

Ames Christian School

Excellence in Education Through Christ

925 South 16th Street

Ames, Iowa 50010

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Parent Handbook 2011-2012

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Section 1: ACS EARLY EDUCATION PROGRAM

In Praise of Children

Elsbeth Campbell Murphy

Lord, you have made these children
as varied as the flowers of a garden.
You have blessed each one uniquely.
And each fragile, growing child is
infinitely precious in your sight.
You have trusted me to nurture them.
And blessed me with the joy of seeing them grow.
Lord, I teach in reverence.

Dear Parents,

We share in the joy of your decision to enroll your child in a Christian school. Educational opportunities are provided at Ames Christian School for students Preschool through 6th grade.

This booklet has been prepared to acquaint your family with the Ames Christian Early Education program, and to help make your association with the school an enjoyable and lasting one. We believe that God intends us to be a warm, positive and caring people. We strive to provide an environment where all children, unimpeded by barriers of class, gender, or ethnic background, may study and grow united by a common faith in Jesus Christ.

Julie Long, Director of Early Education

Dana Logan, Lead Teacher Integrated Preschool/Child Care

MISSION STATEMENT

Through Personalized Christian Education, Ames Christian School strives to equip students to learn, think, discern, and act according to Biblical principles in order to embrace and fulfill God's unique purpose for their lives.

PHILOSOPHY

The Ames Christian Early Education philosophy is based primarily on the scripture: Psalm 139:13-14, "God created my inmost being. He put me together in my mother's womb . . . and I am fearfully and wonderfully made; God's works are wonderful!" Each child is unique and no one else is like him. As we prepare the environment, experiences and goals for each child and the class, we consider each child's ethnic background, home environment, abilities, limitations, personality, giftedness, and qualities that are his/hers alone. It is the teacher's responsibility to nurture, love, guide, and protect each child in the classroom and encourage growth of the whole child - spiritually, emotionally, socially, physically and intellectually - in ways which will enable him/her to grow into the person God desires him/her to be. Self expression is encouraged along with developing self-discipline which simply means the children are able to explore within boundaries set by the teacher. In our multi-denominational Christian environment, children learn they are a person of worth, created by a loving God.

COMMUNICATIONS

Ames Christian School is an extension of the home. "Fathers . . . bring up your children in the training and instruction of the Lord." (Eph. 6:4)

Essential home/school communication:

1. Weekly classroom newsletter from teacher
2. Notes and phone calls from teacher to parent
3. Scheduled parent/teacher conferences
4. Weekly school newsletter & Website

We encourage you to notify us about any occurrence which may affect your child or any other child in the class (i.e., absence because of illness and/or communicable diseases). We also want you to feel free to talk with your child's teacher whenever you have a question or a concern. Parents are allowed unlimited access to their children unless parental contact is prohibited by court order.

Weekly Office Newsletter and Website

In addition to your child's weekly classroom newsletter, the office weekly newsletter and the school website are primary tools to enhance communications between school personnel and parents. The purpose of the office newsletter is to inform parents of current and future activities of their children, parents, staff, and board members. On Friday the office newsletter is posted on the school website and emailed to the parents. Details of coming events

are posted on the school website. Parents can request a paper copy of the office newsletter in the school office if internet is not available.

SOLVING PROBLEMS USING MATTHEW 18

In Matthew 18:15-17 Jesus gives his formula for solving person-to-person problems. There are several clear principles that Jesus taught in solving person-to-person problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** Involve only the people who are involved with the conflict. One of the two parties needs to initiate a face-to-face conversation. If the conflict can't be resolved, then administration should be involved. If conflict still can't be resolved, a written statement should be given to the board president. Each person should come to the joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
3. **Be straightforward.** Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. Restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads "...if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted." (NIV)

FUNDRAISING

The school cannot operate without the support of the parents. ACS is a faith operation. Ames Christian School, like many private, independent schools, depends heavily upon gifts of time, talent, and money from parents and friends of ACS in order to continue to provide quality Christian Education to each child. Tuition only covers 50% of the total cost of education for each student. The remaining 50% is raised through fundraising events and therefore every parent is encouraged and expected to contribute to ACS in some way, over and above their tuition commitment. Parents will be given the opportunity throughout the year to support fundraising activities. This can be done through donations or by volunteering time by serving on a fundraising committee.

