



# **FAMILIES OF FAITH CHRISTIAN ACADEMY PARENT-STUDENT PRESCHOOL HANDBOOK**

## **MISSION STATEMENT**

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

## **FAMILIES OF FAITH CHRISTIAN ACADEMY**

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## REVISION POLICY

Families of Faith Christian Academy (FOFCA) reserves the right to change policy or procedure in the Parent/Student Handbook at any time, at the discretion of the administration, as it deems necessary for the best interest of the school.

### TABLE OF CONTENTS

STATEMENT OF NONDISCRIMINATION.....	3
PARENT STATEMENT OF INVOLVEMENT.....	3
PARENT STATEMENT OF FINANCIAL RESPONSIBILITY.....	3
PARENT STATEMENT OF COOPERATION.....	4
SCHOOL/HOME COMMUNICATION POLICY.....	4
STUDENT STANDARDS OF CONDUCT.....	4
ABSENCE.....	5
ACCIDENTS.....	5
ANIMALS AT SCHOOL.....	5
ARRIVAL/DISMISSAL.....	5
BIBLE.....	6
BOOK BAGS.....	6
BOOK CLUBS.....	6
CAR POOLS.....	6
CHEWING GUM AND CANDY.....	6
CLASS ASSIGNMENTS.....	6
COMMUNICATION.....	7
DISCIPLINE.....	7
DRESS CODE.....	9
DRESS CODE VIOLATIONS.....	10
ELECTRONIC EQUIPMENT.....	10
EMERGENCY CLOSING.....	10
EMERGENCY DRILLS.....	10
ENRICHMENT CARE.....	11
FIELD TRIPS.....	11
FINANCES.....	12
HEALTH GUIDELINES.....	12
INSPECTIONS.....	13
LIBRARY.....	13
LOST AND FOUND.....	13
MUSIC PROGRAMS.....	13
NEWSLETTER / REGULAR COMMUNICATION.....	13
ORIENTATION.....	14
PARENT/TEACHER CONFERENCES.....	14
PARTIES.....	14
PHOTOGRAPHS AND YEARBOOKS.....	14
PLAYGROUND.....	14
PROGRAMS.....	14
REPORT CARDS / PROGRESS REPORTS.....	15
RETENTION POLICY.....	15
SCHOOL DAY.....	15
SCHOOL DIRECTORY.....	15
SCHOOL SUPPLIES.....	15
SECURITY.....	15
TARDINESS.....	15
TEACHERS.....	16
VISITORS.....	16
WITHDRAWALS.....	16

\*As a school, FOFCA observes and promotes Christian holidays and does not participate in all secular traditions.

For FOFCA's Statement of Faith, Statement of Christian Philosophy of Education and Statement of Objectives and Purpose, see the Families of Faith Christian Academy website at [www.fofca.com](http://www.fofca.com).

## STATEMENT OF NONDISCRIMINATION

FOFCA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to FOFCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Families of Faith Christian Academy.

## PARENT REQUIREMENTS

### I. PARENT STATEMENT OF INVOLVEMENT

- A. I commit to complete my Parent-Volunteer hours: 7 hours for part time pre-school parent (maximum of 14 hours per family), or 15 for a full time pre-school parent (maximum of 30 hours per family). Parents may pay the appropriate amount in lieu of volunteering (\$10 per hour).
- B. Both the father and mother (where there is no separation) are expected to participate in their child's education. Both parents are expected to participate in teacher conferences, Parent-Teacher Ministry meetings, and Student Orientation Night.
- C. In keeping with the Biblical principle of offering grievances, (Matthew 18:15-17), FOFCA strongly urges parents to refrain from gossiping, as such conversations are destructive to the administration, students, and the parents. Parents are expected to take the following steps to resolve a problem:
  1. Go directly to the appropriate teacher and not to other parents if there is a problem in your child's class.
  2. Go directly to the Principal and not to other parents if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved.
  3. Go directly to the Administrator and not to other parents.

