

AZALEA CITY CHRISTIAN SCHOOL AND CHILD DEVELOPMENT CENTER

We desire to provide a Christian atmosphere, centered on Biblical teachings
to help develop your child spiritually, emotionally, physically and
intellectually

Parents/Child
Handbook

Welcome

Parents,

We are delighted that you have chosen Azalea City Christian School and Child Development Center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. This will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference.

The staff at Azalea City Christian School and Child Development Center would be glad to address any of your questions or concerns. Once again, welcome!

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PARENT/CHILD HANDBOOK

OUR GOALS

The teachers at Azalea City Christian School are dedicated to focusing on your child's needs. Since all of life is a learning process, activities are designed to expand the child's experiences to the real world. Each child is regarded as a special developing person with social, physical, spiritual, and intellectual needs. We are able to respond best to your child by teaching developmentally appropriate concepts on a weekly basis.

- We will provide each child with the opportunity to know God, to be loved, and to be secure in that love.
- We will provide each child with the opportunity to give, share and receive.
- We will provide each child with the opportunity to make judgments and decisions in becoming self-disciplined, self-guided and self-directed.
- We will provide each child with the opportunity to understand his physical and social environment through reasoning and problem solving.
- We will provide each child with the opportunity to become independent in study and work and play with supervision only as needed.
- We will provide each child with the opportunity to develop and understand his/her emotions and moral values.
- We will provide each child with the opportunity to work and play with others in order to teach leadership.
- We will provide each child with the opportunity to develop physically, socially and spiritually.

GENERAL INFORMATION

In order to enroll your child, the office must first receive your admissions application, emergency card, blue immunization certificate, a copy of your child's social security card, birth certificate, and a notarized State Exemption Form. All paperwork must be turned in before your child may attend. Each child is accepted on a trial basis, according to whether or not the child can adjust to a new routine and structured classroom setting within a couple of weeks. Our program consists of phonics, numbers, reading readiness, arts, music, science and other preschool activities. In some cases, a child may not be ready for a structured environment such as this and it is in the child's best interest to move them to a class with a less structured environment. This will not cause the child to be behind the child that stays in the more structured class, but will better accommodate the child's development and cause less pressure for the child.

TUITION AND FEES

School tuition must be paid in full by **July 1** in order to receive a 10% discount. Tuition is paid through bank draft every Friday in advance for the coming week. In the event that a Friday occurs on a Bank Holiday, the tuition draft will be entered for the preceding Thursday.

In the event that a child's schedule changes or is withdrawn from school, a completed "**Bank Draft Change of Status**" must be submitted to the Finance Office 2 weeks in advance in order to allow time for processing.

Registration fee: is defined as an administrative, non-refundable fee charged to **first-time students** due at time of registration. This fee is **\$150.00** per student if registered from **April 1 – January 31** of current school year. If a new student registers between the dates of **February 1 – March 31** of the current year, the fee will be **pro-rated to \$50.00**. Then on **April 1**, the **annual fee** would be due.

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TUITION AND FEES (continued)

Annual fee: defined as an administrative, non-refundable fee charged to students who are continuously enrolled without lapse. This fee for **continuing students** is offered at a **discounted** rate of **\$75.00** if paid between **April 1 and April 15**. The regular annual fee of **\$100.00** per year is due between **April 16 and April 30**. A late fee of **\$25.00** will be charged beginning on **May 1** (or the first business day of May of the current year) thru **May 31**. Beginning **June 1** and thereafter, the student will effectively lose their spot and will be required to **register** again and pay the registration fee of **\$150.00**.

Supply fee: defined as a non-refundable fee of **\$100.00** that is charged to each student annually. This charge will be added to your account on **June 1** each year but is not due until **July 1**. **If this fee is not paid before your first scheduled draft of the school year, (last Friday in July) the fee will be drafted at that time.**

Returned Check or Draft fee is charged for all returned checks and drafts. This **\$30.00** fee is charged to your account and checks will no longer be accepted for payment of any kind. If a tuition draft is returned more than once, the student's enrollment will be terminated.

Extra Day fee is **\$30.00** for any day that a child attends daycare in addition to their regularly scheduled days. Prior approval must be given by the Administration before attending. You may request that this charge be added to your weekly draft.

