety.

### ***Evaluation***

Your child will be evaluated twice a year using our 'report card' that we have created on site specifically for the areas that are covered in our curriculum or in accordance to standard age-appropriate skills. These are for the benefit of both the teacher, to see what areas need to be revisited or is mastered and for the parent, to see what the child is learning. You will receive a copy of this evaluation to keep.

## Cognition (things to know)

### Language Development

- Follows directions
- Identify colors
- Sentence structure
- Share personal experiences
- Share creativity through story telling
- Visually discriminate between alike and different
- Categorizing by groups
- Identify upper and lower case alphabet letters
- Identify and use rhyming words, synonyms and antonyms
- Describe the sequence of a story
- Comprehend a story
- Predict outcomes in varied situations
- Follow left to right, top to bottom progressions
- Associate letter symbols with sounds
- Auditorily discriminate between sounds
- Increase vocabulary through discussion of stories and situations
- Spelling and writing child's first name

### Mathematical skills – How to

- Distinguish and describe shapes
- Rote counting 0-20
- Identify written symbols 0-10+
- Understand left and right
- Sort and match
- Arrange items in a series or pattern
- Describe/compare attributes of things
- Relate written symbols with the number of objects in a group
- Understand concepts of addition and subtraction
- Understand that money has value
- Identify articles of measurement: ruler, scale, thermometer, etc.
- Calendar – Days of the week – Months of the Year

### Physical goals – Development of

- Large muscle coordination by hopping, skipping, jumping, bouncing balls, etc.
- Nonlocomotor or anchored movement by bending, twisting, rocking, swinging arms, etc.
- Small muscle coordination by holding a writing implement correctly, coloring and drawing, using play-dough, scissors, pouring exercises (water, sand, rice), and other appropriate activities.
- Eye-hand coordination by tracing designs, doing puzzles, sorting small objects, and other appropriate activities

### Arts and Sciences – To experience

- Expression through visual and musical art, role playing, pretending, imitation of sounds and actions
- A variety of mediums in visual arts
- Viewing and appreciating the aesthetics in art and science as part of God's creation
- Weekly music class
- Simple musical and rhythmic instruments
- Self-awareness: body, health, emotions
- Safety
- Animal and plant studies
- Concepts of time and routine
- Exploration through the five physical senses
- Simple astronomy and history

## Social Development

### Personal and Group relationships: to develop

- ability in making and expressing choices, plans, decisions
- problem solving skills in everyday social situations
- competency in taking care of one's own needs
- appropriate self-expression of feelings and needs
- willingness to participate in large and small group and individual activities
- empathy for the needs and feelings of others
- good manners and appropriate table manners
- a sense of community and faith with God's family
- love and respect for all people and all God's creation
- an understanding that each person is uniquely created by God and God loves me
- beginning application of Biblical teaching into everyday situations
- a heart to revere, respect, and worship God

### Life Skills

#### *Nutritional aspects – to learn*

- the difference between healthy and "fun" food
- how to clean up spills
- how to clear the table
- to experience new foods and tastes
- to thank God for His provision

#### *Safety issues*

- how to ride safely in a vehicle
- recognizing signs for dangerous substances
- staying close to an adult
- call 911
- practicing fire drills
- stay away from harmful instruments (matches, lighters, guns)
- stranger danger

#### *Social situations – understanding and applying*

- manners
- greetings
- phone numbers
- sharing and taking turns
- knocking on a closed door
- tattling versus reporting
- honesty versus lying
- standing up for yourself (strategies for dealing with bullies)
- trust in God to help us with our friends

#### *Personal tasks – how to*

- dress/undress; put on shoes and socks; select proper clothing for the environment
- comb hair, brush teeth, wash hands, etc.
- blow nose, cough, and sneeze without spreading germs
- respect others with timeliness (punctuality)
- help with folding clothing/towels
- help with housekeeping; sweeping, dusting, etc.
- develop an attitude of "I can do it!"
- help and stay calm in an emergency

## Faith Community Church Statement of Faith

We believe in one God who is made up of three co-equal, co-eternal persons, namely, the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and has called him to manifest and reflect holiness through obedience to His commandments. Because man has failed in this responsibility, and refused to honor God as God, man has fallen into a state of moral corruption, and has become alienated from his creator.