### II. PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES

- A. The operating budget of Families of Faith Christian Academy is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Families of Faith Christian Academy.
- B. Parents are expected to pay their bills on time. Students whose accounts are 30 days past due will be restricted from attending classes, participating in extracurricular events, graduation exercises, and/or receiving report cards until the account is brought current.
- C. In the event of academic failure, disciplinary action, expulsion, or extenuating circumstances, all tuition monies, deposits, and fees already paid will be forfeited. Parents/Guardians have entered into a contractual relationship with Families of Faith Christian Academy for the payment of ALL tuition and related fees for the entire school year.

I understand that my obligation to pay the fees for the full academic year is unconditional and that upon receipt of this contract by Families of Faith Christian Academy, no portion of fees paid (i.e. registration fees, book fees, FACTS fees) or outstanding will be refunded or cancelled in the event of absence,

withdrawal or dismissal from Families of Faith Christian Academy of the above student. The only exception to this policy would be in the event of a geographic relocation of the family beyond a 60 mile radius of Channahon, IL. In that instance, a prorated refund will be given. If a student withdraws before the first day of school, only paid tuition will be refunded. All fees are non-refundable.

### III. PARENT STATEMENT OF COOPERATION

The following statement is printed on each Parental Agreement. Parents will be asked to affirm the statement with their signature on the application form.

- A. We understand that enrollment at FOFCA is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as, for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to uphold the authority of the teachers and staff of FOFCA by recognizing their right to use appropriate disciplinary measures.
- B. I have read FOFCA's discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct expected at all times - including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment which supports FOFCA's expectations.
- C. I understand and agree to the school's right to provide consequences - including suspensions or separation from the school - to my child, for violations of FOFCA's discipline procedures and expectations, which occur at any time while my child is enrolled at FOFCA, including violations that take place on evenings, weekends, vacations, and holidays.

### IV. SCHOOL / HOME COMMUNICATION

It is the policy of Families of Faith Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information, such as newsletters or check the website for a school calendar of events. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

### V. STUDENT STANDARDS OF CONDUCT

Students of Families of Faith Christian Academy have a reputation of excellence to maintain with those in the community. Therefore, as a condition of enrollment, students and parents agree to abide by all the standards set forth in this handbook.

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### **ABSENCE**

Please notify the office of the cause of your child's absence. This is helpful in notifying other parents in cases where their child may have been exposed to a contagious illness such as chicken pox, measles, flu etc. It also helps the teacher in her planning. See Health Guidelines for more info.

### **ACCIDENTS**

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. It is the parent's responsibility to see that the office has on file an Emergency Card with the telephone number where a parent, relative, or neighbor can be reached in case of emergency. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

### **ANIMALS AT SCHOOL**

For health, safety and insurance reasons, we ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day.

### **ARRIVAL / DISMISSAL OF STUDENTS**

Arrival - Between 8:15 - 8:30 AM

Morning Dismissal - Between 11:30 - 11:45 AM

Afternoon Dismissal - Between 3:00 - 3:15 PM

Please be sure your students arrive on time. FOFCA starts each day with "Family Time" when the entire school has a short devotion time together. We don't want your student to miss out on this important part of the day.

For the safety of FOFCA students, we require parents/guardians to follow the procedures below:

#### **PRESCHOOL ARRIVAL PROCEDURES (DOORS ARE UNLOCKED at 8:15am)**

1. Pull up to the front door of the building. Pull under the awning. A Preschool teacher or helper will come to your car, help your child out, and escort your child in the building where another worker will be.
2. If your child arrives before 8:15 am, she/he will be put in the before-school Enrichment Program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times.
3. Door will re-lock approx. 8:35am. If you come late, you will need to come in the front doors and sign your child into the office.

#### **PRESCHOOL DISMISSAL PROCEDURES**

1. Pull up to the front door of the building. Pull under the awning. We will release 1 preschooler at a time. Your teacher will walk your student out. Please do not hold your teacher up. If you need to speak to a teacher, please call for an appointment.
2. Students not picked up by 11:45am or 3:15pm will be escorted to Enrichment Care, where the appropriate fee(s) will be applied. Parents will have to enter the building to sign the student out.