Late Pick Up fee is **\$5.00** plus **\$1.00 per minute** for every minute after **6:00 pm** when the facility is closed.

If your child's day ends at **3:00 pm** for K3 or K4, a **\$5.00** late fee will be assessed at **3:01 pm** plus **\$1.00 per minute** until your child is picked up.

Late fees will be drafted in the week they occur along with the regularly scheduled weekly draft.

Family Discount are given to those families with more than one child enrolled. There is a 10% tuition discount for the 2nd, 3rd, etc., only if they are all enrolled full-time (5 days per week).

Military Discount: All active duty United States military families will receive a **10%** discount on tuition per child. A copy of active orders and government issued military identification must be presented in order to receive this discount. This discount cannot be combined with other discounts such as multiple children discount.

Vacation is a new offer beginning **August 2016**. If your child/children have been continuously enrolled for 12 months, you will be allowed to take a "vacation" from daycare. You may take 1 week (5 days full-time; 3 days part-time) off and not be charged for those days. Those days must be consecutive days and notice given 2 weeks in advance for the Finance Office and Personnel to prepare. **There will be no exceptions.**

Rates for the 2016/2017 school year are as follows:

Full-time (5 days per week):	\$110.00 per week
K3 & K4 (8:00-3:00 daily):	\$ 90.00 per week

There will be no reduction in fees for absences, holidays, emergencies or bad weather conditions for which the center has to close.

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BUILDING SECURITY

The door to our facility has a keyless entry pad at the north entrance, (playground side). All other doors are generally locked at all times. Parents will be given a secure number, once is entered on the keypad will allow you to enter the building. **DO NOT GIVE THIS SECURE NUMBER TO ANYONE** and **DO NOT ALLOW TAILGATING**, each person entering the facility must enter his/her security number to confirm valid access. You will need to inform office staff if someone other than a parent is picking up your child. If someone other than the parents is picking up the child they will need to ring the doorbell to be admitted into the building. The exception is that during rainy weather, the south door (under the portico) will be used for arrivals and departures. Please do not linger when this is the case. Others may be waiting for a parking spot out of the rain.

Classroom: No persons, other than parents with siblings, teaching staff and supervisors are allowed in the classrooms while any children are present. This policy is an absolute necessity to insure the safety of all our children. Please help us observe this requirement and bring any unsafe situation to our attention immediately.

SIGN IN AND SIGN OUT PROCEDURES

It is imperative that you sign your child in/out when arriving/leaving school. Upon arrival, each child must be accompanied to his/her assigned classroom, and the parent must sign the child in on the clipboard. Each class will have a clipboard located at your child's classroom. **Unless this policy is followed, the school cannot be responsible for the safety of your child.** Your child needs to arrive no later than **8:00am** for K3 and K4 (9:00am for T1A through Toddler 2). Chapel time is from **8:30am** till **8:45am**. We request that chapel time not be interrupted. If you bring your child in after 8:30am and before 8:45am you will need to **remain with your child until chapel is over**. Children will only be released to adult individuals and must be listed on the child's pick-up list. The parent must sign out each child at the end of the day. **Never** take your child from campus without letting their teacher or the office staff know.

OPEN DOOR POLICY

You are welcome to call or stop by our center at any time to check on your child. You and your family are very special to us and we want you to feel at home here. All classrooms have windows where you can observe your child. We do ask that you do not let your child see you if it would upset him/her. We want your child to be happy and experience as little transition as possible.

SNACKS

Please furnish nutritious snacks & drinks for your children. Snack time is **9:00am** in the morning and **2:30pm** in the afternoon. Please bring snacks in a separate bag from their lunch bags.

BREAKFAST

If your child needs to eat breakfast at school, please make sure that your child arrives by **7:00am**. Any child arriving after that time will need to have eaten breakfast at home, or you may feed him/her in the fellowship hall. You will need to provide any breakfast food that you want served to your child.

