



# Anchorage Christian Pre-Elementary School Potty Trained K-2

A Division of Anchorage Christian Schools

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## K-2 ENROLLMENT POLICY INFORMATION

Anchorage Christian's K-2 class is a division of Anchorage Christian Schools, a ministry of the Anchorage Baptist Temple. 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:** Our K-2 class is open to two and three year old children who are potty trained 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 ACPS being able to meet the child's needs along with the parent's agreement with the Christian philosophy and objectives of Anchorage Christian Schools.

We are open Monday through Friday from 7:30 A.M. to 4:30 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 parents 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.

**PHYSICALS/IMMUNIZATIONS:** All children must have a current physical that has been completed within the last twelve months or that is scheduled within 5 weeks of the

first day of attendance. A physical form is attached for your convenience. Immunizations must be current at all times, and a copy of each child's immunization record is required at the time of enrollment and is kept on file. If you have reason for your child not to receive the immunization, religious or medical exemptions are available from your child's doctor.

All children must be checked in and out by parents or by other persons age sixteen or older whom the parents authorize. If anyone other than a parent or those authorized on the enrollment form picks up your child, please notify us in advance and sign an authorization form.

**DISCIPLINE:** Our discipline policy is meant to provide for positive reinforcement, redirection and setting of clear and consistent limits. We explain to the child why the behavior is not acceptable or appropriate as well as why disciplinary action is necessary. We use "time out" which separates a child from the other children or activities for a short period of time. The purpose in doing this is to help the child think about why the behavior or choice is not acceptable and to consider what would be a better choice of behavior in the future. If children do not heed the correction of classroom teachers, they may be taken to the office where they are talked to or a call to the parent is made. If this does not result in positive behavior the parent is asked to come in and take care of their child's behavior. Anchorage Christian Pre-Elementary School supports the Biblical philosophy of corporal discipline and does accept spanking as an effective means of correction, however, we **DO NOT** administer corporal discipline. If the parent chooses to discipline in this manner, the parent must sign their child out and go home or to an area of the building where there is privacy. Other children must not be able to hear the parent administer corporal discipline to their child.

Major discipline problems may result in your child losing the privilege of attending ACPS. ACPS reserves the right to immediately dismiss or suspend any child who continually exhibits violent or disruptive behavior with workers or other children and who will not respond in a positive way to correction or discipline measures used. We will advise parents of any problems with the child, and if necessary, we will dismiss or suspend the child immediately if problems are not corrected. Use of profanity, hitting, kicking, scratching, fighting with or spitting on staff members or other children or any behavior that is uncontrollable or a threat to others will not be tolerated. If discipline problems occur, our staff will ask for your assistance in resolving the problems, and if they are not resolved immediately, your child will be suspended without notice. If such suspension occurs and results in dismissal from ACPS, your account will be pro-rated and charged only through the last day of attendance.

If you have further questions about our discipline policy, please feel free to discuss it with the supervisor or director. 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 difficult times. Our staff will keep you informed of any behavioral problems that occur as well.

**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.

**PERSONAL BELONGINGS AND CLOTHING:** Please have your children wear comfortable, durable, washable clothing. We often play outside when the weather permits so hats, gloves, boots and snowsuits are necessary during the winter months. Jackets, sweaters, water boots, etc. are necessary during the spring, summer and fall as weather demands. **PLEASE MARK ALL ITEMS OF CLOTHING OR PERSONAL BELONGINGS.** We also ask that you provide an extra complete set of clothing, including underclothes and socks, for use in case of a necessary change. Children will be assigned an area to put their personal belongings in. Because personal items often cause conflict between children, please do not allow your child to bring toys, games, candy, gum or money. **WE CANNOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.** A time of rest is scheduled in the afternoon. Sleeping mats and blankets are provided, but you may bring a special blanket if preferred. A cuddle toy is permitted for use during naptime as well.

**PROGRAM AND DAILY SCHEDULE:** The nursery and pre-elementary ministry has grown from a sincere love for children and a desire to assist you in caring for and training your children. 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. Children's needs are attended to as needed on an individual basis with lots of TLC. Following is an example of how we might spend our day:

7:30 - 8:45	Free choice play in centers or on equipment
8:45 - 9:00	Bathroom break & snack
9:00 - 9:40	Recreation/large motor skills/social skills
9:40 - 10:10	Class time: Bible, songs, numbers, letters
10:10 - 10:40	Recreation time: outside play
10:40 - 11:30	Bathroom break & lunch
11:30 - 12:00	Recreation/organized gym time
12:00 - 12:30	Story time/bathroom/prepare for nap

12:30 - 2:15	Naptime
2: 15 - 2:30	Wake up/bathroom break/video viewing
2:30 - 3:00	Snack
3:00 - 4:30	Recreation time: in classroom or outside

**SUPERVISION AND RATIOS:** Our two-year-old potty-trained class has one caregiver for every six children with the maximum group size of twelve children. Children will be supervised and watched closely by responsible caregivers at all times, including while inside or outside as well as while they are sleeping. Children are always under supervision of caregivers who remain in close proximity able to see, hear, and quickly respond to them.