3. **ON FRIDAYS ONLY** please come in and pick up your students at their classrooms. The teacher would like a day for you to come in and see some of your students art work and see what your child has been learning all week.
4. Be cautious in the parking lot at ALL times! Please ALWAYS Hold your child's hand! Do NOT let your child run loose!

### **ATHLETICS**

Through All-Stars Sports, FOFCA provides area boys and girls ages 4 years and up with the opportunity to play baseball, flag football and basketball in a Christian environment located on our school campus. This program is open to community families as well as those from FOFCA.

### **BIBLE**

The Bible is of primary importance at FOFCA Preschool, and all subjects are taught from a Biblical perspective. Each day includes a Bible lesson taught from a non-denominational perspective. Children will memorize 27 Bible verses that are coordinated with the theme of the week and appropriate to their age level. Students are encouraged to begin applying those verses in their lives.

### **BOOK BAGS**

Students should use their book bag to carry school items home daily. Parents should check the book bag each night. Please no pictures of witches, monsters, etc. on them. Please label your child's bag.

### **BOOK CLUBS**

FOFCA passes out monthly Scholastic Papers for you to purchase books. This is optional for you. We also have Scholastic Books Fairs that come to FOFCA. We do not endorse all Scholastic books so please use discretion.

### **CAR POOLS**

If car pools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school is not responsible for the safety of children in any car pool. Please be sure that the driver is adequately covered by insurance.

### **CHEWING GUM AND CANDY**

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher for a party) at home.

### **CLASS ASSIGNMENTS**

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year. Preschool assignments are made based upon gender, ratio of new students and returning students, and individual student personalities.

## COMMUNICATION

We strongly encourage home/school communication. For this purpose, there are two scheduled weeks in the year when you may sign up for a conference with your child's teacher after 1<sup>st</sup> and 3<sup>rd</sup> quarters.

Outside of those times, we urge you to communicate in one of the following ways:

- Call the school office and ask to leave a message for the teacher.
- Catch the teacher OFF-DUTY. (Please do not distract the teacher while on duty by engaging in a lengthy conversation.)
- Send a note in your child's book bag/folder. Place these notes in the spot that your child's teacher designates.
- Our web-site has all of the staff e-mail. Feel free to drop them a note at any time.
- Some of our teachers also have a secure website for their particular class that is designed for only those class parents.

## CURRICULUM

The basic curriculum is ABeka, an accelerated Christian curriculum. Learning begins here as a joyful experience that integrates academics and a Christian worldview. Check out ABeka's Scope and Sequence on [www.abeka.com](http://www.abeka.com) to find out what exactly your child will be learning.

## DISCIPLINE

Enrollment at FOFCA Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. We believe that children should be taught to obey and respect their parents and those in authority over them.

Children will be encouraged to learn to share and cooperate. If a child inflicts willful damage to property on the FOFCA premises, the parents will be responsible for repair or replacements. Children are not to throw snowballs. No water guns, thumbtacks, slingshots, etc., are to be brought to school. Students should not run in the hallways. Students should also leave toys (except for show and tell items) at home. All school rules also apply to field trips.

General rules include:

- a. Listen
- b. Do what the teacher asks
- c. Be kind and respectful to other people and property
- d. Do your best work
- e. Take care of your school

### I. DISCIPLINE PURPOSE

A. Character Development- Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.

B. Classroom Environment- Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

### II. DISCIPLINE PROCEDURE

## A. General Principles

1. Each staff person will be primarily responsible for administering discipline.
2. Each staff person will seek to identify and to reinforce positive behavior demonstrated by each child whenever possible through verbal acknowledgment and praise as well as granting special privileges.
3. Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
4. Each staff person will conscientiously limit their physical contact with children in accordance with Illinois child abuse laws.