ACS has three large fundraisers (Christmas Gala and Auction, Golf Outing, and Matching Funds Campaign), and three smaller fundraisers (Butterbraid, Football Parking, and Bike-a-thon) throughout the year. These are vital to the success of ACS and we depend heavily upon you as parents.

We ask that at least one parent from every ACS family to volunteer, serve, or donate to a minimum of one large and one small fundraiser annually. Please prayerfully consider how you would like to be involved, financially, or by volunteering your time.

If you have questions or are ready to commit to time or donation, please call Development Director, Coby Wells, at (515) 232-0772.

PARENTAL INVOLVEMENT IS KEY

In order to support the education process and be an encouragement to the student, parents are expected to take an active part in the programs of ACS. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are asked to attend all ACS programs and events. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the variety of school activities and committees. Parent volunteers are needed and encouraged to participate in fundraising, classroom and library activities, lunch service, office help, and on various event committees.

ORGANIZATIONAL STRUCTURE

Ames Christian School Association, Inc. owns and operates the school founded in 1992.

Members of this association currently represent numerous area churches.

Voting membership in this association is open to parents, grandparents, and friends who share the vision of the school and give financial support of at least \$10.00 annually to the school.

Association meetings are scheduled annually to elect new board members and consider other matters submitted by the Board for approval.

The complete constitution and by-laws of the association are available on request.

It is our goal to provide a "Personalized Christian Education" for each of our students. We want students to learn to apply biblical truth in all aspects of their lives.

ACS is a parent-run school with authority given to the Board by the parents. We acknowledge that God is sovereign, all authority is from God, and we are all under His authority in this order:

Parents To God

School Board to the Parents

Administration and Faculty to the School Board

Students to the Faculty and Administration

SCHOOL BOARD

The School Board of Ames Christian School Association, Inc. is elected during the annual meeting in August. Nominees must be members of the association. Each member is elected to serve a three-year term. Each year members retire and new members are elected. These

members attend monthly meetings to make decisions concerning the welfare and direction of Ames Christian School.

There are various committees supervised by the School Board and Development Director. The School Board meets on the second Tuesday evening of each month at 6:30 p.m. at the school building. The meetings are open to association members and parents. The Board President must be notified seven days prior to the meeting if you plan to attend or wish to bring a matter to the board.

WAYS TO DONATE TO ACS

There are many ways to give financially to ACS to ensure that Ames Christian School is able to continue providing a first class education to Ames and the surrounding areas. Each gift is a blessing to the students and staff and demonstrates your commitment and support of Christian Education

General Fund- This fund makes up 50% of the operating budget. Donations are used for bills, salaries, equipment, supplies etc. or as the Board sees fit. Donations to the General Fund can be made by:

- Cash/checks-Cash gifts are simple and can immediately impact the financial situation of the school. These gifts which also include maturing bonds, money market accounts, certificates of deposit, savings and checking accounts and cash can be sent to:

925 S. 16th Street Ames, IA 50010

- Electronic Transfer-monthly auto-withdrawal from a checking or savings account. This is convenient and gives the school the ability to plan ahead knowing that your donation can be expected every month for a year.

- Credit Card-one time gift using your credit card by going to www.ameschristianschool.org.

Endowment- The Endowment Fund is an investment fund set up to have a positive financial impact on the school in the long term while being able to make regular withdrawals from the invested capital are used for ongoing operations or other specified purposes. These donations are tax deductible.

Scholarships- The donations made to the scholarship fund are used to award scholarship money to families whom on their own would not be able to provide a quality Christian Education at ACS. The families that are awarded the scholarships must go through FAST, a third party financial aid assistance program application process. The FAST recommendation is reviewed by the Scholarship Committee of the ACS School Board. The committee determines the award amount and final approval is given by the School Board.