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LUNCH

Please send nutritious lunches and juices for your child. All meals must be pre-cooked. We are unable to “cook” your child’s meal. We will be glad to warm-up leftovers from home, provided they are in a plastic Microwaveable container. We cannot accept glass or metal containers. Please label all containers for your child’s lunch with their name. **Candy and soft drinks are not permitted**, these are special treats for party days. Lunchboxes are kept in your child’s classroom please include a cold pack in your child’s lunch box to keep drinks and sandwiches cold. If you send canned items for warm-up, please remove the top, cover with saran wrap and plastic lid and place in the basket labeled “warm-ups” located on top of cubbies outside your child’s classroom. Fridays are pizza days, if you wish your child to participate, the cost is \$3.00 per child please pay this fee Friday mornings.

CLOTHING

Please label all your child’s clothes and send an extra change of clothing to be available in their cubbies, (2 extra sets of clothing for Nursery through Toddler 3). In case of an accident, soiled clothing will be sent home in a plastic bag as we are unable to wash it at school. If your child does not have extra clothing, it may be necessary for us to call you to pick up your child if he/she has an accident. In dressing your children for school, please dress your child in comfortable elastic waist clothing labeled with ID. Keep in mind the child’s ability to button, snap, zip, and etc. Dress them in clothes they can get off and on easily. We try to teach them to use the restroom on their own and clothes that facilitate this effort are very much appreciated by your child’s teacher, especially when toilet training. No sandals, flip-flops, crocs, or boots, please. For safety on the playground tennis shoes with socks (preferably with Velcro closures) and other shoes that cover the feet work better for the children.

TOILET TRAINING

It is important that you notify your child’s teacher when you begin toilet training at home. When your child has become almost accident free and you would like to send your child in underwear, please let your child’s teacher know. Your child will need to wear plastic pants over the underwear to protect their clothing from accidents and to insure that our classrooms stay as clean as possible. It is understandable that accidents will happen. All the K3 and K4 students must be totally toilet trained and exhibit good toilet manners before entering preschool. This is a must!

BIRTHDAY PARTIES

If your child is having a birthday party and you wish to invite his/her classmates, please be sure to send every member of the class an invitation. If you choose not to invite everyone in the class, then please mail the invitations. You may send cookies, doughnuts, cupcakes, and etc. to school for your child’s birthday, if you wish. Please keep it simple. You may send favors to the teacher and the birthday child may hand them out at the end of class.

CLASS PARTIES

You may be asked on special occasions to send a small amount of money to help cover expenses of a class party. We will need at least one room mother from each class to plan and organize our parties. T-1, 2 and 3 will have much simpler parties. We have five (5) parties during the school year. They are at Halloween, Christmas, Valentine’s, Easter, and End of the Year. All parents and younger siblings are always welcome, but it is a good idea to let the room mother know if you will be bringing siblings so the room mother can plan accordingly. The End of the Year Party for K3 and K4 will be scheduled off-

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campus. All parents must attend with their children. There will be no daycare for K3 or K4 available that day.

SPECIAL EVENTS

Since most children enrolled at ACCS are too young to travel outside our facility for field trips, we schedule special events each month (i.e. Circus Day, the Drop by Zoo, etc.). We hope that these experiences provide your child with unforgettable memories. Parents are welcome to come and be with us on these days. If your child is not scheduled to come on the special event day, you may bring your child for the special event. Please consult the office for a scheduled time.

STUDENT MONIES

When sending money to school with your child for parties, etc., please put it in an envelope with your child's name, teacher's name, amount enclosed and purpose on the front of the envelope. Please send CASH only for Ice Cream. Your child's teacher will make these envelopes available to you. All money is due before your child participates in each event.

SHOW & TELL

Toys and books from home should only be brought on days designated by the teacher for "Show & Tell". Toys such as play guns, knives, swords, and etc. are not permitted at any time. If there is any question about an object the child is considering bringing for "Show & Tell", please feel free to call the child's teacher. Please do not allow your child to bring toys on days other than show & tell days.

SICKNESS

If your child is sick with a cough, fever, or other illness, please keep them at home. If your child is well enough to attend school, he/she will be considered well enough to go outside on a pretty day. Parents should report any illness or exposure to communicable diseases outside of the school to the staff so that other parents may be alerted. If your child has been exposed to communicable diseases at the school, parents will be informed. If your child becomes sick while at school, you will be called to pick up your child. Please remember that your child cannot return to school until they have been free from fever, vomiting, or diarrhea for a 24-hour period without medication, (fever reducer, i.e. Motrin, Tylenol, Ibuprofen). We strive to protect the children from anything contagious and appreciate your participation in doing so.