## B. Specific Practices

1. Each staff person will allow a period of orientation (e.g., usually one month) for each new child to become acquainted with classroom schedule and behavioral guidelines. Each teacher has their own system of warnings in their classroom. They may have a chart where a student has to move their name up or down depending on their behavior.
2. Each staff person will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).
3. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major, (i.e., hitting another person), then each staff person will establish a "time-out" during which:
  - a. The child is separated from the class.
  - b. The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense.
4. Upon successful completion of the "time-out", the staff person will initiate a reentry conversation with the child:
  - a. The child is asked to explain why he/she was in "time-out".
  - b. The staff person insures that the child clearly understands the reason for being disciplined.
  - c. The staff person is careful to distinguish between the unacceptable behavior and the accepted child as a person.
  - d. The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.
  - e. The staff person, after demonstrating acceptance of the child, invites the child back to the class.
5. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, the staff person will escort the child to the administration. We find that a change of room and a little time with other staff is often just what is needed.
  - a. Only three visits to the Administrator's office are permitted per quarter.
  - b. After two visits, the child will begin to forfeit privileges (e.g., field trip participation)
6. The staff person will complete an "Incident Report" form when a child unsuccessfully completes a "time-out" or is repeatedly involved in inappropriate behavior. This report will be sent home for a parent's signature.
7. When necessary, the staff person will initiate a parent(s) conference with the Administrator.
8. If the discipline process described above is ineffective in producing the desired behavior, the Administrator will request that the parent(s) remove the child from the preschool within two weeks.

## DRESS CODE

We want to create a self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls. The dress code at FOFCA Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

### PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WEARING:

- Shirts or outfits with any writing/emblems/music/celebrities that are offensive or antagonistic to the values and beliefs of FOFCA as determined by the administration
- Halter or "cut-off" tops
- Backless shoes, or wheeled shoes or heels-Preschoolers are to wear gym shoes or loafer style (closed toe & closed heel) every day-velcro is preferred!
- "Pull-ups" (disposable pants which are a transition from diapers to regular underwear)
- Rubber pants
- Tattoos (temporary)
- Belts, sunglasses, or watches
- Bodysuits or clothing with snapped crotches
- No baseball caps are to be worn in the building

### Guidelines for Girls:

- Dresses,\* skirts,\* slacks, or blue jeans\*\* may be worn to school.
- Hair should be clean, well groomed, and kept away from the eyes.
- Sweat suits may be worn to school. They should be clean and tidy.
- Shorts may be worn to school during the months of August, September, and May.

### Guidelines for Boys:

- Clean and neat slacks or blue jeans\*\* may be worn to school.
- Hair should be kept clean and well groomed. Boys' hair should not touch the eyebrows but may extend to the bottom of the ear. It should be neatly and evenly trimmed and off the collar at the back of the neck. Spikes, or designs cut into the hair are not acceptable. Boys with tails or braids must adhere to the length code.
- Sweat suits may be worn to school. They should be clean and tidy.
- Shorts may be worn to school during the months of August, September, and May.
- Nail color, tattoos, earrings, or body piercing (including any magnetic jewelry) are not permitted for boys.

Please keep an extra set of season appropriate clothes at school in case of a spill, accident, etc.

\*Girls MUST wear shorts under skirts and dresses

\*\*Jeans may not be frayed or have any holes. They must be clean and tidy. If there are suspenders, they

must be fastened and properly worn.

#### **MANDATORY DRESS:**

- Girls- dresses or skirts of own choosing within dress code
- Boys- nice pants (no jeans) and sweaters, button-downs or polos (no t-shirts)

#### **DRESS CODE VIOLATIONS**

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the office.
2. Second Offense: A letter will be sent home from the office with your child explaining the dress code violation.
3. Third Offense: The parent will be called and asked to bring proper dress code clothing for their child.

#### **ELECTRONIC EQUIPMENT**

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment (CD players, iPods, etc.), cellular phones, etc, are not permitted at school. This includes the entire school day.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated, and it is the parent's responsibility to claim the item in the school's office.