Memorial/Honorarium Donations- This allows you to honor your family or friends, living or deceased by while supporting ACS. Gifts can be made to celebrate a special occasion such as an anniversary, birthday, retirement, holiday, or to honor a life of a loved one or friend.

Life Insurance- Parents, Grandparents or friends of the school, can make ACS a beneficiary on their policy

Matching Fund- Did you know that your employer may match your gift! Please refer to the list of local participating companies are included.

Bequests

Stocks and Securities

Gifts in Kind

Gala and Auction- Parents, Grandparents, employers, and friends can support the Christmas Gala by purchasing a table, sponsoring the event, or purchasing auction packages.

Golf Outing- Be a corporate event sponsor, a hole sponsor, or play in the Outing to support this great Spring event.

Please note that ACS is a 501c3 therefore all donations made are tax deductible

SCHOLASTIC BOOK FAIR

ACS holds a Scholastic Book Fair each year in November. Scholastic books and materials are available for purchase for students and staff. A portion of the proceeds comes back to ACS in the form of books and materials for the library and classrooms. Volunteers are need for this event.

SCHOOL PICTURES

Student pictures are taken in the fall and/or spring of each school year and are available for purchase. Students are encouraged to look their best for this special event. See the calendar for dates.

DISCIPLINE POLICY

Discipline should encourage and enhance daily growth in each child's spiritual, mental, emotional, social and physical life. Its purpose is to promote security and safety for each child in the school. Each teacher seeks to reinforce positive behavior demonstrated by the child by verbal praise, granting privileges and positive touch. Redirection is used for minor inappropriate behaviors exhibited by small children. A cool down area is used for inappropriate behavior, which is more serious. Later the child initiates re-entry to the regular classroom activity. In the case of repeated inappropriate behavior, the child is brought to the director's office. The teacher and /or the Director inform the parents of repeated inappropriate behavior. A conference is then initiated with the parents. If the discipline process described is ineffective in producing desired behavior in the child's life, the Director will request that the parents(s) find alternative education placement for their child.

Love and Logic Disipline

All staff members use the Love and Logic Discipline System in their classrooms. The basic rule is a student can do anything as long as it doesn't cause a problem to others. If they do cause a problem they are asked to fix it. If they don't come up with a solution the teacher will. If a student is being disruptive they are asked to go to the recovery area in the classroom until they can get control. If they continue to be a problem in their classroom recovery area they will be

asked to visit another classroom recovery area or the administrator's recovery area until they can be a positive member of the class. On the playground students are encouraged to solve their own problems instead of asking the teacher to solve the problem for them. Teachers may offer suggestions but the goal is for students to develop problem solving skills. Love and logic also may involve delayed consequences to give students time to think of the best solution for their problems.

ENROLLMENT POLICIES

Admission

Children between the ages of three and five may be enrolled in the Integrated Preschool/Childcare program. Elementary students up through 6th grade may be enrolled in before and after school childcare. A doctor must state that the child's health would not be endangered by participating in our program and that the child presently has no communicable diseases as shown by a medical form filled out by a doctor. Recognizing that parents often have an immediate child care need and yet not had an opportunity to secure a physical exam for their child, the state allows parents 6 weeks after the first day of preschool to secure this medical form. However at the time of admission, parents are required to report any know communicable disease and other special health care needs, including medications, chronic or acute conditions, allergies, etc. that impact the child's care. After the appointment, the signed and dated forms from the doctor must be turned in along with other forms required by the state.

Children may be enrolled in PRESCHOOL if they are 3, 4, OR 5 years old. Their class placement is determined by their age on September 15th.

Withdrawals

At least two weeks notice (both Preschool/Childcare and Preschool) must be given to the Director (should the parents desire to withdraw the child for any reason). If notice is not given in advance of withdrawal, the parent must pay for the next two weeks. The child will automatically be withdrawn if absent without notice for two weeks.

Address Change

Please report any change in address, email, telephone number, work place, school district and emergency telephone numbers, etc. to the ACS Administration Office.

Late and Early Charges

Children remaining in Integrated Preschool/Childcare after 5:30 p.m.* or arriving before 7:00 a.m. will be charged **\$5.00** per child for **every 5 minutes**. The late fee must be paid in cash to the staff member on duty when you arrive that evening.