MEDICATION

If your child needs to take medication at school, it will be necessary to put the medication and spoon in a plastic zip lock bag with complete instructions enclosed. **Verbal instructions will not be sufficient.** Medical instruction forms are available from your child's teacher. All medication for your child must and will be kept in the office. Please drop off your child's medication to office personnel when arriving at school with your child. If not dropping off medication but your child has had medication before arriving at school, please inform the child's teacher.

BAD WEATHER

We will follow the schedule of Mobile County Public Schools in regard to closing for bad weather. Please remember that we are doing this for the safety of you, your children and our employees. If the public schools are closed for bad weather, Azalea City Christian School and Child Development Center will also be closed. Please listen to WKRK, WABB, or WKSJ for reports.

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BITING

It is normal for most children to experiment with biting somewhere between the ages of 12 and 24 months old. We will work together to stop this behavior. We do believe that by the time a child is 12 months old they should understand that biting is not acceptable behavior.

- ❖ When a child bites for the first time and breaks the skin or leaves a mark, the parents will be notified.
- ❖ A second bite occurrence, which breaks the skin or leaves a mark, will result in removal from ACCS for one day.
- ❖ A third bite occurrence, which breaks the skin or leaves a mark, will result in removal from ACCS for at least one week or until the biting phase has passed.
- ❖ Upon return to ACCS, a child resumes biting, he/she will not be allowed to return for one month.

REPORT CARDS

Report cards will be given to children in K4 every nine weeks. This will allow you to track your child's progress during the school year, please sign and return these promptly. Your child's account must be current before report cards will be released.

CONFERENCES

If the need should arise for a parent/teacher conference, please contact the school to schedule an appointment. The sooner we can address and correct a problem, the quicker we can provide your child a happier school experience. We strive to handle all incidents to the complete satisfaction of the parents, however, while resolving matters we must consider the interest of the students and the school in the resolution.

EARLY INTERVENTION

All children enrolled in our school will be occasionally screened for developmental delays in speech and hearing difficulties. If you suspect there is a problem, please notify us. Free professional testing is available through the Mobile County Public School System (Age 3 and up) and the Alabama Early Intervention Program (Birth to Age 3). Please do not be alarmed if we ask to make a referral. We try to err on the side of safety and refer anything that remotely might be a difficulty for your child. We realize that the sooner therapy can begin, the more success your child will achieve. In most cases, therapy is provided free of charge at our center through the Mobile County Public School System.

DISCIPLINE

The goal of discipline is to teach self-discipline. All discipline will be administered with the idea of providing a wholesome Christian environment. Corporal punishment will not be used at our center. We will be using time-out and behavior modification with rewards for good behavior. In some cases a parent may be called to pick up his/her child if our staff cannot handle the situation.

FOLDERS

Your child will receive a folder. Please check, sign and return these on a daily basis. All correspondence from the school or teacher and your child's work will be sent home in the folder. A daily behavior chart will also be included. All money sent to school should be labeled and sent to school in the folder.

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SUMMER CARE

Although things are more relaxed structurally during the summer, in order for our program to have minimal interruptions, we ask that you have your child attending **no later than 9:00am**. Please check your child's calendar so that you are aware of the activities for the day and have the appropriate supplies (riding toys, bathing suit, etc.).

NON-DISCRIMINATORY POLICY

Azalea City Christian School is classified as a non-profit institution under section 501c3 of the Internal Revenue Code; therefore, the school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs.

CONCLUSION

We are so happy you have chosen Azalea City Christian School and Child Development Center for your child's education. We consider it a privilege to teach your child and provide the environment and guidance that you are looking for in a private educational institution.

This Parent/Child Handbook is designed to inform you of the principles, policies, and holidays involved in the operation of Azalea City Christian School and Child Development Center. It should be kept as a reference book and read carefully.

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We have read and understood the Handbook. We also agree to abide by the policies stated therein.

Student Name

Parent/Guardian Signature

Date

(Please sign and return this page to Azalea City Christian School and Child Development Center)