**DVD, VIDEO, T.V. AND COMPUTER:** Occasionally, we have a limited time of DVD, video or television viewing as a means of relaxation and entertainment. Bible stories, short movies or cartoons are used, and all material is very carefully selected. Viewing is limited to a short time in the early morning and/or late afternoon, and while we are preparing for or getting up from naptime. Viewing does not exceed one hour per day, and alternate activities are available for the children. Computer learning activities are not available at this time.

**TRANSPORTATION AND FIELD TRIPS:** ACN *does not* provide transportation to or from our center and we do not schedule field trips away from our facility. In a medical emergency, children will be transported by paramedics to a hospital or physician's office.

**PARENT VISITS:** ACPS maintains an open door policy for parents. Parents are welcome to come in to visit, observe, or eat lunch with their children. 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 and the supervisor upon arrival for a visit. 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 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 preschool unchaperoned.

**SMOKING:** Please notice that smoking is prohibited inside our facility and on the grounds and parking lot outside the facility.

**ANIMALS AND PETS:** ACPS K-2 does not have any pet animals.

**OUTDOOR PLAY AND FIELD TRIPS:** We never schedule field trips away from our facility for our K-2 class, but we do enjoy outside recreation or walks as weather permits. For colder weather months, we try to go outside for short periods of time when the temperature is allowable. In most cases, children well enough to attend 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. 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 organized play and exercise indoors. Sometimes we have use of the ACS gymnasium for recreation. Opportunities will be provided for a minimum of 20 minutes of vigorous physical activity; either indoor or outdoor for every three hours the facility is open.

**CHILD ABUSE REPORTING:** Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children. This facility is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services, Child Protection Office and to the Child Care Center Licensing Unit.

**VOLUNTEER, SUBSTITUTE AND EMERGENCY CARE PROVISIONS:** Your children are taught and cared for by well-qualified teachers and caregivers. Substitute staff or office staff are available to work in the nursery in case of the absence of regularly scheduled staff. We do not use volunteer workers on a regularly scheduled basis, however parents are encouraged to volunteer in the classroom or for outside play when they have the opportunity and time. Please talk with the director regarding requirements for volunteers. In the event our entire building complex is unsafe to occupy, the children will be taken in a big yellow school bus to the Anchorage Christian Preschool facility at 6505 DeBarr Road to be cared for until their parents can be notified and come for them. In the event our end of the building is unsafe to occupy but the east end of the building is still safe to occupy, the children will be taken to the Children's Ministry Center building and cared for until parents arrive.

**ILL CHILDREN:** We must reserve the right to refuse admittance to a child who shows signs of illness. Our center policy is that if a child becomes ill during the day, we ask our ACS nursing staff to help us determine if the parent needs to be notified and required to pick the child up. If this is required, the child will be isolated from the other children as much as possible and given adult supervision and comfort until a parent arrives. Please authorize other adults on the emergency card to be contacted and allowed to take your child from the center in case you cannot be reached. It is very important that these people are aware of their responsibility and that you keep all phone numbers on the emergency card current. We will exclude children from the center if they have the following symptoms:

1. Severe pain or discomfort particularly in joints, ears or abdomen;
2. Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within 24 hours;
4. Severe coughing or sore throat;
5. Oral or axillary temperature of 101.5 degrees F or more;
6. Yellow skin or eyes;
7. Red eyes with discharge;
8. Infected, untreated skin patches or lesions;
9. Difficult or rapid breathing;
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.

**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. Authorization forms are available for parents to sign. 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 with the original manufacturer's label intact, and if given for more than four consecutive days require a physician's written order. Parents must sign a permission form every day non-prescription medicines are given. Topical products may be used beyond four days, but they require parent's written permission in advance and will be used according to manufacturer's directions. Each disbursement of medication is made and documented by our staff.

**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 home, work, and cell phone numbers. Please inform us of changes in residence and mailing addresses also.

**LICENSING:** Our center is licensed for 90 children, ages 6 weeks through 12 years. 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.

**PROGRAM OR POLICY CHANGES:** We are honored that you have asked us to assist you with the care and training of your child. Our program and policies are developed for what we believe is in the best interest of each child and family. Parents will be notified in writing of any policy changes. If you have any questions or concerns about our policies, please feel free to talk with us. We welcome suggestions that might help our program or your child's involvement in it. When you return the enrollment papers, please keep this policy information for your personal file.

(This ACPS K-2 policy information was updated and revised in March 2010)