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Welcome to All children Christian Academy.

Questions and feelings of anticipation are quite common as you make the decision of where to send your child to school. Hopefully, this Parent Handbook can help you answer some of those questions as well as help you feel that you made the right choice for your child. There are so many issues in childcare today. ACCA strives to eliminate as many of those as possible making your child's learning environment, nurturing, loving and full of positive energy. Preschool is the beginning of what your child will define as "school". He or she will develop an attitude about school that could carry throughout the rest of his or her "school life". The goal of ACCA is to form that attitude into a successful one making ACCA one of the many positive aspects of your child's school years. Here are some commonly asked questions and answers to help you with any inquiries you may have.

Train a child in the way he should go, and when he is old he will not turn from it
Proverbs 22:6

Our Believes.

At the All Children Christian Academy , we believe in providing children with the highest level of academic excellence in a loving, Christian environment. All grades enjoy daily Bible lessons, weekly Chapel sessions, and a Spiritual Emphasis Week in the spring. Biblical principles are not just taught in Bible class. Biblical integration takes place in all subject areas. The development of Christian character traits and the importance of using good manners is emphasized throughout the year.

ACCA strives to provide a solid academic foundation for each of our students. We aim for excellence, while presenting the subject matter in a flexible and fun way that meets the needs of a diverse student body with many different learning styles. All of our classes utilize some of the most advanced education techniques in their instruction and lessons encourage creativity and build critical thinking skills.

Dedicated staff and families care about each other and the growth and development of all of our students. We invite you to visit and see why All Children Christian Academy is one of the premier Christian learning centers in Pasco, Northern Pinellas, and Hillsborough County. We serve students from the infants through 5 years old, additionally we serve all ages for after care.

We believe:

- The Bible is the inspired Word of God
- There is one God eternally existent in three persons: Father, Son and Holy Spirit
- In the deity of Christ
- In the absolute necessity of regeneration by the Holy Spirit for salvation
- In the resurrection of both the saved and lost
- In the spiritual unity of all believers
- In the present ministry of the Holy Spirit by who's indwelling the Christian is able to live a Godly life
- Marriage ordained by God is between a man and a woman.

Our Vision.

It is our vision for children to develop lifelong Christian character traits making them strong enough to withstand life's challenges as they embark on their school years and beyond.

Our Academy is committed to providing a curriculum with a two-fold purpose:

- To equip students with and working knowledge of God's word (2 Timothy 3:16) and an understanding of God's unconditional love for every child and the hope of eternal salvation through a personal relationship with Jesus Christ
- To present a challenging and stimulating academic curriculum that encourages a natural curiosity for learning that will prepare them to be independent thinkers, productive citizens and leaders for Christ in the 21st century. (Romans 12:2)

What are the admission criteria?

All children Christian Academy accepts children from infant of age through 5 years of age and also offer a Before and After care program for children ages 5 through 12 years old. We want to meet with each parent and child before enrollment of the child. This allows the school and family to begin a long and life lasting relationship in the beginning years of your child's school.

♦ What about All children Christian Academy? How will I know what's going on in my child's classroom?

All children Christian Academy has developed its own curriculum for the teachers to use and develop weekly lesson plans from. The activities are theme centered and are age appropriate for each group of children. Each family will receive "take home" suggestions you can do with your child at home that deal with the weekly lesson plan. Every classroom has a *Family Center* that will show you each week's lesson plans, as well as schedules, important happenings and it will have a *Family Interests* section for you to do at the center with your child. All of these things combined should keep you up to date on what is going on in your child's classroom but if you still have questions you are always encouraged to ask your child's teacher or your director.

♦ Will my child learn the ABC's or 123's?

Every child develops in his or her own time. Since the goal of ACCA is to give every child a positive outlook on school we let them do just that.... *develop on their own*. Our responsibility is to provide the children opportunities for all aspects of learning. How do we do that? We enrich our classrooms with letters, books, counting and sorting items, number games, sensory experiences and lots of love. The children make the choices as to where they want to learn and play, and as we all know, children learn through play. When they choose to go to the library area to spend some "play time" they are choosing to look at books with print in them (letter recognition). In the math area they may choose to sort the colored bears in-groups (grouping is the start of mathematics). Your child may choose to play in the sensory area where he or she will measure and pour (here we go with those math skills again). We also offer computers in our older classroom for the children to use through out each day. See all the things your child may learn just by having the opportunities to choose what they want to do? There isn't a teacher pushing them to

memorize flash cards or read a story out loud. Children choose to learn on their own keeping that positive attitude about school.

♦ What if my child chooses only to play in dramatic play or blocks?

Every child develops at his or her own rate. If your child loves the blocks or can't stay out of dramatic play, your child is learning important social skills. How to deal with other children, how to ask instead of take. What to do when someone does something, he or

she doesn't like. Your child is learning and developing small and large motor skills by balancing blocks and buttoning the buttons on the "dress up" clothes. All of these skills are just as important as ABC's and 123's. When your child is ready to practice writing or counting, it will be when he or she is ready and can have a positive attitude about it.

What if my child has a discipline problem?

Listening skills are a big part of a child's development. It is important that all of the children can follow directions and instructions. We will work, within our capacity, with every child that may be experiencing any discipline problems. This may include, behavior modification programs, phone calls to the parent at work, daily notes home, and/or special rewards for positive behavior. We will be continuously working with the parent to try to improve any unacceptable behavior. The All Children Christian Academy has the right to terminate the policy, in this case, they will give a two-week notice to the parents. They can also ask for immediate termination in case the child is hampering the atmosphere and making it difficult for everyone else. This is because it is the responsibility of the daycare to maintain the well-being of all the children present. For an immediate termination by the company, there is no reimbursement policy.

At what point during the day does the programming come in?

ACCA staff is offering bits of programming all day. Throughout the morning and afternoons if the children are not in a large group setting there are usually small-directed groups at a table or on the carpet participating in a focused small group activity. These activities could range from art projects to matching games and activities or even a cooking or sensory experience. This gives any child who wants to participate, more teacher focused attention for that activity.

How are the teachers trained and screened?

All ACCA staff must go through all the appropriate finger printing and criminal checks as stated by the Licensing Board. In addition to that, we use an extensive hiring process consisting of a double interview and an observation period. At the time of hire our staff does a day of orientation and a day of "fun" where he or she can really spend some free time in each classroom getting to know the teachers and children before becoming responsible for a classroom. ACCA head teacher will be responsible for helping any new staff member learn ACCA safety policies, curriculum, and schedules.

What precautions does All children Christian Academy take about who picks up my child?

At All children Christian Academy we have installed a special computerized sign in/out system. At the time of enrollment, you will be issued special codes for anyone authorized to pick up your child. Whoever arrives for pick up must enter the code at the computer to have valid access to the preschool. If the code is valid then the door to the preschool will be unlatched. All children Christian Academy reserves the right to ID anyone in question at anytime, even if he or she has a valid computer code. If you are in need of having an "extra" person pick up your child, please put this in writing for the dates that he or she is authorized to pick up and they will be ID at the door before being allowed to enter.

How and when do I pay my tuition?

Tuition is due on the Friday before the first day that your child attends ACCA. If we do not receive your tuition by the close of the business day on Monday a \$15.00 late fee will be charged. We gladly accept checks, cash, credit cards, and money orders.

What are your hours are you open?

We will be open Monday through Friday from 7:00a.m. to 6:00 p.m. (with the exception of the days listed in the holiday section). You are welcome to bring your child anytime within those hours.

What if I cannot get to the center before 6:30 p.m.?

ACCA closes at 6:00 p.m. Please be considerate, our teachers have families and plans to go home to, and they expect to leave on time. If you are running a few minutes late please call to let us know. The late pick up charge is \$5.00 per minute after 6:00 p.m.

What types of registration fees are there?

ACCA has chosen not to charge a *registration* fee. However, we will charge a yearly program fee for the supplies and necessities that go along with the curriculum. The program fee is \$50.00 per year, per child. It is due each year at the end of August. For more information see your director.

What about when I go on vacation or my child is sick?

You will always be required to pay the full amount of tuition whether your child is in attendance at ACCA or not. You will be given a voucher for one free vacation or sick week per year. This voucher is good from September 1st to September 1st each year. If you choose not to use it or your child has not been absent a full week there will not be any monies refunded to you for it nor will it carry to the next year. Your child must be absent the full week in order to receive the free week.

What about Holiday's?

ACCA will be closed the following Holidays:

New Year's Eve
New Year's Day
July Fourth
Memorial Day
Thanksgiving Day
The Day After Thanksgiving Day
Labor Day
Good Friday
Christmas Eve

Christmas Day MLK

If the Holiday falls on a Saturday or Sunday ACCA will observe the Holiday, the Friday before or the Monday after.

Is the tuition discounted during those weeks?

Tuition will remain the same during Holiday weeks since one of ACCA benefits to their staff are paid holidays!!

When does my tuition increase?

Each year as our employees receive and increase in pay, we will need to adjust our tuition. Tuition increase will go into effect each March. We will give a 2-week notice before the change will take effect. However, ACCA reserves the right to increase the tuition at any time even if that means more than once per year. There is some good news though, in certain age groups when your child moves there will actually be a tuition decrease!

What Is The Sign In And Sign Out Policies?

We require that each family and the names of the persons who are listed on the pickup list to be fingerprinted via our Pro Care Check in system in order to get access into the building. The parent or designated person is to walk the child into their classroom, greet the teacher and immediately wash hands and the teacher signs in the child for the day. The same is repeated at the end of the school day. Any new person who is picking up the child will need to have a valid driver's license on them, and the parent must call ahead of time to inform director. The director will then verify information and walk the person into the child's classroom.

Will my child be going on field trips?

If your child is in our **VPK classroom** or is **enrolled in our before and after school program** your child will be participating in field trips. All field trip permission slips **MUST BE SIGNED** in order for your child to participate.

ACCA will serve snack at 9:00 a.m. every morning till 9:30 a.m. If you bring your child after this time please bring snacks for your child to eat, as they will be having lunch between 12:00 p.m. and 12:30 p.m. and ACCA provides afternoon snack after Nap time.

My child has a special toy that they like to bring to school. Is this okay?

We encourage children to bring a soft animal, toy or blanket that will fit in their cubby for rest time. However, with the magnitude of toys that ACCA is proud to offer to the children we ask that any other toys be left at home. ACCA cannot be responsible for any toys that are lost or broken.

My child is still in diapers, how often is he or she changed?

At ACCA toddlers and infants age are checked every hour or more often if needed. In the two-year-old room's diapered children are checked every hour and a half to two (2) hours. Every child will be changed as needed if it is off of the scheduled time.

What about potty training, when will my child be potty trained?

Usually potty training doesn't start until the age of two (2). There are many things that go into potty training. Your child must be interested, ready and willing. We do not want to push any child into potty training. This is one area where they have complete control and any negative feelings about this could prolong the process.

Is there any video surveillance?

Yes, we have cameras in each room that record each classroom 12 hours per day. You are welcome to stop in the office and view your child's classroom for a few minutes as long as the office door is open.

What if my child is sad or is crying a lot?

We will always do our best to comfort your child anytime he or she is upset. If we feel that your child is sick or in pain we may call you to either let you know your child is upset or ask you to come pick up depending on the circumstances. Children can have "bad" days just like us. Here at Growing Room we do our best to make your child feel comfortable and happy. If he or she is crying or upset we always try to take the time to figure out what is wrong and remedy the situation.

What if my child gets hurt or is bitten?

If your child is hurt at ACCA we will provide you with an accident report that explains what happened and what marks the accident may have made on your child. Likewise, if your child hurts another child you will receive an incident report home. A management team member

and the parent will sign these reports. The parent will receive a copy of the report home and one copy will stay at the center.

Biting is a common, unfortunate incident that can happen in-groups of children. The most common ages for the occurrences are 1 and 2. Children that bite is often looked at as aggressive or mean but that stereotype is not true. There are many reasons children bite from teething to lack of communication skills. There are some things that we can do at ACCA to help. Although we can do some things to help decline biting, we cannot guarantee that your child will not be bitten. We are more than happy to call you if this happens to your child during the day just let us know that you would like us to do this for you.

What if my child is the biter?

If your child bites another child, you will receive an incident report home that day. If your child is consistently biting, we will try to work with you and your child during this time. However, if we can not help curve or eliminate the biting, we will be forced to ask you to find other care.

When is rest time and what if my child doesn't sleep?

Each classroom goes down for rest time at a different time. We ask that all of the children rest and be quiet for at least 45 minutes. After that if your child is not sleeping, he or she will be allowed to do quiet activities on his/ her cot or at the table.

My child gets thirsty and hungry during the day. Will he or she be allowed to drink and eat when he/she wants to?

Although there are scheduled snack times if your child is thirsty at other times during the day, they will be allowed to get a drink at the water fountain. Our toddlers (ones) will have juice and cracker on demand. All children will be offered drinks outside or when they come in.

What if I am in the area and I want to stop by to see my child?

ACCA supports and Open-Door Policy, meaning that you are welcome into the center ANYTIME! In fact, we encourage it! Please remember though that with younger children sometimes it can cause separation anxiety for them when you leave, especially when it is off of their normal schedule! We are great at hiding you so you can "spy" if you want to!

What can I do for my child's birthday?

With the exception of homemade goodies you are welcome to do anything you want to for your child's birthday. Some families will actually have the party here with cake and sometimes even a character! Other families will simply bring in cupcakes and the teacher can give them out as a snack with the Happy Birthday song. It's up to you just let us know your plans so we can plan the day accordingly!

What should my child wear to school each day?

Your child will be running, jumping, sitting on the floor, into paint and markers all day, every day. He or she needs to be comfortable. Please keep this in mind as you dress your child each day. The only restriction we have is that your child wears some type of sneaker or tie shoe. This helps protect their feet from other little feet and anything outside!

What if my child is sick or needs medicine?

For more information please see our medicine policy and sick policy contained in your enrollment packet.

Do any of the teachers do any baby-sitting?

ACCA recognizes the need of families for care at times other than during ACCA hours. However, we can not recommend any of our teachers for outside care.

How do I enroll my child at All children Christian Academy?

Enrolling and/or reserving a future space for your child is simple.

- 1.) Contact us to schedule a time for you and your child to visit us in our pre-school. We will be happy to answer any questions that you may have. During your visit, you will have the opportunity to meet with us, learn more about what we have to offer, and meet some of the other children that we provide care for. This time spent gives all involved an opportunity to get to know one another and to make sure that all personalities mix well. This is important and helps to ensure that both parties are comfortable with their surroundings and expectations.
- 2.) After which time the registration process may begin; consisting of parent handbook, parent/provider enrollment agreement, and various enrollment forms. Once they are read, completed, signed and returned, and the deposit has been paid, your child's space has been reserved. The registration fee is \$50.00 and the one week of tuition is required 2 business days before the first day of attendance.
- 3.) And the final step is to simply decide on a start date. Please download and fill out the appropriate forms at our website.

What are policies on entrance fees, tuition, payments and refunds?

Our entrance fee registration is \$50.00 per child due before enrollment of the child and secures a spot at our school. Tuition is due on Fridays before care is given and late fees will be applied on Monday after 10:00 a.m. at \$15.00 and then \$5.00 after that per day. Any refunds will be documented in writing and given within two weeks of documentation.

What are your policies for termination?

The first two weeks will be regarded as a trial period, in which case either party may terminate the agreement without notice. After the first two weeks of enrollment, a two-week written notice from parent or provider is required to terminate the agreement, with

exception of gross misconduct on part of the provider, parent or child. This is grounds for immediate discontinuation of service. In case of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

We hope that this handbook has helped you with any questions you may have had. We are excited to watch your child learn and grow with us. Please remember, we want your child to be happy here and we want you to feel confident in the environment that we provide for your family. If you ever have any questions, comments or compliments we are always here to listen and help remedy anything that you may need.

Welcome to the

All Children Christian Academy





DAILY WRITTEN REPORT FOR INFANTS

CHILD'S NAME

DATE

PARENT'S SECTION

TIME OF ARRIVAL: HOW DID CHILD SLEEP LAST NIGHT?

BREAKFAST AT HOME? YES NO

MOOD UPON ARRIVAL? HAPPY OK SLEEPY GROUCHY CRYING OTHER
I HAVE NOTICED: RUNNY NOSE COUGH CONGESTION TEMPERATURE
RASH DIARRHEA BRUISES NONE OF THE ABOVE

ANY DIFFERENT PHONE NUMBERS OR PICK-UP INFO TODAY?

PARENTS COMMENTS:

CAREGIVERS SECTION

TIME	NAPS	FLUIDS	SOLIDS	DIAPERS	BM = bowel W = wet D = dry movement
6:00 am		OZ		D	BM
7:00		OZ		D	BM
8:00		OZ		D	BM
9:00		OZ		D	BM
10:00		OZ		D	BM
11:00		OZ		D	BM
12:00 noon		OZ		D	BM
1:00 pm		OZ		D	BM
2:00		OZ		D	BM
3:00		OZ		D	BM
4:00		OZ		D	BM
5:00		OZ		D	BM
6:00		OZ		D	BM
7:00		OZ		D	BM
8:00		OZ		D	BM
9:00		OZ		D	BM
10:00		OZ		D	BM
11:00 pm		OZ		D	BM

MINOR ACCIDENTS/INCIDENTS:

TEACHER'S COMMENTS: (Behaviors, milestones, moods, health concerns)

PICKED UP BY: TIME:

PARENT HANDBOOK

whoever welcomes one of these little children in my name welcomes me; and whoever
welcomes me does not welcome me but the one who sent me. Mark 9:37

Late Pick Up: There will be a late fee of \$5.00 per min/per child after 6pm

Late Fee for Payment: A late fee of \$35 will be charged to student account

Payment Methods: Cash, Check, Debit/Credit Card, ACH Debit

If you have any further questions, please contact the main office. Provider

All Children Chirstian Academy
1199 Highland Avenue largo, FL
33770

Southwest corner of highland Ave.
and Rosery Road

I _____ here by
Confirm handbook from All Children Chirstian Academy

Signature: _____ Date: _____