

**2015-2016**

**FAITH CHRISTIAN  
PRESCHOOL & K4/K5  
HANDBOOK**



Accredited by WASC & ACSI  
Western Association of Schools and Colleges  
Association of Christian Schools International



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# Faith Christian Preschool & K4/K5 Handbook

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## **WELCOME TO FAITH CHRISTIAN PRESCHOOL & K4/K5 PROGRAM!**

The director and staff at Faith Christian Preschool would like to welcome you and your child to our program. We are looking forward to the opportunity of working with you to make your child's attendance of Faith Christian Preschool a wonderful Godly experience.

### **BOARD OF TRUSTEES AND ADMINISTRATION**

#### **Faith Christian Academy and Faith Fellowship Board Members**

- Mrs. Donna Isaac
- Mr. Roger Boles
- Mrs. Ann Davis
- Mr. Don Davis
- Pastor Rich Davis
- Mrs. Tara Davis
- Mr. Dennis Drelick
- Mr. Mike Isaac

#### **Faith Christian Academy Administrative Team**

- Principal: Mrs. Tara Davis
- Dean of Instruction: Mrs. Sandra Chagoya

#### **Vision Statement**

Faith Christian Preschool and K4/K5 students will acquire wisdom, knowledge and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

#### **Mission Statement**

The mission of Faith Christian Preschool and K4/K5 is to prepare children for successful lives as children of God. We work side by side with the children and their families to achieve excellence in academics, social skills, and understanding of Biblical practices while focusing on a personal relationship with Jesus Christ.

#### **Philosophy of Education**

Faith Christian Preschool and K4/K5 provide a secure and loving Christian environment where each child can develop spiritually, socially, emotionally, intellectually, and physically. We offer a discovery approach to learning, which is rich in experiences and hands on materials. We know that education begins in the home and we are here to partner with parents to strengthen their child. We will encourage each child's growth as a child of God to become a creative decision-maker, constructive problem-solver, and a cooperative playmate.

#### **Statement of Purpose**

Faith Christian Preschool and K4/K5 exist for the purpose of providing academic, moral, athletic and spiritual excellence through the ministry of Christian education.

#### **Statement of Faith**

1. I believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God. (2 Timothy 3:15; II Peter 1:21)
2. I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. I believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).

4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. But God showed his great love for us by sending Christ to die for us while we were still sinners. And since we have been made right in God's sight by the blood of Christ, He will certainly save us from God's judgment. (John 3:16; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
8. But from the beginning of the creation God made them male and female. For this cause shall a man leave his father and mother, and cleave to his wife; and they two shall be one flesh; so then they are no more two, but one flesh. What therefore God hath joined together, let not man put asunder. (Mark 10:6-9)

### **History of Faith Christian Academy**

Faith Christian Academy began in 1994. The school started out as a home school kindergarten class with Mrs. Sandra Chagoya and Mrs. Tara Davis' children. During that year of kindergarten, the Lord led Mrs. Chagoya and Mrs. Davis to start a private school where all parents could send their children to obtain a Godly education.

The school's original name was Pleasant Valley Christian School and their first classroom was at Pleasant Valley Christian Center. The following year the school was moved to the First Presbyterian Church. The school remained there for several years until Faith Fellowship purchased the land where the school resides today.

In 1998, Pleasant Valley Christian School merged corporations with Faith Fellowship, which is a non-denominational church. At that time, the school changed its name to Faith Christian Academy.

Faith Christian Academy received its WASC (Western Association of Schools and Colleges) accreditation in 2007 and is an ACSI (Association of Christian Schools International) member school.

### **Sponsorship and Affiliation**

Faith Christian Preschool and K4/K5 are affiliated and owned by Faith Fellowship Church.

## **PROGRAM**

Faith Christian Preschool and K4/K5 care for children ages 2.5 to 6 years of age (by August 1) who are potty trained. We offer both an early years preschool program for children ages 2.5 to 5 years of age, and a K4/K5 Kindergarten program.

Faith Christian Preschool is open Monday through Friday from 7:45 a.m. to 3:30 p.m. We offer many options to customize a 4-hour, or full time program to meet the needs of families. Faith Christian K4/K5 program is open Monday through Friday from 7:45 a.m. to 2:30 p.m.

## Daily Schedule

### The Preschool daily schedule will be as follows:

7:45 – 8:30 a.m.	Arrival/Table Toys (Skills Development)
8:30 – 9:00 a.m.	Circle Time and Bible Time
9:00 – 10:00 a.m.	Work Time, Center Stations
10:00 – 10:15 a.m.	Morning Snack Time
10:15 – 10:45 a.m.	Outside Play
11:45 – 11:30 a.m.	Circle Time and Learning Time/Books
11:30 – 12:00 noon	Lunch Time (11:30 half day students depart)
12:00 – 12:15 p.m.	Hygiene / Story Time
12:15 – 2:30 p.m.	Nap Time
2:30 – 3:30 p.m.	Afternoon Snack / Outside Play
3:30 – 4:30 p. m.	Extended Care Available

