



# Anchorage Christian Pre-Elementary School K-3 & K-4

A Division of Anchorage Christian Schools

6401 East Northern Lights Blvd.

Anchorage, Alaska 99504

Phone: (907) 337-9575 • Fax: (907) 269-3893

Email: [sshelton@acsedu.org](mailto:sshelton@acsedu.org)

## PRE-ELEMENTARY ENROLLMENT POLICY INFORMATION

Anchorage Christian Pre-Elementary School (ACPS) is the pre-elementary and child care division of Anchorage Christian Schools (ACS). 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 ACPS is open to potty-trained children age 3 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 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. 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. for care up to and including 10 hours per day. Part time students are limited to 3 full days or 5 half days up to 5 hours per day and must be picked up by 1:00 p.m. If a student changes from part time to full time or vice versa, the change must be made on the first day of the month. 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; Labor Day; September 28 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.

All children must have a current physical that has been completed within the last twelve months or that is scheduled within five 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 to not receive an immunization, we must have a copy of a medical or religious exemption.

All children must be checked in and out by parents or other persons age sixteen and older whom the parents authorize. Sign in/out sheets are with the child's teacher. 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 designed to provide 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. This helps 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 a parent is made. If this does not result in positive change a parent is asked to come in and take care of the misbehavior. 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 leave the premises or go 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 Anchorage Christian Pre-Elementary School. ACPS reserves the right to dismiss or suspend any child who has repeatedly exhibited violent or disruptive behavior with workers or other children and who will not respond in a positive way to correction or discipline. We will advise parents of any problems with the child, and if necessary, 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 severe 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.

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 which may result in changes in behavior, it is important that you consider informing us so we may help the child through those times. Our staff will keep you informed of any behavior problems that occur as well. If you have further questions about our discipline policy, please feel free to discuss it with the director.

**SUPERVISION AND RATIOS:** The ratio for ages three and over is one caregiver for every ten children with a maximum group size of twenty. Children will be supervised and watched closely by responsible teachers and caregivers at all times. This includes while inside or outside of the facility, as well as while they are sleeping. Children are always under supervision of a caregiver who remains in close proximity able to see, hear, and quickly respond to them. Caregivers know the whereabouts of the children in their care at all times.

**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 and/or snack box or bag must be labeled with his or her name and dated. If you supply your child's lunch, please be sure it meets the child care program food requirement which includes a meat or meat alternate, two or more vegetables or fruits, a bread or bread alternate and milk. Acceptable snacks consist of two of the following four components: milk or juice; fruit or vegetable; meat or meat alternate; 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 rate information and agreement form in the enrollment packet for our current fees and payment information.

**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:** ACPS was established to assist in caring for and training children. We provide learning and growing experiences 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 in their 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.

A sample daily schedule for each age group is attached to the last page of this enrollment packet. Because of our structured class schedules, we ask if at all possible that children arrive no later than 9:00 a.m. If they arrive after 9:00 a.m. they will miss some of the teaching of curriculum. Please note, a time of rest after lunch is required. Mats are provided for each child. Please bring a blanket labeled with your child's name for use during naptime. The blanket needs to be taken home on weekends for laundering, but

should be returned on Monday. The children may also bring a stuffed animal for naptime.

**PERSONAL BELONGINGS AND CLOTHING:** Please send your children in comfortable, durable, washable clothing. We 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, shoes and socks, for use in case of a necessary change. Children have cubbies to put their personal belongings in. Please do not allow your child to bring toys, games, candy, gum or money. **We cannot be responsible for lost or stolen items.**

**COMPUTER, VIDEO AND T.V. USE:** Occasionally we have a short time of T.V. viewing which is limited to no more than 1 hour per day. All viewing is carefully selected, age appropriate, and of interest to the children. Our selection is based on something that is educational or encourages physical movement and action. Alternate activities are an option for children not wishing to watch or participate in the screen viewing activities. We do not have computers in the children's classrooms.

**TRANSPORTATION:** We do not provide transportation to or from our center.

**PARENT VISITS:** ACPS 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. If a parent plans a visit in advance, we prefer they inform us, but this is not a requirement. We 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 with the child if that parent has 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 will 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 unchaperoned. 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 to allow your child to go on all field trips using school transportation or to go on walks in the neighborhood. We will inform you of every scheduled field 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 or drive in the neighborhood such as on a nature walk to Cheney Lake or to nearby Nunaka Park. During the spring or summer, we occasionally walk or drive 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 climate 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. 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. Opportunities are provided for a minimum of 20 minutes of vigorous physical activity either indoors or outdoors, for every three hours we are open. We have use of the ACS gymnasium for these activities when we cannot go outdoors.

**ANIMALS AND PETS:** ACPS does not have any pets residing in the classroom. Occasionally children may bring a pet from home for a short visit or for show and tell. If this occurs, it needs to be arranged ahead of time with your child's teacher and the preschool office. Please notify us if your child is allergic to any animals.

**CHILD ABUSE REPORTING:** Alaska State Statutes and Anchorage Child Care Center Regulations require all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children. This facility is 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. In order to give the best care possible, we maintain the staff to child ratio as required by law as a minimum standard. Substitute or office staff are trained and available to work in the classroom in case of the absence of regularly scheduled staff. We do not use volunteer workers on a scheduled basis, however parents are encouraged to volunteer in the classroom or to go on field trips 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 school bus to our Debarr location 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:** Please call and inform us if your child is absent for illness or for other reasons. We reserve the right to refuse admittance to a child who shows signs of illness. Our center policy is; if a child becomes ill, a parent will be notified and asked to pick the child up. The child will be isolated from 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 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 any of 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 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, mailing and e-mail addresses.

**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 seven 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 you have asked us to assist you with the preschool education 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. When you return the enrollment papers, please keep this policy information for your personal file.

This ACPS policy information was updated and revised in March 2018.