#### **EMERGENCY CLOSINGS**

FOFCA will remain open unless hazardous road or other emergency conditions (including utility problems, electrical or natural gas outages) necessitate a closing. A decision to close will normally be made by 5:30am and will be based upon weather reports, police reports, and personal inspections of major highways. You can listen to the following stations to hear closing updates:

- Radio: 104.7 FM, WGN (Chicago) 720AM, WBBM (Chicago) 780AM
- Television: CBS Channel 2, WGN Morning News Channel 9, FOX Channel 32, CLTV News, ABC 7, NBC 5
- Phone: (847)238-1234 (touchtone phone needed.)
- Internet: [www.emergencyclosings.com](http://www.emergencyclosings.com) or [www.weatherclosings.com](http://www.weatherclosings.com) (Sign up for e-mail notification.)

The FOFCA staff will use the One Call system, but isn't always successful. If you are in question, please see one of the above channels.

#### **EMERGENCY DRILLS**

Several practice drills will be held each year for fire and tornado threats. Appropriate signs are posted in each classroom. Once the alarm has sounded, students will be escorted to the appropriate location, and attendance will be taken. Teachers are trained in each of the emergency procedures.

### ENRICHMENT CARE

FOFCA provides Enrichment Club as a convenience for parents. Operation is contingent upon enrollment. Before-school Enrichment Club hours are from 7:00AM to 8:15AM; after-school Enrichment Club hours are until 5:30 PM. For more details, contact the School Office.

### EXTENDED CARE

If your student is only here until 11:30, you may put them in extended care for a day, week, month or year as long as there is room available in the program. There is a fee and a form to fill out. 24 hour notice is requested.

### FIELD TRIPS

Each student will be charged a fee whenever their class takes part in a school-sponsored field trip. Parents will be notified in advance of the cost. If parents choose for their child not to participate in a field trip, they should keep their child home or find other care for their child during the time of the field trip.

FOFCA tries to have 1 chaperone per 2 students and must have a signed Chaperone/Driver Waiver on file with FOFCA. All parents are not required to chaperone every field trip.

Chaperones must be at least 18 years old. Parents will also be notified if they are needed as chaperones on a field trip. If you choose to assist the teacher as a chaperone, **no other children (siblings, friends, etc.) may attend!** When volunteering, we appreciate your full attention. Having other children present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Thank you in advance for your cooperation.

Following are guidelines for parents serving as chaperones:

1. I will help in adequately supervising the students.
2. The classroom teacher is in charge. As the leader of my group, I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go, and they will go where I go.
3. I will:
  - a. Bring a watch/cell phone, and note meeting places and times to avoid making the group wait.
  - b. Comply with the dress code unless other arrangements have been set for the day.
  - c. Not chew gum or hand it out to the students.
  - d. Not spend money on treats or souvenirs or bring "treats" for the group.
  - e. Not smoke on the field trip.
  - f. Not listen to or permit anything played on the radio/cd that would compromise the moral integrity for which FOFCA stands.
4. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
5. If I have volunteered to chaperone and a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get a message to the teacher.
6. I will be responsible to pay any fees required of chaperones.

## FINANCES

All tuition and fees are paid through the FACTS System. Accounts with FACTS will be created for each family at the time of registration. Details of your account can be found at <https://online.factsmgt.com/signin/4HNWH>. FACTS has a one-time, per family fee. The FACTS/FOFCA's processing fee is paid directly to FACTS at the beginning of the school year. Please note that registration and FACTS payment fees are nonrefundable.

Parents who are delinquent with regard to educational expenses for their student(s) at any grade level face the probability of student suspension until the deficit is removed. FOFCA reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid.

## HEALTH GUIDELINES

A Medical Release and Emergency Card must be signed by a parent/guardian and be kept on file in the office for each student. You must update the card if any information changes.