### The K4/K5 daily schedule will be as follows:

7:45 – 8:20 a.m.	Arrival & Skill Development Activities
8:20 – 8:50 a.m.	Flags, Calendar, Bible/Worship
8:50 – 9:05 a.m.	Recess
9:05 – 9:40 a.m.	Spelling/Handwriting/Phonics Practice
9:40 – 10:00 a.m.	Physical Education
10:00 – 10:30 a.m.	Heritage/Science Activities
10:30 – 11:00 a.m.	Math/English Practice
11:00 – 11:30 a.m.	Lunch/Recess/Hygiene (11:30 half day students depart)
11:30 – 12:00 p.m.	Music/Story/Video Time
12:00 – 12:45 p.m.	K5 Language Arts
12:45 – 1:00 p.m.	Recess
1:00 – 1:45 p.m.	K5 Math
1:45 – 2:15 p.m.	Stations/Computer Lab Time
2:15 – 2:30 p.m.	Quiet Time/Departure
2:30 – 4:30 p.m.	Extended Care Available

## Development Concepts

As your child begins a lifetime of learning, our preschool program will provide developmentally age appropriate experiences for them. Our program focuses on the following areas of development:

- Faith Development – Bible stories will be taught on a daily basis. This experience will teach preschool and K4/K5 children how God cares for each one of us and how we are to love one another. Preschool and K4/K5 children will learn to praise God through daily devotions, songs, prayer, and weekly chapel services.
- Discovery of God's World – Preschool and K4/K5 children are encouraged to participate in the process of exploration and observation both inside and outside the classroom. Children participate in field trips, scientific explorations, and daily discussions that enhance their understanding of God's world by bringing each child closer to His creation. This process will stimulate the joy of science and promote the development of learning.
- Kindergarten Readiness – The staff works with the children to develop visual, verbal, and listening skills. Throughout the course of the school year, the children will be introduced to letters, sounds, numbers, shapes, colors, and many other concepts that will be taught in kindergarten.

- Social Development – Preschool and K4/K5 children are taught to respond to others with Christ-like behavior, to follow directions from adults, and to take turns with others. One of the best ways for the children to learn these skills is by observing others. The staff provides a Christian environment where the children can learn positive behavior by observing others. The staff also works with the children to help them develop a positive self image and to understand that they are made in the image of God.
- Creative Experiences – The staff helps foster God-given creativity and imagination by providing children with learning experiences in the following areas: coloring/ drawing, painting, music/singing, dancing, drama, rhythm activities, working with clay, and many other activities.
- Physical Development – Preschool and K4/K5 children participate in individual and group play during their outside time. The program offers a stimulating outdoor environment that will enhance each child’s large and small muscle skills. During their outside time, the children will also learn the value of their God-given bodies and how to keep their bodies healthy and safe.

### **Outcome Goals**

“And Jesus increased in wisdom and stature, and in favor with God and man.” Luke 2:52

#### Wisdom (Cognitive/Mental Development)

- Growth in sustained listening
- Ability to classify or group objects according to color, size, shape, and function
- Ability to recognize sequence of events
- Ability to discriminate sounds by tempo, volume, duration, direction, and source
- Ability to identify alphabet letters and sounds
- Ability to identify numbers and numerals 0-12
- Ability to count 1-12
- Ability to recognize patterns
- Growth in understanding of vocabulary related to position, comparison, and measurement

#### Stature (Large/Fine Motor Development)

- Growth in motor skills (hopping, skipping, jumping with both feet off the ground, etc.)
- Growth in axial skills (jumping, bending, etc.)
- Growth in manipulative skills
- Ability to throw and catch a large ball
- Ability to manipulate blocks, pegs, and peg board
- Ability to hold scissors, crayons, and pencil correctly
- Ability to control scissors, to glue, to fold paper, and to button
- Ability to track handwriting strokes
- Growth in participation of outdoor play activities

#### Favor with God (Spiritual Development)

- Ability to recite Scripture verses
- Ability to recite catechism or doctrinal truths
- Growth in desire to apply principles of God’s Word to life