But God, being rich in mercy, because of His great love, has initiated a plan of redemption and reconciliation for mankind. The pinnacle of which is found in the life, death, and resurrection of Jesus of Nazareth, the incarnation of God. He was conceived by the Holy Spirit, and born of the Virgin Mary, being at the same time fully God and fully man. He lived a sinless life, was crucified, died, and was buried. On the third day after His death, He rose again, and ascended into heaven, and now sits at the right hand of God the Father Almighty, and He will come again to judge the living and the dead.

We believe, Jesus Christ, through His substitutionary, atoning death and bodily resurrection, has provided the basis of our justification, which, by God's grace we receive by faith alone. God initiates this reconciliation through the regeneration of our hearts, which is witnessed by our repentance and confession of faith in the Lord Jesus Christ. Our great hope is the redemption of our bodies through resurrection to eternal life, which will complete our adoptions as sons.

As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. He dwells in the hearts of every believer, effecting their regeneration, operating in their sanctification, instructing them into all truth, and sealing them until the day of redemption. In addition to this, the supernatural gifts of the Holy Spirit are for the church today, including the gift of speaking in other tongues.

We believe that the Bible, in its entirety, is divine revelation, and we submit to the authority of Holy Scripture, acknowledging it to be inerrantly inspired by God and carrying the full weight of His authority, and therefore it alone is the standard for faith and practice.

Note: The statement of faith does not exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For purposes of FCA's faith, doctrine, practice, policy, and discipline, our Senior Pastor and Elder Board is FCA's final interpretive authority on the Bible's meaning and application.

## Faith Community Church Family Lifestyle Statement

### We agree:

- Family is defined by the Word of God as one man and one woman committing to a lifetime covenant of marriage.
  - *Genesis 2:18-25, Genesis 3:21-24, Matthew 19:4-6, Ephesians 5:22-31, 1 Timothy 5:4, 1 Timothy 3:4, 11, 12, 1 Corinthians 7:10-11*
- The unique roles of male and female are clearly defined in Scripture. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
  - *Romans 1:21-24, 1 Corinthians 6:9-20*
- God's design for covenant marriage includes children and they are a gift from Him. We believe in the sanctity of human life.
  - *Malachi 2:15-16, Genesis 1:28, Psalm 127:1-5*
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. God calls the marriage covenant to remain pure. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
  - *Hebrews 13:4, Proverbs 5:15-20*
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. Divorce and remarriage are not God's perfect plan.
  - *Matthew 19:8, Malachi 2:16, 1 John 1:9, Romans 1:24-27, 1 Corinthians 6:9-11*
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
  - *Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11*
- Parents are responsible for the training, admonition, and discipline of children who are born with a sin nature. Disciplining is a necessary part of parenting; however child abuse is a sin that is reported according to the law. The church and school partner with the parents to encourage training and education, but do not replace the parent.
  - *Romans 3:23, Proverbs 22:6, Deuteronomy 6:4-8, Proverbs 23:22-25, Ephesians 6:1-4, Proverbs 13:24, Hebrews 12:9, Proverbs 22:15*
- God's plan is for families to be strong in unity and relationship – this is a picture in the natural of Christ and the Church spiritually. The family is God's expression of covenant.
  - *Ephesians 5:32, Psalms 68:5-6, Psalms 27:10*
- Jesus shows us many examples of the God's heart to children during Jesus' time on earth.
  - *Matthew 18:1-10, Matthew 19:13-15, Matthew 14:13-21, Mark 10:13-16, Luke 15:11-31*

\* Spanking is encouraged in the book of Proverbs, known for its statements of Biblical wisdom.

Spanking, or chastisement, has been termed "the most intense and humbling form of corrective discipline" by authors Gary and Anne Marie Ezzo, founders of **Growing Families, International**. Parents who use spanking without giving equal attention to the development of the child's character misuse this training tool. If a parent spans a child to the point of injury, the line into child abuse is crossed.

Spanking is defined by *The American Heritage® Dictionary of the English Language, Fourth Edition. Copyright © 2000 by Houghton Mifflin Company* as:

- A number of slaps on the buttocks delivered in rapid succession, as for punishment,
- To slap on the buttocks with a flat object or with the open hand, as for punishment.

It is important to remember that multiple methods of disciplining are available to parents and effective discipline will employ a variety of those methods, based on the ultimate goal of "training for righteousness sake." Exclusive use of any one method may exasperate a child, which is warned against in Ephesians 6:4 and Colossians 3:21.

**AMENDMENTS**

Please place in your Parent Handbook