



# Anchorage Christian Preschool

A Division of Anchorage Christian Schools

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**K3 – K4**

## **PRESCHOOL DIVISION ENROLLMENT POLICY INFORMATION**

Anchorage Christian Preschool (ACP) is the preschool 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 ACP is open to potty-trained children, age 3 through age 5 regardless of race, religion, sex, national origin, marital status of parent, or physical handicap. 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 policies and objectives of Anchorage Christian Schools. 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 care consists of one of the following two options:**

- 1.) Attendance is limited to an agreed upon 3 days per week (10 hours per day) or,
- 2.) Attendance is limited to 5 hours of morning care Monday-Friday with a mandatory pick-up time of 1:00 p.m. if the drop-off time is 8:00 a.m. or later.

We do not offer nighttime 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; Labor Day; September 29 for staff training; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve; Christmas Day; and New Year's Eve. If the holiday falls on a 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 are 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 be checked in and out by parents or other persons age sixteen or older whom the parents authorize. Sign in/out sheets are with the child's teacher and must be initialed and the time noted by the person signing the child in or out. If anyone other than a parent or those authorized on the emergency card picks up your child, please notify us in advance and sign an authorization form.

**PHYSICALS/IMMUNIZATIONS:** 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. A copy of each child's immunization record is required at the time of enrollment and is kept on file. If you have a reason for your child not to receive immunizations, we must have a copy of a religious or medical exemption.

**DISCIPLINE:** Our discipline policy is designed 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 for a short period of time. This helps the child think about why the behavior or choice is not acceptable and consider what a better choice of behavior will be 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 a positive change, a parent is asked to come and take care of the misbehavior. Anchorage Christian Preschool 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 – but may return the child to preschool afterwards.

Major discipline problems may result in your child losing the privilege of attending Anchorage Christian Preschool. ACP reserves the right to dismiss or suspend any child who has repeatedly exhibited violent or disruptive behavior with workers or other children and 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, biting, spitting, or any other behavior that is a threat to staff members or other children will not be tolerated. If severe discipline problems occur, our staff will ask for your assistance in resolving the problems. If the problems are not resolved immediately, your child will be suspended without notice. If such suspension occurs and results in dismissal from ACP, your account will be prorated 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 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 them with the director.

**MEALS, SNACKS, AND BEVERAGES:** Menus are planned in advance and are posted on our bulletin boards. 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 snack or lunch if desired. The food needs to be in a container and clearly labeled with the child’s **name and the date**. If you supply your child’s lunch, please be sure it meets the child care program food requirement which includes a meat or meat alternative, two or more vegetables or fruits, a bread or bread alternative, and milk. Acceptable snacks consist of two of the following four components: milk or juice, fruit or vegetable, meat or meat alternative, bread or bread alternative. 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 bring 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 in caring for and training children. We provide a learning and growing experience through the use of the **A Beka** program, a curriculum specifically designed for Christian schools. The curriculum provides a well-balanced, age-appropriate academic experience. The curriculum introduces phonics, number recognition and related concepts, and writing, as well as a wide variety of arts and crafts, games, field trips, and science and nature activities. Bible stories, songs, and memorizing Scripture are a vital part of our curriculum. We teach patriotism and respect for our country and

our flag. The children are surrounded by a Christian atmosphere of love and respect and are taught the value of life and the wonder of the world as created by God. The preschool ministry is built upon the foundation of love for children and a sincere desire to help in their proper development and adjustment to the 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 happy, wholesome, spiritual development. A sample daily schedule is attached to the last page of this enrollment packet. Because of our structured class schedules, we ask if at all possible that the 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 the curriculum. Please note: a time of rest after lunch is required. Cots or 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 and then returned on Monday. The children may also bring a stuffed animal for naptime.

**SUPERVISION:** The children at ACP are supervised closely by responsible teachers and caregivers during all activities. The workers are spread out around the room keeping all the children in sight and being in a position to respond quickly to any given situation. While outdoors the teachers interact with the children making sure safety is the key. Our classes have one teacher for every ten children with a maximum group size of twenty per class. This ratio is maintained during all hours of operation.

**PERSONAL BELONGINGS AND CLOTHING:** Please send your children in comfortable, durable, and 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 you to provide at least one 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 them 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 educationally based or encourages physical movement and action. Alternate activities are an option for children not wishing to 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:** 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. Advanced notice is preferred but not a requirement. We request parents check in with the office 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 they are not identified on any enrollment information, we will not allow that person to visit. We also do not allow visits from anyone who has a restraining order ON FILE stating he or she is not allowed contact with the child even if we know the 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 allows your child to ride our designated buses. 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 onto a rope with plenty of staff assisting and we do not go far from the facility.

**SMOKING:** Smoking is prohibited inside of 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 or individual children's tolerance permits. On colder days when weather is too severe to play outside 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 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 (Director permitting). It is extremely important to remember to send your child with appropriate clothing for outdoor play.

**CHILD ABUSE REPORTING:** Alaska State Statutes and Anchorage Child Care Center Regulations require all licensed childcare providers to 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 building is unsafe to occupy, the children at our location will be taken in a school bus to the Anchorage Christian Schools facility at 6575 E Northern Lights to be cared for until parents can be notified and come for them.

**ILL CHILDREN:** Please call and inform the preschool if your child is absent for illness or any reason. We reserve the right to refuse admittance to a child who shows signs of illness. Our center policy is as follows: if a child becomes ill, a parent will be notified and asked to pick up the child. The child will be isolated from other children as much as possible and given adult supervision and comfort until they are picked up. 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 people are aware of their responsibility and 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 100.5° 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 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
18. Symptoms which indicate any of the following diseases: (a) chicken pox, (b) Impetigo, (c) lice, (d) scabies, (e) strep throat, and (f) bed bug bites.

**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. **Please 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 work and cell 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 a parent. We must have a 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. Nonprescription 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 the administration of medication. Each disbursement of medication is made and documented by designated 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 seven or more children unrelated to the provider. The Child/Adult Care Office is located at 825 "L" Street, 3rd floor. The phone number 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 very 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 ACP policy information was updated and revised in May 2017.