FOFCA's policy regarding these conditions:

1. Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
  2. Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.
  3. Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.
  4. Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.
  5. Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. **Protocol requires that students be excluded from school for 24 hours following treatment, and that proof of treatment is provided to the school (in the form of the box label, a receipt from a lice-removal shampoo or a doctor's note).** Once your child has returned to school, they will be checked by school staff to ensure that they are free of lice. Siblings of the affected student will be checked by school staff, as well. **It is important to follow the instructions on the box and perform a second lice treatment 7-10 days following the initial treatment.** The school staff will follow up with you to ensure that the follow-up treatment has been performed. There are many sites on the internet that are informational on the subject, such as [webmd.com](http://webmd.com) or [nixlice.com](http://nixlice.com).
  6. Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.
  7. If a child is vomiting or has diarrhea (even though he may not have a temperature): The parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he needs to stay home that day. He must be free from vomiting or diarrhea for at least 24 hours before returning to school.
- We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.

- Health forms (new or updated) must be turned in by the first day of school.

### **MEDICATION AND ALLERGIES**

Absolutely no medications are administered by teachers or aides in the preschool.

If your child has been ill and requires a prescription medicine during the day, please keep him at home or arrange to come to school to give the medicine yourself.

It is very important that you notify your child's teacher and the office of any allergies that your child has (i.e., milk, bee sting, etc.) All allergies that are of a life threatening nature must be recorded in the office and with the teacher before a child may attend the preschool (see the office staff for more detailed information). Life threatening issues are to be taken very seriously. Food intolerances should also be communicated to the teacher.

### **INSPECTIONS**

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

### **LIBRARY**

Pre-schoolers will visit our FOFCA Library once a week. They are encouraged to check out books suitable to their age group. They have the book checked out for a total of one week. We have wonderful volunteer librarians who will work with them, do special projects, and read books with them!

### **LOST AND FOUND**

A lost and found will be maintained near the office. The school assumes no responsibility for lost items. Please make sure all personal items are labeled with your child's name. If your child is missing something, please be sure to check with the office. Lost and Found items will be kept for one month only.

### **MUSIC PROGRAMS**

All preschool children have music as part of their weekly curriculum. The classes produce a program for all parents, grandparents, and friends to attend at Christmas time, Grandparents Day, etc. Information regarding programs is sent home in your child's folder/book bag and again in the weekly calendar. We invite you to attend and support these functions. If your child is sick on the day of a program or has been sent home due to sickness during that day, he may not participate in the program that evening. All children will be expected to attend and behave properly at these functions.

### **NEWSLETTER / REGULAR COMMUNICATION**

A monthly calendar/newsletter is emailed from the office which has the events for the upcoming month. Your teacher will also send home periodic updates to share information about some of the upcoming events.

## **ORIENTATION**

Parent orientation is required for parents of both new and returning students. Important policy and procedural changes will be discussed. Parents who do not attend should make arrangements with the office to sign all necessary forms prior to the start of school.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences will be held twice each year. Conference dates are printed on the school calendar. Parents may request conferences with any of their student's teachers. All conferences are by prearranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment. If deemed necessary, a conference at times other than Parent/Teacher Conference Week can be scheduled with the teacher. We request that you do not bring the child or any brothers or sisters to the conference. Please make appropriate child care arrangements.

## **PARTIES/ACTIVITIES**

The preschool will have scheduled parties during the school year i.e. Valentine's Day, Harvest Time Celebration, Christmas etc.

**Birthdays:** If you wish, you may send treats on your child's birthday for the children in the classroom. Please make arrangements for this with your child's teacher. If you prefer, you may donate a book, CD, or a puzzle as a birthday treat to your child's class in lieu of a snack. Gifts given in this way are marked with the child's name and birthday. Please note: If your child is having a birthday party at home, please do not send the invitations to school unless you are inviting the entire class. This causes problems when some children are not invited. Please mail the invitations instead.

## **PHOTOGRAPHS AND YEARBOOKS**

School photographs are taken each year in the fall and are available for purchase. Details will be sent home from the office prior to the day pictures are taken.

Yearbooks may be ordered in the spring. These albums highlight the events of the school year and are a very special way to preserve pre-school memories. If for some reason a child leaves FOFCA during the school year, but still wishes to receive a yearbook, please leave money in the office for the yearbook and postage.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a signed consent/denial form on file for aid in choosing photos to use. This form is a part of the parent contract.

