



# Anchorage Christian Preschool

A Division of Anchorage Christian Schools

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**K3 • K4**

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## **PRESCHOOL DIVISION ENROLLMENT POLICY INFORMATION**

Anchorage Christian Preschool is the preschool and childcare division of Anchorage Christian Schools. The mission of ACS is to work hand in hand with the home and Church to provide the environment, instruction, and opportunities for service that will educate and train leaders for Christ who function successfully in today's Church and world. Our primary objective and purpose is to train students in the knowledge of God and the Christian way of life, along with providing a foundation for an excellent education. ACS believes that Christians must acknowledge that all truth, knowledge and wisdom ultimately come from God. God, as revealed in the Person of the Lord Jesus Christ and throughout the Bible is the center of all we do and believe at ACS.

**ENROLLMENT:** Enrollment at ACP is open to children, age 3 (potty trained) through age 5 regardless of race, religion, sex, color, national origin, marital status of parents or physical handicap if the administration and parents agree that the child will benefit and be happy in our program and facility. Acceptance for all children, including children with special needs, will be on the basis of ACP being able to meet the child's needs along with the parent's agreement with the Christian philosophy and objectives of Anchorage Christian Schools. Children with special needs will be considered individually to see if we can accommodate his or her needs.

We are open Monday through Friday from 7:00 A.M. to 6:00 P.M. We do not offer night or weekend care. We are closed for the following days and holidays: New Year's Day; Martin Luther King Day; President's Day; Thursday before Good Friday; Good Friday; Memorial Day; July 4<sup>th</sup>; Labor Day; September 17<sup>th</sup> for staff training; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve; Christmas Day; and New Year's Eve. If the holiday falls on the weekend, we will close on the Friday or Monday as recognized by state and federal employees. If Christmas Eve and New Year's Eve fall on Saturday or Sunday, we will close on the Friday before. We do not close for inclement weather.

Parents must complete and sign all enrollment forms provided. Records and information pertaining to a child or his family is treated as confidential except as required by facility staff in working with the child and family, or by the licensing representative in licensing the facility, or in the case of having to report situations which may require child protective services. Each child's record is kept on file in the office and used only by authorized persons.

As your partner in caring for your child, it is important that good communication exists between us. If your child is experiencing a major change in the home environment that may result in changes in behavior, it is important that you consider informing us so that we may help through those times. Our staff will keep you informed of any behavioral problems that occur as well. If you have further questions about our discipline policy, please feel free to discuss it with the director.

**MEALS, SNACKS, AND BEVERAGES:** Menus are planned in advance and are posted on our bulletin board. We serve a nutritious hot lunch with milk each day. A snack is served each morning and each afternoon. We do not serve breakfast, and we ask that your child eat at home before arriving in the morning. Children may bring their own lunch or snack if desired. The lunch needs to be in a container labeled with his or her name. If you supply your child's lunch, please be sure that it meets the child care program food requirement which includes a meat or meat alternate, 2 or more vegetables or fruits, a bread or bread alternate and milk. Acceptable snacks consist of 2 of the following 4 components: milk; juice, fruit or vegetable; meat or meat alternate; or bread or bread alternate. If what your child brings does not meet the requirements, it will be supplemented by us. **PLEASE INFORM US OF ANY KNOWN FOOD ALLERGIES YOUR CHILD HAS.** If your child has food allergies, please review the menu each month and substitute food items as necessary.

**FEES:** See the financial information and agreement form in the enrollment packet for our current fees.

**INSURANCE:** Anchorage Christian Schools meets or surpasses the required amount of comprehensive general liability insurance coverage as determined by the Municipality of Anchorage.

**PROGRAM AND DAILY SCHEDULE:** ACP was established to assist you in caring for and training your children. We provide a learning and growing experience through the use of the **A BEKA** program, a curriculum designed specifically for Christian schools. We teach many things such as letters, numbers and phonics. We also provide a wide variety of creative activities, games, arts and crafts, field trips, and science and nature activities. Bible stories and songs are a vital part of our curriculum, and we learn and memorize many Bible verses. We are patriotic and teach respect for our country and flag. The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. The preschool ministry has grown from a sincere love for children and a desire to help them in the proper development and adjustment in our modern world. Our purpose is to provide an environment that is safe and conducive to good health where children can assemble, work and play together while being guided toward a happy, wholesome, spiritual development.

**PARENT VISITS:** ACP maintains an open door policy for parents. Parents are always welcome and may come in to visit, observe, participate or eat lunch with their children. We prefer that parents do not come in during scheduled class times unless it is to observe or participate in the lessons being taught. A visit during that particular time usually takes the children's attention away from the lesson. If a parent plans a visit in advance, we prefer that they inform us, but this is not an absolute requirement. We do request that parents check in with the office upon arrival for a visit as well as upon arrival to check their child in or out for the day. In the case of parents who are separated or divorced, we do not require both parents be informed if only one parent visits their child if both parents have visitation rights. However, if we do not know one of the parents and that parent's name is not identified on any of the enrollment information, we do not allow that person to visit. We also do not allow visits from anyone who might have a restraining order stating that he or she is not allowed contact with the child even if we know that person to be the parent of the child. We do not allow visitors who are not parents to tour the building un-chaperoned. When we give tours throughout the building to prospective parents and children, office or teaching staff always accompany the tours.

