

# First Christian Academy Preschool Parent Handbook

Dear FCA Parents,

Welcome to First Christian Academy. Our purpose is to provide the highest quality preschool education in a secure, nurturing and stimulating environment. FCA will serve the physical, emotional, intellectual and spiritual needs of the preschool children and their families. We meet these goals with our age-appropriate curriculum, and our ongoing communication with parents.

This First Christian Academy Parent Handbook has been designed to provide important information that parents need. If you should have any further questions please do not hesitate to ask. All of the dedicated, caring staff at FCA strives to be certain that your child has the very best early childhood experience possible. We thank you for entrusting us with that privilege and responsibility.

## **First Christian Academy Information**

24530 NW 199<sup>th</sup> Lane  
High Springs, FL 32643

Phone No. (386) 454-1641  
Fax No. (386) 454-9727

## **Hours of Operation**

Preschool Hours 7:00 am – 6:00 pm  
Office Hours 7:30 am – 4:30 pm

Summer Office Hours 9:00 am – 3 pm

## **Sign- In and Sign Out**

Every child must be signed in and out legibly each day by an adult 18 years of age or older. This is a state requirement and establishes a flow of responsibility.

## **Special Pick up**

Please inform FCA with a note or phone call if someone other than you will be picking up your child. The authorized person must be 18 years of age and present a photo ID. To authorize someone for anytime pickup please pickup a form in the office.

## **Vacation and Holidays Observed**

First Christian Academy is closed on the following days:

Labor Day, Veterans Day, Thanksgiving (2 days), New Year's Day, Martin Luther King's birthday, President's Day, Good Friday, Memorial Day, and the Fourth of July. We are also closed for two days for teacher In-Service Days (days TBD).

First Christian Academy will be closed down entirely the week of Christmas. Payment is not required on this week.

The first part of Thanksgiving week (Monday through Wednesday), New Year's Week and Spring Break week are optional weeks. The preschool will be open these days, but if you should choose not to send your child, you will not need to pay for these weeks.

You are allowed one week of tuition free vacation each year. The vacation period starts with the first day of school. During vacation leave your child cannot attend First Christian Academy in order to receive the vacation credit. Please notify the office in advance of these dates in order to receive this credit.

### **Dress Code**

Children must be fully dressed when they arrive at preschool. Because play activity is such an important part of the curriculum, clothing should be practical and easy for your child to remove him/herself. Children also need to wear soft, enclosed shoes such as tennis shoes. No open toed shoes, sandals, jellies or hard toed boots are permitted. Shorts or leggings must be worn underneath skirts or dresses. Jewelry should not be worn.

Every child must have two complete changes of clothing at all times, including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace the following day. All clothing items must be labeled with the child's full name, placed in a large Ziploc bag and put in your child's cubby.

### **Nap Time**

There is a rest period during the day from 12:30 p.m. - 2:30 p.m. for all children two years and up. The infant and ones room have their own schedule. FCA will provide a mat to sleep on. Each child is required to bring in a crib sheet and blanket for nap time. Small pillow and something soft to sleep with is allowed as long as these items can still fit inside your child's cubby. All nap items must be taken home every Friday to be laundered.

### **Toys and Trinkets**

All toys, make-up, jewelry, candy, gum and money should be left at home! NO TOYS! This helps to avoid conflict.

### **Medication**

If students need to take medication while at preschool you must complete a state required form found in the office. All medications must be in the original container with the child's name, time and amount of dosage, date and duration visible. All medication has to be turned into the office. First Christian Academy staff cannot be held in a position to diagnose an "as needed" basis.

### **Discipline Policy**

Children at First Christian Academy will not receive any form of physical punishment. Discipline in the class will not be associated with food, rest or bathroom. A child shall not be subjected to discipline which is severe, humiliating, or frightening. The role of the teacher at school is to be a helper to positive problem solving. Our teachers guide rather than punish. Class rules are consistent and are to protect the children in the class. When necessary the teacher corrects the child in such a way that the child understands he or she is okay, but the behavior is not acceptable. If disruption continues the child may be redirected to another activity. If redirection is unsuccessful, the child will be asked to go to "time out" in the classroom. "Time out" is one minute for each year the child is old. If necessary, parents will be notified and requested to help the child resolve their problems with the teacher and the class. Children whose behavior endangers others will be supervised away from other children.

### **Diapering**

After use, the changing table paper is discarded and the changing pad is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning.

When diaper rash ointment is needed, a medical form must be completed per DCF, before we can apply this cream. Please see the teacher for this form.

### **Illness and Sick Care**

Please refer to the Exclusion of Infectious Children form. Please do not send your child to preschool if they are sick.

### **Supplied by the Parents**

Breast milk, formula, bottles, diapers, wipes, pull ups, sippy cups, baby food and pacifiers are to be supplied by the parents. All items **MUST** be labeled with your child's first and last name.

As per DCF requirements:

- All food items and bottles must come prepared for the day.
- All items used will be returned to you at the end of the day.
- Bottles will be warmed in a crock pot in the classroom.
- Prepared bottles must go home every night and new ones brought into the preschool each morning.

### **Potty Training**

Potty training will be on a child by child basis, starting when both the parent and teacher agree to begin the process.

Potty training is a team effort of both parent and teacher to help reach the ultimate goal for the child to be completely in underpants. However, it will be the responsibility of the parent(s)/family members to continue to follow through with potty training at home, over the weekends and whenever the child is not in the care of the preschool.

We require pull-ups to start potty training with for sanitary reasons. Then after 3 full weeks of being accident free and can tell us they have to go they may try regular underpants. Please make sure they have enough changes of clothing here during this time. Also make sure they are wearing clothes that are easily pulled up and down. No overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.

Children must be fully potty trained before moving up to the Threes class. A child who is not fully potty trained can only stay in the Twos class until they are 3 years and 2 months old. If not fully potty trained by that time, the child will be dismissed until they are.