## **PLAYGROUND/GYM**

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. Recess is considered a privilege, not a requirement. The children will be required to follow rules for the safety of all children.

We do enjoy playing out in all seasons. Please dress your children appropriately. In winter and chillier months, your child will need: boots, coats, gloves, hats etc. In the summer and warmer months, do NOT

put your children in flip flops or sandals with open backs or toes. Gym shoes or socks are required in the gym.

### **REPORT CARDS & FULL PROGRESS REPORTS**

After the second and fourth quarters, you will receive a Report Card for your student. After the first and third quarters, you will receive a Progress Report and comments on your child.

### **RETENTION POLICY**

At the end of the school year, a determination must be made regarding a student's progress. Retention may be recommended or required based upon a child's development and classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, input from outside of FOFCA, and/or parental input may all be used to help in making a retention recommendation or decision.

### **SCHOOL DAY**

The school day for half-day preschoolers is 8:30 to 11:30A.M. Dismissal is at 11:30 for morning pre-school. If your child is enrolled in the afternoon pre-school program, the hours are 11:30 to 3:00P.M. Dismissal is at 3:00 for afternoon pre-school.

### **SCHOOL DIRECTORY**

A FOFCA preschool directory will be available to school families. This directory will include names, grade, teacher, addresses, and phone numbers of students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

### **SCHOOL SUPPLIES**

Supplies are to be purchased prior to the beginning of school. Lists of supplies are available in the office or on the school's website at [www.fofca.com](http://www.fofca.com).

### **SECURITY**

School safety and security is of paramount importance. Students are expected to keep all the safety rules set by the school. They are made for a reason and must be followed. The doors are locked at all times unless supervised. Please teach your student never to accept a ride from anyone they do not know, even if that person knows your child's name. If the child is riding in a car pool, he is never to change car pools unless he has parental permission and the parent has notified the teacher and the office.

See Arrival/Dismissal for details.

### **TARDINESS**

Punctuality is part of the student's training. Parents are expected to help by making sure your child arrives at school on time. Children should arrive no later than 8:30 A.M.

Our preschool day begins promptly. The teacher takes attendance and opening exercises follow. It is important that your child be on time so that class is not interrupted. Please help your child start his/her school year right by practicing promptness.

## TEACHERS

Qualified Christian teachers and aides comprise the staff of FOFCA Pre-school. We love and care about your children. It is our desire to see your child well prepared spiritually, physically, mentally, and socially to enter his formal school years. It also is our desire to see you go to work each day with your mind free of worry concerning your child. Please be assured we will do all we can to see that your child is properly cared for, loved, and taught in his "home away from home."

## VISITORS

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. Parents are welcome to visit, but we request that you discuss this with the teacher or administrator beforehand. You must stop at the office to receive a visitor's pass.

## VOLUNTEERING

### VOLUNTEER HOURS:

Parents are required to fulfill a 7-hour per child volunteer commitment to FOFCA. Any hours not fulfilled will be billed at \$10 per hour.

### SIGN IN ~ SIGN OUT:

For the safety and security of our FOFCA staff and students, all parents on campus must sign in and sign out in the office and wear a name badge. This is also how we calculate volunteer hours so be sure to use the sign-in/out sheet if you are here to volunteer!!

### VOLUNTEER DRESS CODE:

**While volunteering at FOFCA or on a field trip, we expect you to comply with the FOFCA dress code. It is very important for our parents to set a good example...this includes NO shorts more than 4 inches above knee or skirts more than 2 inches above knee, NO tank tops, and NO visible undergarments! See Uniform Dress Code.**

### YOUNGER CHILDREN WHILE VOLUNTEERING:

When volunteering, we appreciate your full attention. Having a young child present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Please arrange daycare for your younger children. Thank you in advance for your cooperation.

## WITHDRAWALS

Withdrawals from the school must be done through the school office. If possible, notice should be given one month in advance for all withdrawals. For tuition adjustments, see PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES.