

First Christian Academy

Preschool Parent Handbook

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.

Because we are governed by the Department of Children and Families (DCF) there are several rules that we must have the children follow while they are in our care. Please read and abide by the following guidelines:

Sign- In and Sign Out

Every child must be signed in and out legibly each day by an adult 16 years of age or older. This is a state requirement and establishes a flow of responsibility. **PLEASE DO NOT ALLOW YOUR CHILD TO WRITE ON THESE PAGES.**

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. Your child's feet must be covered for protection. Shorts or leggings must be worn underneath skirts or dresses. Excessive jewelry should not be worn.

Food Safety

As of January, 2018, we have new guidelines as to what can be fed to our preschoolers. These guidelines do not apply to our VPK students, but please keep in mind the food you send in for them also.

The new rule states that foods that are associated with young children's choking incidents must not be served to our preschool children. Following is a list of foods that are **now prohibited as per DCF:**

Whole hot dogs/corn dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/windpipe.

I have discussed these with the preschool teachers with respect to what their students bring in for lunch and we have come up with the following guidelines to help you:

1. Any fruit coming in **must** be cut into bite size pieces.
2. No candy or marshmallows.
3. Now that chips are no longer allowed, we wanted to give some substitutes that hopefully will help you: goldfish, crackers, pretzel sticks, Cheetos, veggie straws.
4. Hot dogs/corn dogs are allowed but they must be cut into bite size pieces.

Any food coming in with your child not meeting these guidelines, will not be served to your child but will be sent back home with them at the end of the day.

FOR THE INFANTS AND ONES CLASS:

As per DCF, food must be cut into bite size pieces. *Food for the Infants and Ones must come into the classroom already cut up.*

Drinks

Your child must come in each day with a spill proof water cup with water in it. This can be refilled from the adult sink as needed throughout the day. **If they do not come in with a water cup, a bottle of water will be provided for them and a \$5 charge will be added to your account.**

Breakfast Cut Off

In each of our classrooms, we have cut off times for children to come in with breakfast. They are:

Infants eat breakfast as a group at 8 am
Ones and Twos class -- cut off time is 8 am
Threes and VPK classes – cut off time is 7:20 am

Labeling

All items brought in for your child (lunch box, cups, etc.) must be labeled with your child's first and last name.

Toys and Trinkets

All toys, make-up, jewelry, candy, gum and money should be left at home! **NO TOYS!**

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.

Late Pick Up

Our school closes at 6 pm each day. If you are late picking up your child, you will be charged a fee of \$1 for each minute you are late.