FIELD TRIPS AND TRANSPORTATION POLICIES

Parents need to sign a field trip permission statement at registration. Emergency numbers and a first aid kit are taken when the class leaves on a field trip.

All children involved in school authorized activities ride in teacher or parent-driven vehicles. All children are required to be in proper safety seats. We ask that on field trip days you leave your child's seat at the school so we may use it to transport your child. A \$ 10.00 field trip fee will be added to your child's September account statement.

FOOD

We are a peanut controlled environment. For some of our students, exposure to peanuts or peanut products could be fatal. **No nuts.**

HEALTH AND SAFETY POLICIES

Daily Inspection

Our teachers make a daily inspection of their students early in the morning. The children who appear ill or feverish are taken to the office and parents are called. Parents must pick up their child if he has a temperature over 100 degrees or more, the child has been vomiting, or the child has diarrhea. In order to return to school your child must be fever-and symptom-free for 24 hours. If your child is too ill to participate in regular activities, he is too ill to come to school. If your child has been exposed to a contagious disease, a notice will be posted informing you of this so you may watch for symptoms.

Health Policies

Ames Christian Preschool is licensed and inspected by the State of Iowa Department of Human Services. The State of Iowa requires a medical form and a separate immunization card completed by your child's physician. These forms must be returned to us the first week of school. A physical exam form must be completed annually.

Injury/Incident

Every effort is taken to prevent injuries from happening. If an injury happens, first aid will be administered and you will be contacted immediately (if injury is serious) and a Child Injury/Incident Report Form will be filled out by the teacher and signed by you (the parent) when your child is picked up. Two copies of the child Injury/Incident Report Form will be made one for the parent and one for the preschool file.

Biting Policy

Biting is a very common behavior among children birth to three years. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. It is

important to remember it is also an unacceptable behavior in a preschool or childcare environment.

A responsive staff member can begin to anticipate when a bite might occur and will shadow (be within two feet of) a child who has a tendency to bite. The caregiver may be able to act immediately and prevent the biting behavior (e.g., distraction, redirection, close physical presence of caregiver). If a biting incident does occur, appropriate caregiver responses should include the following:

- Caregivers should keep their feelings in check and not express frustration or anger to the child.
- Caregivers should ensure all children are safe.
- Caregivers should (in a firm, calm voice) address the child that bit in a short, simple, and clear way.
- Caregivers should shift their attention to the child who was bitten and show concern and support for that child.
- Caregivers should go back and talk with the child about the different strategies s/he can use next time, instead of biting.
- Caregivers should help the child move on.

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors.

- Bites will be washed and ice can be applied.
- An incident report will be written for the biter and provided to the parent of the biter.
- An accident report will be written for the bitten. The biter's name will not appear on the accident report to maintain confidentiality. The parent of the child that was bitten will be provided a copy.
- A confidential copy will be kept in the child's folder.

If all the above strategies fail and the child's biting behavior doesn't stop, the following process will take place:

- If a child bites twice in one day, that child will be sent home for the rest of the day.
- A meeting between the parents, Director, and teacher will be arranged.
- If the child is sent home for biting 5 times in 4 weeks, that child will be asked not to return until the issue has been resolved.

Administering Medicine

1. All medicine will be stored in a locked container out of the reach of children.
2. All medications need to be stored in the original container with a current physician orders and label intact, non prescription medication needs to be labeled with child's name. No

medication will be given to the child without a signed permission form from the parent or guardian.

3. Every day medication is given there will be documentation of the name of the medicine, date, time, dosage given, and initials of staff administering the medication in a medical log. If medicine is not given, the reason will be documented.

These steps will assure the proper dosages and prevent errors to the children involved and will help keep the parents confident that their children are receiving the best care available.

Emergency Plans

Ames Christian has *emergency plans* for intruders, lost or abducted children, bomb threats and chemical spills. Fire and tornado drills are practiced monthly. You may examine these plans upon request. The children's safety remains of utmost importance to us.

