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EARLY CHILDHOOD PARENT HANDBOOK

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
Floyd Athay, Administrator

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.

ACS STATEMENT OF FAITH

Ames Christian School requires at least one parent/guardian be in full agreement with the ACS Statement of Faith and have a personal relationship with Jesus Christ.

1. We believe in the authority and reliability of the Bible as the only inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All Truth is God's truth (2 Timothy 3:16, 2 Peter 1:20-21).
2. We believe in the omnipotent, omniscient and omnipresent God who is sovereign over all (Revelation 4:2, Psalms 45:6; 139:8, Isaiah 66:1). His sovereignty is seen in acts of creation (Genesis 1:1, 31), salvation (John 6:44), and continual care (Matthew 10:29-31; Hebrews 7:25).
3. We believe in the Trinity, of the one true God (Matthew 28:19), the deity of Jesus Christ (1 Timothy 3:16, John 1:1; 10:30), His virgin birth (Luke 1:30-35), sinless life (Romans 8:3; Hebrews 4:15), miracles (Mark 1:27), atonement for our sins by His blood sacrifice (Matthew 26:28), His bodily resurrection (John 20:1-9), ascension, and His personal return in power and glory at the end of history.
4. We believe in the Holy Spirit as teacher of God's Truth (John 14:17) and as the giver of new life in Christ who unites all believers in Christ. (Titus 3:5)
5. We believe that man is the crown of God's creation. God endowed man with His image and gave him the responsibility to rule the earth (Genesis 1:26-27).
6. We believe that sin has severely broken the relationship between God and man, man and himself, man and other men, and man and nature.
7. We believe that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin, and to heal these broken relationships through His cross (Romans 5:1-2).
8. We believe that man, cleansed through Christ, must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all the original relationships God intended for him.
9. We believe in a need for clearly defined goals and objectives centered in the Word of God for the development and growth of the whole person (spiritual, mental, emotional, social and physical) and for the establishing of proper priority in an individual's life (Proverbs 1:7; 1 Corinthians 10:31).
10. We believe that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian School is simply an extension of the family and the church, providing a supportive basis of encouragement to the family and the church.
11. We believe that a personal faith and commitment to Jesus Christ and God's Word is necessary for all those involved in the educational process in order to evaluate all we learn and teach in the light of Scripture (2 Timothy 3: 14-17)
12. We believe that a true Christian has personally received by faith Jesus Christ as their Lord and Savior, true saving faith results in a life of service and gratitude to God as salt and light in the world. (Romans 10:9; Ephesians 2:8)

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!"

We Believe...

Our Program Provides Children More Time And Opportunity:

- To feel good about themselves as capable, unique individuals created by a loving God.
- To grow into people God desires them to be.
- To engage in playful work.
- To grow in decision-making, problem-solving, and creative thinking.
- To express themselves through language, writing, movement, and use of materials and resources.
- To develop self-motivation, self-discipline, and self-direction toward purposeful activities.
- To explore their environment using their five senses.
- To foster a curiosity and enthusiasm for learning.
- To enjoy age-appropriate activities for their own sake, not only as a preparation for the future.
- To receive directed instruction to enhance knowledge in the areas of cognitive, language, fine motor, social-emotional and spiritual development.

COMMUNICATION

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. School office newsletters or emails, Facebook, Teacher webpage (if applicable)
5. InfoDirect Online School Program

If your child is going to be absent or late, contact the Early Childhood Director, Mrs. Long prior to 8:00 AM at 515 233-0110 or by email at jlong@ameschristianschool.org.

Parents are allowed access to their child unless parental contact is prohibited by court order. As a staff, we will ensure that parents can access information and clearly understand the content of our program. Please let us know if you need assistance with this.

CHRISTIAN CONFLICT RESOLUTION

The ACS Board strongly believes anyone with a specific problem or complaint should follow Matthew 18:15-17 by first, contacting the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Like any other body of believers, we have the potential for misunderstanding, disagreement and wrong-doing. The goals are to resolve concerns as soon as possible, to restore fellowship, and to exhibit love and the proper response to authority. God is sovereign, all authority is from God and we are all under His

authority. All involved should prayerfully seek God's wisdom and be a peacemaker throughout this process. Please follow these steps:

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 concern. One of the two parties needs to initiate a face-to-face conversation. If the concern can't be resolved, then the Early Childhood Director should be contacted. If the concern still can't be resolved, a meeting with the ACS Administrator and Board President will be scheduled. Each person should come to this 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 amicable solution.
3. Be straightforward. Jesus commands we tell the truth in love even if it is difficult. 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 we've had a concern with.

HOME AND SCHOOL PARTNERSHIP

Like many private, independent schools, ACS depends heavily upon our parents and friends for their gifts of time, talent and finances to be able to provide quality Christian Education to each child. Tuition and fees do not cover the total cost of an ACS education for each student. The remaining portion is raised through gifts of parents, friends, churches, and fundraising events. Therefore every parent is expected to contribute to ACS in some way over and above their tuition commitment to make Christian education possible for their children.

Throughout the year, ACS has three large fundraisers (Christmas - *One Starry Night Gala and Auction*, ACS Annual Golf Outing and Upward ACS Matching Funds Campaign) and two smaller fundraisers (Butterbraid Sale, ISU Home Football Game Parking). These fundraisers are vital to our ACS budget and we depend heavily on parents to make them all a great success. **At least one parent from every ACS family is expected, as a minimum commitment, to volunteer, serve and donate to one large and one small fundraiser annually.** Please prayerfully consider how you would like to be involved, both financially and as a volunteer. Ames Christian School simply could not operate without the incredible support of our parents.

If you have questions or are ready to commit a time or financial donation, please call the school office.

Family Involvement

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

Conferences

Conferences are held twice a year. If at any time you desire a conference with your child's teacher, please contact the teacher to arrange a time.

RATIO

At Ames Christian preschool and child care center we follow the staff to child ratios at all times.

3's 1 staff to every 8 children
4's 1 staff to every 12 children
EK 1 staff to every 12 children

SCHOOL PICTURES

Student pictures are taken in the fall 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

Discipline Purpose

Discipline should encourage and enhance daily growth in each child's spiritual, mental, emotional, social and physical life. The purpose of discipline helps to ensure an orderly environment which promotes security and safety for each child and is conducive to learning.

Discipline Procedure

The ACS Early Childhood staff use the Love and Logic Discipline System. The children are allowed to do anything that does not cause a problem. If they cause a problem they are asked to fix it. Each teacher seeks to reinforce positive choices demonstrated by the child by verbal praise, granting privileges and positive touch. Redirection or the "Kindness Chair" are used for inappropriate choices exhibited by small children. The "Kindness Chair" is used to remove a child from the group for inappropriate behavior (such as willful disobedience, hitting, tantrums...). A staff member talks with the child and informs them they may return to the group activities when they are calm. The child initiates re-entry to the regular classroom activity.

Specific Guidance Techniques Used by ACS Staff:

- Maintaining realistic expectations for young children
- Providing clear, simple, and consistent limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children productively involved
- Modeling appropriate behaviors
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems and make cooperative decisions
- Encouraging children to use their words to solve problems or to elicit peer cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are calm and able to discuss the problem

Removal of Child: In unusual circumstances it may be necessary to remove a child from a program for a day while plans can be made by the teacher, parents, and administrator for the child's return to the classroom. In such circumstances, parents will be expected to remove the child immediately. The administrator will contact the parents to schedule a conference to discuss the situation and to make plans for the child; the administrator, teacher, and parents shall be present at this conference. Every effort will be made to ensure a healthy environment in each classroom. Classroom teachers are responsible for keeping the Administrator informed about children experiencing challenging

behaviors and events, the guidance strategies they are using with these children, and the ways they have informed and involved the respective parents in these situations. Physical and emotional safety for all children and adults is a fundamental assumption in our classrooms. The best interests of all involved will be considered. In rare instances, it may be necessary to remove a child permanently.

Discipline is a lifetime process. The responsibility of the teacher is to model appropriate behavior because we are told in Luke 6:40, “a student is not above his teacher, but everyone who is fully trained will be like his teacher.” In 2 Corinthians 3:3 we are told that “teachers are a letter from Christ, written not with ink but with the Spirit of the Living God, not on the tablets of stone but on tablets of human hearts.”

ENROLLMENT

Admission

Children between the ages of three and five may be enrolled in the Preschool or Child Care Programs. Their class placement is determined by their age on September 15th. 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 may have an immediate child care need that does not coincide with the 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 known 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.

Withdrawals

If a parent desires to withdraw a child from half day Preschool or Full Day Child Care for any reason, two weeks notice must be given to the Early Childhood Director. 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 or if payments remain delinquent.

Address Change

Please report any change in address, email, telephone number, work place, emergency telephone numbers, etc. to the Early Childhood Director and school office staff.

Late and Early Charges

Children remaining in Child Care after 5:30 p.m. or arriving before 7:00 a.m. will be charged **\$25.00** per child. The late fee will be added to your next payment.

FIELD TRIPS AND TRANSPORTATION

Parents need to sign a field trip permission statement. 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 carseat (labeled) at the school so we may use it to transport your child. A \$ 15.00 field trip fee is due at the time of registration.

CLOTHING

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 from our extra supply, please return it as soon as possible as we have a limited supply.

Please dress your children in comfortable play clothes, including well fitting sneakers. Children must wear shoes that protect their toes (**No Flip Flops**). Along with active play every day, we will be painting, gluing, playing outside, etc. Children may get dirty and should wear appropriate clothing.

HEALTH AND SAFETY

Immunization/Physicals

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.

Illness

Families are requested not to bring a child to school when signs of illness or infections are present. If the child is not well enough to play outdoors or not well enough to comfortably participate in activities, the child should stay at home. Please contact the school whenever your child is ill. Families will receive notification when children have been exposed to a communicable disease. Families should immediately notify the child's teacher if their child becomes ill with a communicable disease.

If your child becomes sick or is unable to fully participate, you will be called and asked to pick up your child. If your child has had any of the following symptoms within the last 24 hours, please do not send your child to school:

- Temperature over 100 degrees
- One or more incidents of vomiting or diarrhea
- Persistent abdominal pain or intermittent pain with fever
- Severe coughing
- Wheezing or difficulty breathing
- Inexplicable irritability or persistent crying
- Unexplained rash, any rash with fever, or any open, weeping wounds
- Mouth sores with drooling
- Yellowish skin or eyes
- Pink eye
- Chicken pox that are not scabbed
- Ringworm, treated, if lesions must be covered
- Visible impetigo

The following is an example of when a child may return to school: A child is sent home with diarrhea. The diarrhea stops a 9:00 p.m. The child should remain home the following day even though the child does not have any further problems with the diarrhea. This prevents the child from getting more seriously ill the following day and also helps from passing the illness to others. This example would include vomiting, temperature or other signs or symptoms of an illness.

NOTE: As a safeguard for all the children in the program, any exceptions to our health policies require a written statement from the child's physician noting that he or she is not contagious.

Administering Medicine

- All medicine will be stored in a locked container out of the reach of children.
- 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 administered to the child without a signed permission form from the parent/guardian.

- When daily medication is administered, the name of the medicine, date, time, dosage given, and initials of staff administering the medication will be documented 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 their children are receiving the best care available.

Peanut Safe Environment

Ames Christian School is a “Peanut Safe Environment.” This means that all people using the facility are requested to avoid bringing peanuts or products containing peanuts onto the premises. Special precautions are in place to reduce the possibility of exposure of any at-risk population and everyone maintains constant vigilance for a peanut safe environment.

Emergency Care Plan

An Emergency Care Plan will be on file for any child with special health care needs (seizures, food allergies, asthma plan, etc). A copy of the Emergency Care Plan must be filled out by the family’s physician and kept in the classroom. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise.

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.

Sunscreen

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

Fire/Tornado Procedures

Fire regulations and tornado warning procedures are posted in each classroom. ACS conducts four fire and tornado drills throughout the school year as required by the state. In the event of an actual emergency that involves either a lockdown or evacuation, ACS will communicate with parents in the most efficient means possible.

Biting

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 stress. It is also important to remember biting is an unacceptable behavior in a preschool or childcare environment.

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

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.
- 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, Early Childhood 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.

SECURITY

All ACS entrances are locked during the school day. Visitors and students arriving after the school day begins need to press the small doorbell outside the entrance and wait for admittance into the building. All visitors, including parents, are required to sign in and out at the office and wear a Visitor's Pass.

Law enforcement has learned a great deal over the years on how to protect school communities during active shooter or evacuation situations. ACS staff have participated in A.L.I.C.E. training, and an Emergency Response Plan is in place to increase security and safety at school. Our Emergency Response Plan contains guidance for both lockdown situations and building evacuations.

WEATHER RELATED DELAY/DISMISSAL

If Ames Christian School (PK-6) is:

- **CLOSED**- All school programs (PK-6) including Child Care are closed.
- **2-HOUR DELAY**- No morning preschool. All school programs (K-6), including Child Care, will open at 10:00 am with classes starting at 10:15.
- **DISMISSED EARLY**- All school programs (PK-6) including Child Care are dismissed at the designated time.

**Simply, Child Care will follow the same schedule as Ames Christian School when school is cancelled, delayed, or dismissed early because of inclement weather.

ACS will contact the following TV stations to post any weather related decisions:
WHO 13, KCCI 8, and WOI 5.

ACS will contact the following AM Radio stations to communicate any weather related decisions: KASI 1430 and WHO 1040.

Each of the TV stations provide parents a link through their websites to sign up for ACS weather alerts on their cell phone. Please sign up for these alerts or tune into these stations when the weather looks inclement.

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 an 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

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

- Parents will need to complete a pick-up permission form that includes the names, numbers, and relationship to the child of all persons allowed to pick-up the child. Persons not listed on the pick-up form will not be allowed to visit or pick-up the child.
- If a parent or guardian of one of our preschool children has been convicted of a sex offense of a minor, that person shall not be allowed on the property of Ames Christian Preschool without the written permission of the Early Childhood Director or ACS Administrator, except to transport the offender's own minor child or ward to and from preschool/child care. This offender shall not operate, manage, be employed by, or volunteer at Ames Christian Preschool. Before giving written permission, the Early Childhood Director must consult their DHS licensing consultant.
- Only staff, substitute teachers, and volunteers cleared through the state and federal background checks will be allowed to be a part of the staff ratio with the children, to be charged with the care, supervision, and guidance of the children, and to 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 member, substitute, 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/Child Care 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 a staff member, a substitute, or a volunteer that has been cleared by state and federal background checks.

- 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) and 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 Parent

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, custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access of 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.

PRESCHOOL & EARLY KINDERGARTEN

CURRICULUM

Ames Christian School provides a Half Day Preschool and Early Kindergarten program with an enhanced readiness curriculum designed to enrich your child's potential and desire for learning. The program is Christ centered and dedicated to excellence. The goal is to develop the potential of the whole child spiritually, academically, physically, and socially. Our teachers are trained and certified in their fields and are servants of our Lord Jesus Christ.

Ames Christian School offers Half Day Preschool classes for children three through five during the school year.

SNACK

In Preschool/Early Kindergarten 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. If sending apples or oranges please have them cut up or peeled before sending. 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. 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, curiosity in other student's shared items, taking turns, and increases attention. Toys from home are NOT allowed unless it is your child's day to share.

HOURS OF OPERATION

Classes for Three-year-olds are held on Tuesday and Thursday morning from 8:30 AM- 11:15 AM. Preschool classes for four-year-olds are held Monday, Wednesday, and Friday mornings from 8:30 AM-11:15 AM. Early Kindergarten for four and five-year-olds are held Monday-Friday afternoons from 12:00 PM-3:00 PM. Information concerning times and fees may be obtained by calling the Early Childhood Director.

Preschool and Early Kindergarten classes run on the same calendar as ACS and are not in session on Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Break, Spring Break, Good Friday, and Memorial Day.

DROP OFF / PICK UP PROCEDURE

Drop off/pick up will take place at the west entrance of the building. The teacher will be in the entrance to make sure your child arrives 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. At 11:15 AM and 3:00 PM the teachers will have the children ready and waiting in the entrance for pick up time. 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 a note or a phone call.

Promptness is requested. If you are going to be late picking up your child after the end of preschool, please call the office. If your child is picked up more than 10 minutes after Preschool or Early Kindergarten ends (11:25 AM or 3:10 PM), there will be a **\$25.00** late fee.

CHILD CARE

CURRICULUM

We use a variety of materials and methods to allow children to explore and learn about the world around them. Every day throughout the year 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.

SUPPLIES

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.)
- One (1) complete change of clothing to be left at ACS. 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.
- Water bottle

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 to care for your child, so they will need to be brought daily.

SNACK

In the Child Care program the children are provided a mid-morning and afternoon snack of milk and nutritious foods such as fresh fruit and vegetables. 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 and emailed home to families.

LUNCH

Lunches for the Child Care program are provided. A hot lunch from Ames Public Schools will be ordered daily for your child. You are welcome to view the monthly menus. We don't allow child care children to bring their own lunch. 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 child care staff know by 7:45 AM so your child's lunch won't be ordered.

HOURS OF OPERATION

Ames Christian Child Care program is operational five days per week, with the exceptions of holidays and the weeks listed below, from 7:00 AM until 5:30 PM. If your child will not be in attendance, please alert the office or call/text the lead teacher in advance. If your child is ill please communicate between 7:00 AM and 8:15 AM so we don't order your child a lunch.

The following are holidays for which we are closed: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, and the Christmas break as noted on the ACS calendar. Please note we do not provide Child Care during the summer break or Christmas break, as noted on the ACS calendar. If a holiday falls during a weekend, it will be observed on the designated Federal holiday.

ACS reserves the right to change or cancel any days of services provided without prior notice and at the discretion of the ACS Board. All attempts will be made to provide families with as much notice as possible for any changes.

DROP OFF / PICK UP PROCEDURE

Students cannot be dropped off before 7:00 AM or picked up later than 5:30 PM. **For safety reasons, parking and leaving your car unattended in the driveway is not allowed during the school day.** Park in the parking lot and come to the front door if you need to drop off or pick up during the day or talk with a teacher.

REST TIME

At ACS the Child Care Program children rest between 12:30 PM – 2:30 PM. The Department of Human Services requires that all children be provided a rest time. Children will be encouraged to lie quietly for a period of time (this varies from child to child). If children are unable to rest, then they will be provided quiet activities. Children may bring a pillow and special animal to sleep with. Ames Christian provides blankets and cot sheets and other items that are laundered every Friday.