**FIELD TRIPS:** Parents are asked to fill out and sign the transportation authorization form which is included in the enrollment packet. This is a form to allow your child to go on walks in the neighborhood. We will inform you of every scheduled trip made away from the building using school transportation and a permission slip must be signed for your child to be able to attend. We do not always inform you if we go for a walk in the neighborhood such as on a nature walk or on a walk to Cheney Lake or to nearby Nunaka Park. During the spring or summer, we occasionally walk to Cheney Lake to feed the ducks or to Nunaka Park to play on the playground. If we go on a walk, we always walk holding on to a rope with plenty of staff assisting, and we do not go far from the facility.

**SMOKING:** Smoking is prohibited inside our facility and on the grounds and parking lot outside the facility.

**COLD WEATHER OUTDOOR PLAY:** Outdoor play is a part of our daily schedule, weather permitting. We go outside when climatic conditions and individual children's tolerance permits. On colder days, or if the weather is too severe for outside play due to wind chill factors, heavy snow or rain, or unsafe ice conditions, we enjoy play and exercise indoors. Opportunities are provided for a minimum of 20 minutes of vigorous physical activity either indoors or outdoors for every three hours that we are open. If we cannot go outdoors, each class has scheduled time in our upstairs playroom. In most cases, children well enough to attend preschool are well enough to play outside, so all children will be required to go out unless we have a written request to keep the child indoors. It is extremely important to remember to send your child with appropriate clothing for outdoor play.

10. Severe itching of body or scalp;
11. Skin rashes, excluding diaper rash, lasting more than one day;
12. Swollen joints;
13. Visibly enlarged lymph nodes;
14. Stiff neck;
15. Blood or pus from ear, skin, urine or stool;
16. Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
17. Loss of appetite characterized by refusing all solids; or
18. Symptoms which indicate any of the following diseases: (a) chicken pox; (b) impetigo; (c) lice; (d) scabies; (e) strep throat.

**EMERGENCY CONTACT:** If your child is absent for illness or for other reasons, please call and inform us. If your child experiences a serious illness, accident, seizure, or other emergency while in our care, we will provide or obtain emergency care immediately and will attempt to notify the parent immediately thereafter. If the parent cannot be reached by phone, we will notify a contact person listed on the emergency card. Once again, please be reminded to keep the phone numbers of your emergency contact people current. It is also extremely important that we have *current and correct phone* numbers of parents, including cellular phone numbers. Please inform us of changes in residence and mailing addresses also.

**MEDICATION:** We will give medicine to a child if it is provided and authorized by the parent. We must have the parent's written permission for each individual dose of medicine, including over the counter medications. Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, name of prescribing physician, date of prescription, expiration date and instructions. Non-prescription medications must be in their original container, and if given for more than four consecutive days, require a physician's written order. Forms are available for you to sign authorizing administration of medication. Each disbursement of medication is made and documented by office staff. Topical products may be used beyond four days but they require parent permission in advance and are used according to manufacturer's directions.

**LICENSING:** The Municipality of Anchorage, Department of Health and Human Services Child/Adult Care Office is the agency responsible for licensing childcare centers. This agency supervises, monitors, and investigates complaints involving centers serving 7 or more children unrelated to the provider. The Child/Adult Care Office is located at 825 "L" Street, 3<sup>rd</sup> floor. The phone number for that office is 343-4758.

### K-3a DAILY SCHEDULE

7:00- 8:15	Free choice play in playroom
8:15- 8:35	Snack/Restroom
8:35- 9:00	Pledges/Bible/Prayers/Songs
9:00- 9:40	Recreation/Large motor skills/social skills in playroom
9:40-10:45	Class Time: Numbers, Letters
10:45-11:15	Restroom/Lunch
11:15-12:00	Songs/Stories/Art
12:00-12:30	Playroom fun/Outside play
12:30-12:45	Bathroom/Prepare for nap
12:45- 1:00	Video Viewing
1:00- 3:00	Naptime
3:00- 3:30	Bathroom/Snack
3:30- 4:00	Outside play/Song time in classroom
4:00- 4:30	Vigorous playroom activity
4:30- 5:00	Center Play/Stories
5:00- 6:00	Free choice play in playroom

### K-3b DAILY SCHEDULE

7:00- 8:15	Free choice play in playroom
8:15- 8:35	Restroom/Snack
8:35- 9:00	Pledges/Roll Call/Prayers/Songs
9:00-10:30	Bible/Letters/Numbers
10:30-11:00	Outside play
11:00-11:20	Music/Stories/Toys/Centers
11:20-11:30	Prepare for lunch
11:30-12:00	Lunch
12:00-12:45	Vigorous playroom activity
12:45- 1:00	Restroom/prepare for nap
1:00- 3:00	Naptime
3:00- 3:30	Restroom/Snack
3:30- 4:30	Outside play
4:30- 5:00	Vigorous playroom activity
5:00- 6:00	Free choice play in playroom

### K-4a DAILY SCHEDULE

7:00- 8:00	Free choice play in playroom
8:00- 8:30	Pledges/Roll Call/Prayers
8:30- 9:00	Snack/Restrooms
9:00- 9:30	Bible/Songs/Verses
9:30-10:00	1 <sup>st</sup> class
10:00-11:00	Vigorous playroom activity/Outside play
11:00-11:30	2 <sup>nd</sup> class
11:30-12:00	Lunch
12:00-12:45	Outside play/Center play in classroom
12:45- 1:15	Restroom/ prepare for nap/Video viewing
1:15- 3:00	Nap
3:00- 3:30	Restrooms/snack
3:30- 4:30	Outside play
4:30- 5:00	Vigorous playroom activity
5:00- 6:00	Free choice play in playroom