If the emergency is such that it doesn't permit the staff and children to re-enter the center, families will be notified by telephone or radio/television broadcast. We notify:

KCCI Channel 8 WHOTV Channel 13 WOI TV Channel 5
KASI Radio 1430 AM, 105.1 FM WHO Radio 1040 AM

Inclement Weather

If Ames Christian School (EK-6) is closed Integrated Preschool/Childcare **will be closed**. However if ACS (EK-6) is delayed or dismissed early the Childcare **will remain open its normal operational hours**. If a delay turns into a closure of ACS (EK-6), childcare **will remain open**. Parents can also sign up through the TV stations to receive delay and closing alerts on their cell phones.

Procedure for picking up children

If a child is picked up by a person other than the parent, we must have a written statement from the parent or the parent must call the school and notify the proper authority in regard to the party that will be picking up the child. Significant people who have permission to pick up your child must be listed in the pick-up permission form in the child's folder. The persons picking up your child may be asked to verify their identification.

Change of Clothes

Each student must have a complete change of clothing in their backpack in case of an emergency. Please label each piece. If clothing is sent home, please return it as soon as possible as we have a limited supply.

Clothing

Please dress your children in play clothes, including well fitting sneakers. Children must wear shoes that protect their toes. Along with active play every day, we will be painting, gluing, playing outside, etc. Children may get dirty and should wear appropriate clothing.

HOME SCHOOL PARTNERSHIP

Any time you would like to visit our program, you are more than welcome. We feel it is important for the parents to have as much involvement and input into our program as they desire. Parents are allowed ***unlimited access*** to their children unless parental contact is prohibited by court order. If you would like to volunteer your time or talents, please let us know. It is greatly appreciated! Conferences are held twice a year. If at any time you would wish a conference with your child's teacher, please contact the teacher and she will be happy to arrange a time.

TELEPHONE POLICY

During class time, please direct all of your calls to the front office at (515) 233-0772. This policy allows the teachers to give their undivided attention to the children and not be interrupted by the phone.

TEACHER/VOLUNTEER REQUIREMENTS

Each year every teacher maintains a current first aid, CPR, universal precautions, and mandatory child abuse reporting certificate. New employees and volunteers need to have state and national criminal record checks including FBI fingerprint criminal check. Iowa and national criminal checks are conducted on all employees/volunteers every two years and FBI fingerprinting every four years. In addition teachers are required to obtain training in the areas of child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, and business practice.

SUPERVISION AND ACCESS POLICY

To ensure the safety of all the children and all those participating Ames Christian Preschool/Child Care the following policies will be enforced.

- Parents, guardians, or custodians have "unrestricted access" to their children and to the providers caring for their children during the center's hours of operation, or whenever the children are in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child.
- Parents will need to complete a pick-up permission form that includes the names, numbers, and relationship to the child, of all of those persons allowed to pick-up the

child. Persons not listed on the pick-up form will not be allowed to pick-up the child. Persons not listed on the pick-up form will not be allowed to visit your child.

- However, if a parent, guardian, or custodian of one of our preschool children has been convicted of a sex offense of a minor, that person shall not be on the property of Ames Christian Preschool without the written permission of the preschool director., except to transport the offender's own minor child or ward to and from preschool/childcare. This offender shall not operate, manage, be employed by, or act as a contracto or volunteer at Ames Christian Preschool/Childcare. The Early Childhood Director is not obligated to provide written permission. Before giving written permission, the Early Childhood Director must consult their DHS licensing consultant.
- Only staff, substitute teachers and volunteers that have been cleared through the state and federal background checks will be allowed to be a part of the staff ratio with the children, may be charged with the care, supervision and guidance of the children, and will have access to a child alone to best meet their needs.
- Since we share space in the building of Ames Christian School there will be other people in the building while the children are attending preschool/child care. With this being stated, our policy is that children will always be in the presence and supervision of:
 - ✓ A preschool staff, sub or volunteer that has been cleared by the state and federal background check.OR
 - ✓ The parent, guardian or custodian of one's own child
- Parents and other visiting adults at Ames Christian Preschool/childcare who have not had State and Federal background checks may participate with the children's activities if they are in the presence and supervision of: staff, a substitute or volunteer that have been cleared by state and federal background checks.
 - ✓ These parents will not be placed in the position to provide discipline or direct care for any child while at preschool/child care (except for their own) they will not be left alone with a group or a single child and will not be a part of the child- staff ratio.

NON-CUSTODIAL PARENTS

Divorced and separated families are tragic realities of our contemporary life. This affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent desires involvement in school related activities/conferences, or has contact with, or picks up a child during/after the school day.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the parent's child or the child's records will be allowed unless the school is presented with a court order, or a comparable legal

document, which restricts such involvement or access. The school will not otherwise interfere or take sides.

2. A non-custodial parent may not take custody of a child or remove the child from school, unless that parent presents either a written court order or a written authorization signed by the custodial parent which permits such custody.
3. If the action of any parent(s), custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other reasonable and necessary action.

Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document

Section 2: ACS INTEGRATED PRESCHOOL/CHILDCARE

Ames Christian INTEGRATED PRESCHOOL/CHILDCARE center offers both morning and afternoon care for children of working parents. We provide lunch and snacks. The information concerning times may be obtained by calling the director. The phone number is 233-0110.

CURRICULUM

We will use a variety of materials and methods to allow children to explore and learn about the world around them. Every day we will have devotional time, center time, literature time, and group time. Within these times we will be using Biblical songs and stories, hands on experiences, outdoor play, creative curriculum, and group-building activities to enhance student learning. We will be focusing on learning our ABCs, numbers, shapes, colors, and how to write our names.

SUPPLY LIST

All supplies must be labeled with your child's name. You will need to provide the following things:

- Backpack
- Appropriate clothes for outdoor play (jackets, boots, etc.)
- 1 complete change of clothing to be left here. This includes shirt, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.
- 2 Blankets OR 1 Sheet & 1 Blanket AND Pillow to be left here.
- Swimsuit, towel, and sunscreen to be left here during summer months

NOTE: If you prefer these items not to be left here, you may send them daily in a bag. The option of leaving items here is for your convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily.

FOOD

Snack

In Preschool/Childcare the children are served a mid-morning and afternoon snack of milk and nutritious foods such as fresh fruit and vegetables. This snack is provided by the Integrated Preschool/Childcare. The children are allowed to bring a snack for special occasions such as a birthday or the last day of attendance. The snack menu is posted on the parent bulletin board.

Lunch

Lunches for the Integrated Preschool/Childcare are provided. A hot lunch from Ames Public Schools will be ordered daily for your child. You are welcome to view the monthly menu's. If your child will not be in attendance or will not arrive in time for lunch, it is the parent's responsibility to let the office know by 8:15 a.m. so your child's lunch won't be ordered.

HOURS OF OPERATION

Ames Christian Integrated Preschool/Childcare is in operation five days per week, exclusive of holidays and week listed below, from 7:00 a.m. until 5:30 p.m. If your child will not be in attendance, please alert the office in advance. If your child is ill please call between 7:00 a.m. and 8:15 a.m.

There are seven holidays for which we are closed: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after Thanksgiving. Please note we are also closed the week of Christmas Eve and Christmas Day (this is counted as one of your vacation weeks.) If a holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday falls on Sunday, it will be observed the following Monday.

If **Ames Christian School** is closed or delayed due to inclement weather, Integrated Preschool/Childcare **will be closed**. However if ACS (EK-6) is delayed or dismissed early the Children will remain open.

SUNSCREEN

Between the months of March and October, all families will be required to supply sunscreen for their child(ren) for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 15 or above, and will be applied by classroom teachers regularly throughout the day.

REST TIME

At ACS Integrated Preschool/Childcare the children that aren't in afternoon Preschool will rest between 12:30 p.m. - 2:30 p.m. Afternoon Preschool children rest time will be arranged at a different time.

Please see that your child the needed materials for rest time (see supply list). Each Friday the children will need to take home their blankets and pillow case to be laundered and returned on Monday.

TUITION PAYMENTS

Tuition must be paid on *Monday* of the week the child is attending. The parent may pay by the month but it must be **in advance**. If your account becomes 30 days past due, your child will be **unable to attend class until the balance is paid in full**. We appreciate your consideration in letting us know before 8:15 a.m. if your child will not be in school. The fee is not reduced for absenteeism. You will be charged for any national holiday and the day following Thanksgiving. We are closed the week of Christmas. All twelve-month parents are allowed to have one additional week out of the center for vacation at no cost. This must be Monday through Friday in the same week. However, any other time out of the center will be paid in full. If two weeks advance notice is not given to the Director, parents must pay for the next two weeks.

Section 3: ACS PRESCHOOL

Ames Christian School offers both three and four year old Preschool classes. Three year old classes are held on Tuesday and Thursday morning from 8:30-11:15 AM and 12:00-2:45 PM. Four year old classes are held on Monday, Wednesday, and Friday morning from 8:30-11:15 AM. Information concerning times and fees may be obtained by calling the Director.

PRESCHOOL CURRICULUM

The Ames Christian School offers a Preschool program with an enhanced curriculum designed to enrich your child's potential and desire for learning. The program is Biblically-directed and dedicated to excellence. Its purpose is to develop the student's spiritual, academic, physical, and social potential. Our teachers are fully trained in their fields and servants of our Lord Jesus Christ.

FOOD

In Preschool the children are served a mid-morning or afternoon snack. Parents furnish nutritious foods such as fresh fruit and vegetables and the school provides the milk. Each parent will be asked to bring snacks during the school year. One of your days will be your child's birthday. His/her name will already be on the calendar for birthday treats. Cupcakes are not acceptable as a snack except for your child's birthday. The snack container will be sent home with your child the day before you are to bring snacks. Please wash the container before snacks are put into it.

SHARING TIME

Sharing time is an opportunity for children to bring one special item from home. The share bag will be sent home the same day as the snack container. Some items such as books, unusual toys and nature things are interesting to the other children. (Weapons are not allowed.) Sharing time helps develop language skills, listening skills, respect for peers, interest and curiosity in others shared items, taking turns, and increasing attention.

HOURS OF OPERATION

Preschool classes run on the same calendar of ACS and are not in session on Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Break, Spring Break, Good Friday and Memorial Day. Ames Christian Preschool is **closed** when Ames Christian School delays or closes due to inclement weather.

DROP OFF / PICK UP PROCEDURE

Parents who wish to participate in the drop off/pick up procedure will drop off/pick up their preschooler(s) at the west entrance of the building. The teacher will be in the entrance to make sure your child(ren) arrive safely into the classroom and safely back to the car. If you are late dropping off your child, the teacher may have already gone to the room and you will need to see your child safely into the building. Those participating will use the driveway and park parallel to the walk. Those parents who choose not to participate will need to park and escort their child(ren) into the building. At 11:15 a.m. and 2:45 pm the teachers will have the children ready and waiting in the entrance for pick up time. No child will be allowed to leave with anyone other than you unless you have placed their name on the Pick-Up Permission Form in your application packet. Make sure you are very thorough in filling this form out. If you will be carpooling with other families on particular days please let the teachers know before the pick up time. Please let the teacher know if someone else will be picking up your child via note or a phone call.

Promptness is requested. A fifteen-minute leeway time will be given for pick up from preschool. If you see that you are unable to pick up your child by 11:30 a.m and 3:00 pm, due to some unusual circumstances, please call the preschool so that the staff can make arrangements. After 11:30 am 3:00 pm there will be a **\$5.00** late fee for every **5 minutes**.

TUITION PAYMENTS

Tuition is due on the first day of the month your child attends. It is paid monthly and is not reduced for absenteeism. A late fee of \$50.00 is assessed after the 10th of the month. If your account becomes 60 days past due, your child will be **unable to attend class until the balance is paid in full.**

Parental Confirmation of Reading the ACS Handbook

I, the undersigned, have received a copy, read, understand and agree with the statements found in the 2011-2012 Ames Christian School Handbook.

Parent's Signature

Print Name

Date

Please return this sheet to the school office by September 9, 2012