### Favor with Man (Social/Emotional Development)

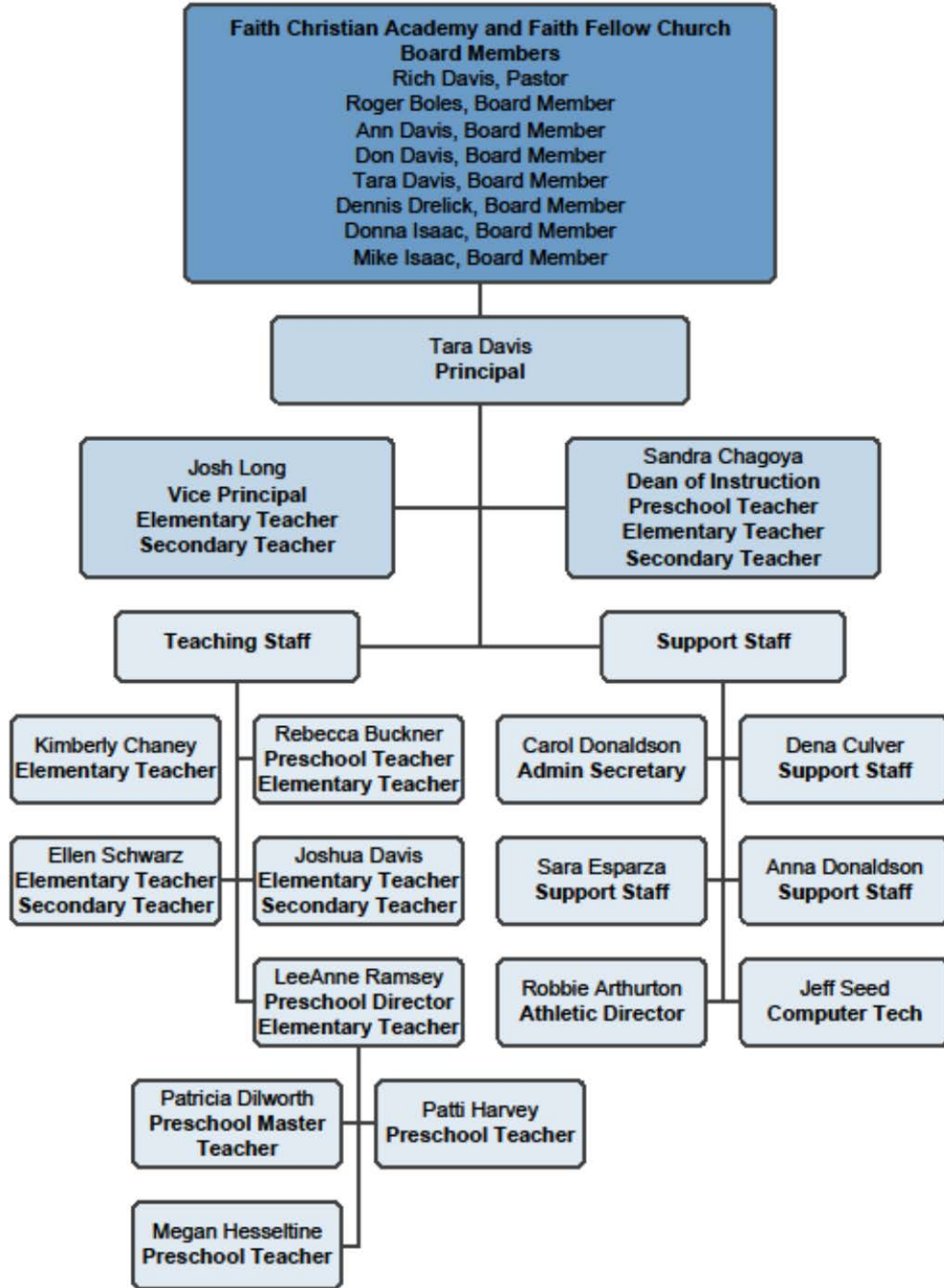
- Growth in self-help skills
- Growth in self-control
- Ability to follow directions
- Ability to share toys and materials
- Ability to wait his/her turn
- Ability to share responsibilities
- Ability to understand concept of ownership
- Growth in courteousness and thoughtfulness
- Ability to respond to and participate in Heritage Studies, Science, and related activities (art, music, etc.)

### **Preschool Director**

Faith Christian Preschool and K4/K5 programs are directed by Mrs. LeeAnne Ramsey, who has an AS Degree in Early Childhood Education, a Bachelor of Science degree in Child Development, a Master's Degree in Teaching with a specialization in Early Childhood Education, a teaching credential, a Site Supervisor State Permit, and over 19 years' experience working with young children.

Mrs. Ramsey directs and co-teaches the preschool classes. All staff members are certified in CPR and first aid. At Faith Christian Preschool, all staff members are dedicated to Christ and provide a warm, caring, nurturing, Christian learning environment for young children.

# Organizational Structure



Effective 2015-2016 Academic Year

**Elementary:** Kindergarten – 7<sup>th</sup> Grade  
**Secondary:** 9<sup>th</sup> – 12<sup>th</sup> (High School)

## **ADMISSION PHILOSOPHY, POLICIES, AND PROCEDURES**

Faith Christian Preschool and K4/K5 are open to any family interested in securing a Christian education. Children from 2.5 to 6 years of age, whom the school finds qualified for admission and who agree (and whose parents agree) that he or she shall abide by Faith Christian Preschool and K4/K5 rules are welcome. It must always be understood that attendance at Faith Christian Preschool and K4/K5 are a privilege and not a right. Any child who does not conform to the standards of conduct and/or who is unwilling to adjust to the environment must forfeit this privilege. Children attending Faith Christian Preschool and K4/K5 must agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). Children also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Faith Christian Preschool and K4/K5 admits students of any race, color, or national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, athletic and other school-administered programs. Faith Christian Preschool and K4/K5 reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Faith Christian Preschool and K4/K5 administration and to abide by its policies.

Faith Christian Preschool and K4/K5 have a strong desire to see that young people have an opportunity to receive a Christian education, but at the present stage of development the school is unable to adequately meet the needs of students with the following concerns:

1. Serious emotional or behavioral problems
2. A physical handicap which would impair the learning process
3. A home background that opposes the content and/or method of teaching in accordance with Biblical principles and fundamental truths as taught by Faith Christian Preschool and k4/k5.

### **Admissions**

Families wishing to apply for admission for their child must complete an application for enrollment with Faith Christian Preschool and K4/K5. All enrollment forms must be completed before the child will be allowed to attend the preschool. Upon enrollment, all children must have a completed a physical examination and tuberculosis (TB) clearance. The TB test must have been administered within the last year. In addition, all immunizations must be current. An original immunization card with the physician’s signature must be presented.

A meeting will be scheduled prior to enrollment to assist parents and children in feeling comfortable at Faith Christian Preschool and K4/K5.

### **Enrollment Contract/Tuition and Fees**

A non-refundable application fee of \$35.00 per new child must accompany the completed enrollment forms in order to begin the application process.

### Tuition and Fees

## Preschool

### Non-Refundable Application, Registration, Re-Enrollment and Curriculum Fees

Application Fee per New Student (Due with application)	\$35.00
Registration Fee per New Student (Payable when the student is accepted)	\$100.00
Re-enrollment Fee per Family (Billed in March)	\$50.00
Preschool Curriculum per Student (Billed in July)	\$150.00

## Preschool

### Monthly Tuition and Financial Responsibility

	Part Time P.M 8:00 am – 11:30 pm	Full Time 8:00 am – 3:30 pm
5 days/week	\$294/month	\$378/month
4 days/week	\$255/month	\$322/month
3 days/week	\$213/month	\$261/month
<b>Extended Care Available until 4:30 pm</b>		
<b>School grounds open up at 7:45 am for early drop off without charge</b>		

## K4/K5

### Non-Refundable Application, Registration, Re-Enrollment and Curriculum Fees

Application Fee per New Student (Due with application)	\$35.00
Registration Fee per New Student (Payable when the student is accepted)	\$100.00
Re-enrollment Fee per Family (Billed in March)	\$50.00
4-K Curriculum per Student (Billed in July)	\$210.00
5-K Curriculum per Student (Billed in July)	\$285.00

## K4/K5

### Monthly Tuition and Financial Responsibility

<b>K4 Half Day</b>	<b>K5 Full Day</b>
8:00 am – 11:30 am	8:30 am – 2:30 pm
\$2890	\$3550
\$289 (Aug. – May)	\$355 (Aug. – May)
5 day program	5 day program
<b>Extended Care Available until 4:30 pm</b>	
<b>School grounds open up at 7:45 am for early drop off without charge</b>	

1. Tuition is a monthly charge paid in advance of each month.
2. A 10-day grace period will be allowed from the day the payment is due which is the 1<sup>st</sup> of each month.
3. At the close of the 10th of each month, all past due accounts - which include tuition, lunch charges, etc. – will be assessed a 3% finance charge per family.
4. Each payment is non-refundable.

5. All parents or guardians who have not made their account payment by the 18<sup>th</sup> of the month will be charged an additional \$30.00 late fee and the student may be subject to removal from the school.
6. If the child leaves the preschool or K4/K5 program for any reason between the 1<sup>st</sup> and the 15<sup>th</sup> of the month thereafter, one half of the monthly payment is due.
7. A \$30.00 service charge will be assessed for all returned checks.
8. \$5.00 per hour will be charged for every hour that is used outside the agreed upon block of time. After 4:30 p.m., a fee of \$5.00 for the first 15 minutes and an additional \$10.00 charge for every 15 minutes thereafter will be charged.
9. If an account is more than two months delinquent, students will not be allowed to return to school until the balance is paid.

Faith Christian Academy reserves the right to send all delinquent accounts to a contracted collection agency.

### **Change of Contract Policy**

The preschool room and staff can only have so many children a day to stay in compliance with our state license. That means that the days you contract for your child should be the only days you bring your child to the preschool program.

- Daily Change:

\$10 per day

We understand that sometimes parents may have a conflict with their daily schedule and you may need to change a day. You must contact your child's teacher a day in advance to check availability of a spot and make the switch, but due to the change and addition of a student for the day that wasn't contracted there will be a service fee of \$10.00 each time you use an out of contract day. This is a less expense option, rather than the daily rate fee.

- Permanent Contract change:

1 free change, \$20 a change after that

If you would like to add another day, or switch days permanently to your child's contract we will give you one contract change a year without a fee, after that there will be a \$20.00 service charge every time you change your contract to cover the paperwork and time involved.

### **Parent Contract**

#### Support

1. I have read the Statement of Faith and understand the purpose and goals of Faith Christian Preschool and the K4/K5 program. I desire that my child(ren) receive an education in harmony with those beliefs and purposes.
2. I will faithfully support the school through my prayers and positive attitude and share any complaints or questionable or negative comments with only those people involved (administration or faculty) and not my child(ren).
3. It is further agreed between the parties that any and all disputes and/or claims arising out of or related to this agreement shall be resolved by binding arbitration. Each party hereby waives its rights to resolve such disputes and/or claims in any other forum.
  - a. A mutually agreeable Christian arbitrator operating under the auspices of a Christian arbitrator forum shall conduct the arbitration.

- b. Fees, costs and expenses shall be awarded to the prevailing party.
  - c. If any suit is brought in any other forum by any party to this agreement, the other party shall be and is hereby authorized to utilize the above to request the court to dismiss the action and order it to arbitration consistent with the above terms.
4. I agree to uphold and support the high academic standards of the school by providing a place at home for my child(ren) to study. I agree to give my child(ren) encouragement in the completion of homework assignments.

### **Termination of Care**

Two weeks written notice must be given to the preschool and K4/K5 director if care is to be terminated by the parent or guardian. The following are reasons for termination from Faith Christian Preschool and K4/K5 Program:

1. Parents of students moving away and enrolling in another school
2. The student has been absent from school for more than 10 days and the office has not been notified
3. The student's immunizations are not kept current
4. Current physical is not on file
5. Rude, malicious, or disruptive actions toward staff, parents, or other students
6. Unreasonable demands made of staff regarding the care of an individual, which is inconsistent with policies, philosophy, or current child development practices and is not in the best interest of the child
7. The child is in danger of harming him/herself or other adults and students

If enrollment is terminated by Faith Christian Preschool and K4/K5, families will receive a Notice of Action. If the parent wishes to appeal the decision, a written notice must be submitted within 14 days of receipt of the Notice of Action.

### **Confidentiality**

Parents are assured that any information they discuss with the preschool director or any staff member regarding their child, family matters, or any other matters, will be held in the strictest confidence.

### **Parental Rights**

Upon identification, parents have the right to enter and inspect Faith Christian Preschool and K4/K5 without notice to the staff. Parents will be denied access in the event of the following:

1. The parent is behaving in a manner that poses risk to staff or students in the facility
2. The facility has legal documentation that prohibits the non-custodial parent contact with the student

## **ATTENDANCE**

### **Absences**

Parents/Guardians are to call in each day their child will not be attending school.

### **Make Up Attendance**

No credit will be given for missed days. Parents/Guardians are responsible for tuition payments whether or not the child is in school.

## **Daily Procedures**

1. Each student is to be signed in and out each day by an adult (18 years or older) only. Please use full names, no initials. Upon arrival, the supervising adult is to escort the child into the building and ensure that the teacher knows the child is there. Children are not allowed outside of the building by themselves. This includes being left alone in a vehicle.
2. Emergency cards must be kept current in case the child becomes ill or injured at school. Parents/Guardians are required to provide at least three phone numbers where an authorized representative may be reached.
3. Only persons authorized by parents, in writing, may pick up the child(ren). Parents need to advise the school in advance, in writing, if a person not listed on the enrollment form is to pick up the child.
4. Parents should advise authorized persons to bring their identification with them when picking up the child. A child may not be released to a sibling or anyone else under the age of 18 years old.

## **Change in Daily Schedule**

Faith Christian Preschool and K4/K5 will give parents a two week notice on all changes in the schedule. Changes will be made according to the priority list and depending on available space.

## **Curriculum**

The goals of Faith Christian Preschool and K4/K5 are met through a discovery approach to learning. Preschool and K4/K5 let children experience structured and unstructured work and play individually and in groups. The preschool and K4/K5 program provides daily Bible stories and projects, phonics and language experiences, physical activity, hands-on math, music, listening activities, art projects, field trips, and many other activities. The preschool and K4/K5 uses both ACSI, and A Beka curriculum and many other resources to meet the needs of all learners.

The academic requirements for preschool and K4/K5 are developed to meet the course of study prescribed by the National Association for the Education of Young Children (NAEYC) and the California Department of Education.

## **Student Guidelines**

The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing students' conduct or to the expressed principles, policies and programs of the school.

Following are some policies and guidelines regarding standards of student conduct on and off campus during enrollment at Faith Christian Preschool and K4/K5:

1. All students are expected to conduct themselves in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel.
2. FCA stands for and insists on honesty, fair play, and sportsmanlike conduct under all conditions.
3. Cheating, lying or stealing will not be tolerated. Students are not only expected to adhere to this policy, but also to promote and encourage their peers in following it. Students who know of serious violations of Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.

4. Permission must be obtained from the teacher before a student may bring toys, pets, games, hobbies, etc. to school. These items would be used for “show and share”. Toy guns, pocket knives, radios, water guns, CDs, iPods, electronic games, etc. are not allowed (unless it is a supervised play day or party).
5. Gum is not allowed at school.
6. Respect must be shown for the rights of others and their property.
7. Students are to follow a “hands off” policy: no fighting, no hitting, no slapping, no rough play and no play fighting.

### **Rest Time ~Preschool**

California State Law (Title 22) requires all preschool children to observe a quiet time for “rest and relaxation” purposes if they are enrolled in a full time program. Faith Christian Preschool will supply a resting mat for your child. Parents are required to supply a small blanket and pillow for their child. Faith Christian Preschool rest time is from 12:30-2:30pm Monday through Friday. Your child does not have to sleep during this time, but they are required to be on their mats and quiet, because “all children should be given the opportunity to nap or rest without any distraction” (Title 22). If your child is having a hard time with nap, parents will be notified and together with your child’s teacher steps will be taken to assist your child with their naptime behavior. If a child’s behavior does not change for the better during nap time, parents will be asked to pick up their child during nap time, or to change their daily schedule.

### **Excused Absences ~K4/K5**

Reasons for “excused” absences and tardies include the following:

- Illness or injury
- Medical appointments
- Bereavement
- Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
- Court appointments

Regular attendance is essential to success in school. Attendance is necessary to gain the full perspective of the class. Students are expected to be in school except in the case of an excused absence. The student is responsible to inform each teacher of upcoming absences and arrange for work to be completed. Students receive two days for every “excused” absence to complete their work. For an example: if a student is sick for 5 days, he/she will receive 10 days to complete his/her work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for his/her work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date. It is also the responsibility of the students to get their own homework assignments from their teacher when they return to school after an excused absence.

### **Unexcused Absences ~K4/K5**

- K4/K5: If possible, for an unexcused absence, parents need to give their child’s teacher notice of their unexcused absence at least five days in advance. This will allow the teacher time to gather the student’s work and have it ready for the student by 3:00 the day before their unexcused absence. If the parent is unable to give a five day notice, parents need to call the office as soon as possible and we will do our best to gather the students work before the end of the school day. Students receive one day for every unexcused absence to complete their work. For example: if a student is not in school (unexcused absence) for 5 days, he/she



will have 5 days during which to complete their work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for their work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date.

### **Excessive Absences ~K4/K5**

- K4/K5: Excessive absences, whether excused or unexcused, may result in any of the following:
  - Student being dropped from the class roll.
  - Student being retained in the same grade level the following year.
  - Student not being re-enrolled in school the following year.

The principal will determine the number of absences considered excessive.

### **Late Arrival (Tardy) / Early Dismissal ~K4/K5**

- K4/K5: A student who is picked up from school before 11:30 a.m. will be considered absent. Parents/Guardians or authorized persons picking up a student before the school day is finished must go to the office for identification and to sign the student out. The school secretary will then send for the student. If the student will be returning the same day, he/she will need to be signed back in and given a tardy slip upon his/her return.

The school regards the safe keeping of children an important responsibility and asks for your full cooperation in this procedure.

Students must complete three hours of school in order to be considered present for the day.

### **Excused Tardy ~K4/K5**

- K4/K5: Reasons for an excused tardy include the following:
  - Illness or Injury
  - Medical appointments
  - Bereavement
  - Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
  - Court appointments Official school business

When a child arrives late to school, they must report to the office for a tardy slip.

### **Unexcused Tardy ~K4/K5**

- K4/K5: Students must report to the classroom before 8:30 a.m. Students not in their class when class begins at 8:30 a.m. will be considered tardy. When a child arrives to school late, he or she must report to the office for a tardy slip. Being tardy interrupts the flow of the study in the classroom. Unexcused tardies will warrant detention (one-hour detention after school will be given for every six tardies in a quarter). It must be clearly understood that the parent has the responsibility to see that his or her child gets to school on time.

### **Foggy Day Schedule ~K4/K5**

If the weather channel reports a foggy day schedule for Coalinga schools, any student who is late to school for this reason will receive an excused tardy.

## **STANDARDS OF BEHAVIOR**

## **Parent and Student Standards**

Faith Christian Preschool and K4/K5 is dedicated to the training of boys and girls in a program of Christ-centered study, activity, and living. Those in authority realize good behavior cannot be legislated, but compulsion to obey must come from the heart. Nevertheless, to maintain good Christian standards, Faith Christian Preschool, K4/K5 students, and parents must follow these standards:

1. Disobedience and disrespect toward teachers or staff members will not be tolerated.
2. Students are required to address all adults on campus by title and last name.
3. There is to be no shoving or pushing in lines or at the drinking fountains.
4. Polite and courteous speech is expected at all times.

## **Discipline**

Faith Christian Preschool and K4/K5 are not only interested in the academic achievement of children, but also in their spiritual and social development. Faith Christian Preschool and K4/K5 will provide an environment conducive to the spiritual, academic, and physical development of students. To accomplish this objective, it is important that the children understand their responsibilities while attending the preschool and K4/K5. Please discuss the standards of behavior with your child(ren) before they attend the preschool and K4/K5. Children will also be given an orientation to the rules at the beginning of each school year.

One of the most important matters in the life of a student is training and discipline. Discipline is much more than control or punishment. “Discipline” and “disciple” come from the same root word. Therefore, we must consider discipline as a learning experience. We must also consider God’s pattern of discipline for His children as recorded in Hebrews 12:5-11. Faith Christian Preschool and K4/K5 desires to train each student according to these Biblical principles:

1. Each student should take the act of discipline as a very serious matter.
2. Discipline develops the qualities of Christ likeness in a child.
3. No discipline seems pleasant at the time it is given; however, it later produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

Children are happier and more secure when guidance and direction are given to them. Teachers and parents realize that discipline is an essential part of a teacher’s job responsibility. The teacher is always in authority and that authority must be respected at all times. Teachers have the responsibility to maintain quiet, orderly classrooms and to discipline the students when necessary. The Principal is the ultimate authority at the school.

Severe misconduct such as possession of weapons, willful damage to property, possession of tobacco or drugs, willful disobedience or defiance of authority, fighting, profanity or vulgarity, cheating, or stealing will result in an automatic suspension for a minimum of one to three days or expulsion from school, depending on the severity.

## **Discipline Procedures**

1. Corporal punishment is prohibited. There will be no spanking of students by staff members. Staff also request that parents not spank their children on school grounds. Verbal threats and use of sarcasm are also prohibited. Discipline is dealt with by a developmental approach. Preventive discipline is used by making sure that Faith Christian Preschool and K4/K5 have an age appropriate environment, limits are clearly set, and unacceptable behavior is stopped by redirecting the child(ren). Redirection is a method used to encourage the student to a play

area or situation that is not as overly stimulating as the area in which they are currently playing.

2. The staff will model, reinforce, and nurture the valued positive actions.
3. The individual teacher, within the context of his or her own classroom, will handle misconduct. The usual process is as follows:
  - 1<sup>st</sup> Consequence – verbal warning/redirection
  - 2<sup>nd</sup> Consequence – time out (1 minute per age of child)
  - 3<sup>rd</sup> Consequence – child taken to principal’s office; written notice requiring parent signature
4. The above procedures are an outline and may be abridged as the situation demands.

### **Discipline and Behavior Notices**

In an effort to keep communication lines open, discipline and behavior notices will be sent home. These notices require a parent’s signature and must be signed by the parent before the student will be allowed back into class.

### **Persistent Misconduct**

Consistent negative behavior will be handled by:

1. Conference with the teacher and parent or conferences with the director and administration. (Each designed to help understand and correct the behavior).
2. A behavioral guideline will be set up, monitored, and reviewed by the teacher and parents on a daily/weekly basis.
3. Suspension
4. Expulsion (Faith Christian Preschool and K4/K5 have no provision for a child with serious behavioral problems)

The above steps do not have to be taken in the listed order. The administration reserves the right to expel a student at any time due to attitude, behavior, etc.

### **Harassment Policy**

It is the policy of Faith Christian Preschool and K4/K5 to practice equal opportunity without regard to an individual’s race, color, national origin, marital status, sex or age in application of any policy practice or regulation. Any form of harassment is absolutely prohibited.

### **Sexual Harassment**

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of harassment of a student by another student should be brought immediately to the attention of the school principal. Any incident of sexual harassment of a student by an adult must be reported to a school staff member immediately. Those receiving the report will thoroughly investigate the matter in confidence. After reviewing all the facts, Faith Christian Preschool and K4/K5 will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred for any reported incident. Disciplinary action, up to and including discharge, will be taken against any employee or student who is found to have engaged in harassment. In cases of suspected sexual harassment of a student by an adult, a report must be made to local government authorities. Sexual harassment includes:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances

- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, or impeding or blocking movements

### **Mutual Respect**

For Teachers: As the students' direct authority, teachers are to be shown respect. This is both a Biblical mandate and common courtesy.

For Students: As staff, Faith Christian Preschool and K4/K5 also accepts its responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the principal.

For Fellow Students: Verbal abuse or harassment of another student is totally unacceptable to the school's Christian ethics and is in direct opposition to the purpose of Faith Christian Preschool and K4/K5 program.

### **Classroom and Chapel Courtesy**

1. Children must respect God at all times in all areas including behavior, dress, and attitude.
2. Students are to enter classrooms quietly or wait outside the door if a class is engaged in prayer or Bible reading.
3. No magazines or ungodly books or materials are allowed at school.
4. Toys or other belongings brought for share time are the student's responsibility and should not be taken out on the school grounds.
  - a. Toys brought for share time should be small enough to fit in a backpack.
  - b. Faith Christian Preschool and K4/K5 are not responsible for lost or damaged items.
  - c. Animals may only be brought for share time if they are caged.
  - d. In the case of dogs, they are to be brought on a leash by the parent for share time only and then taken home.
  - e. No other pets or animals are allowed out of cages in class or on the school grounds.
  - f. Arrangements for pets to be brought to school must be made with the teacher ahead of time.
5. Chapel is a time set aside for praise, worship and instruction from the Bible. Students should enter and leave the chapel in a manner conducive to worship.

### **Classroom Standards**

1. Students are not allowed in any classroom without a teacher present.
2. The school day begins with prayer, flag salutes, and roll taking.
3. Students are required to have all materials needed to function properly in class.
4. Students are to help maintain desks and all classroom materials and equipment.
5. Students are expected to develop habits of neatness in all areas pertaining to school (school work, desks, classroom, and school grounds).
6. Running in the classrooms or hallways is prohibited.

## **Playground Rules**

1. Students are to stay within the school grounds and within the areas of supervised play. During inclement weather, students will remain indoors.
2. Fighting is not permitted and will be grounds for suspension. Play fighting is also not permitted.
3. There is to be no climbing on buildings, railings, fences, walls or trees.
4. Trash must be placed in the proper containers.
5. Running between the buildings and on the sidewalks is unsafe and not permitted.

## **Spiritual Life and Conduct**

One of the unique purposes of Faith Christian Preschool and K4/K5 is to prepare Christian young people for effective service for Christ in whatever career is chosen. Since effective service can only be performed by those who are truly Christians, Faith Christian Preschool and K4/K5 desires for each student a vital personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by spiritual standards of conduct. Each student should understand that attending Faith Christian Preschool and K4/K5 is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to Faith Christian Preschool and K4/K5, students indicate their desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules. Therefore, standards of conduct are not designed merely to produce a pattern of outward conformity. The preschool and K4/K5 program desires that students demonstrate, by their conduct, an inward acceptance of Christ and a spirit of subjection to his Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards.

To produce an environment encouraging to these goals, Faith Christian Preschool and K4/K5 expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe." 1Timothy 4:12

## **Christian Lifestyle**

Students enrolled at Faith Christian Preschool and K4/K5 must at all times refrain from:

1. Possession, distribution and/or use of illegal drugs, alcoholic beverages, any form of tobacco, or pornographic material.
2. Involvement in immoral activities.
3. Swearing, telling dirty stories, or using bad language that is unbecoming to a Christian.
4. Acts of dishonesty, such as cheating, lying, and stealing.

## **Christian Training**

Faith Christian Academy provides Christian training in the following areas:

### Bible Study

A period is set aside each day for specific training in the Bible. The study of the Scripture is suited to the child's particular needs, interests, and abilities, and is conducted by the teacher in the classroom. Faith Christian Preschool is a non-denominational school, teaching Biblical truths. We present that mankind is sinful and must accept Jesus Christ as their personal Savior and Lord in order to know peace here on earth and the glory of God hereafter. This is known as the "Born Again" experience. In a grade course of study, students are introduced to Bible

characters, events and principles. Because the Bible is the authoritative basis of the Christian's faith, we feel that every young person should be thoroughly familiar with the Bible and God's message to His people. Bible teaching is applied to all school situations including the classroom and playground. The Bible is the main textbook for Bible classes and is covered in its entirety.

### Scripture Memorization

As part of the ongoing Bible study, scriptures are memorized to reinforce the particular Bible lesson. The reasons for scripture memorization are to help the student develop discipline in the study of God's Word and to obey the scriptural injunction to "hide the word of God in our hearts".

### Prayer

Students are trained to communicate with God in every aspect of their lives.

### Chapel

Chapel is held weekly and is designed to meet the needs of the children. After a time of prayer, praise and worship, the teacher, class or special speaker shares a lesson with the students. The purpose of every chapel is to bring glory to God and foster in each student a love for Him and His Word. An open invitation is extended for parents and guardians to visit chapel services at any time.

## **STUDENT DRESS AND GROOMING**

### **General Guidelines**

1. Cleanliness of overall appearance of Faith Christian Preschool and K4/K5 students must be stressed. No big, baggy styles are allowed at school. Clothes must fit appropriately.
2. Clothing that could be used as a weapon, steel toe shoes, chains, spikes, studs, etc. are prohibited.
3. Students may not wear studded jewelry (bracelets, belts, or necklaces, etc.) on campus.
4. If a student tears his or her clothes, they can be patched as long as the hole is no bigger than one inch in diameter.
5. FCA requests that old and worn uniforms be replaced so that students will always look their best.
6. All clothing must have the students name in it to distinguish between other students at school.
7. Students at Faith Christian Preschool may abide by Faith Christian Academy's uniform policy; however, it will not be mandatory. Students in the K4/K5 program are required to wear a school uniform.
8. Faith Christian Preschool and K4/K5 are not responsible for any lost clothing.

### **Uniforms ~K4/K5**

Uniforms are required at FCA and are an additional cost to the parents. All uniforms must be purchased from Dennis Uniforms. Dress codes from past years will not be in effect. The dress code is especially designed to set an image of professionalism and high academic stimulation for the school. FCA is not inclined to become involved in arguments about subtle points in the code. Students not in compliance with the dress code will be asked to call home to obtain appropriate clothing for school. Parents are asked to become familiar with the dress code and to be sure their son or daughter is dressed properly before leaving home. This is requested so that students will not miss valuable class time while waiting for the appropriate dress from home.

Dennis Uniforms  
5186 N. Blythe, Suite 101  
Fresno, CA 93722  
Phone: (559) 276-5621  
Fax: (559) 276-5603  
www.dennisuniform.com  
School Code: FFF

Items That Must Be Purchased at  
Dennis Uniforms:

- Shirts
- Shorts
- Pants
- Culottes
- Skorts
- Dresses
- Jumpers
- Skirts
- Cardigan Sweaters
- Sweatshirts
- Navy Pullovers

Items Than Can Be Purchased at  
Department Stores of Your Choice:

- Shoes
- Socks
- Jackets/Sweaters that fully button or zip
- White turtle neck shirts
- Hair accessories
- Undergarments

### **Uniform Violation Policy**

If your child arrives at school without a Dennis Uniform on, they will receive a uniform violation and then we will have them change into a Dennis uniform that we have in our borrowed closet. If this happens two times in a row, your child will be sent home to change before being accepted into the program for the day. We have uniforms that we loan out to families if they need them. All children must be in uniform in the K4/K5 program.

### **Guidelines for Dressing (Girls)**

1. Shorts, skorts, and skirts – Must fit and cannot be too baggy or too tight.
2. Pants – No baggy styles; undergarments cannot show; pants must fit and cannot be too baggy or too tight. No pajamas or sweats pants
3. Shirts and Blouses – No see through, mid-drifts (stomachs cannot show), or halter top styles. Tank tops must be at least 1½ inches wide at the shoulder. Shirts should be solid in color. No printed characters on shirts except Christian characters.

### **Guidelines for Dressing (Boys)**

1. Pants – No baggy styles; undergarments cannot show; pants must fit and cannot be too baggy or too tight. No pajamas or sweat pants.
2. Shirts – No see through styles; tank tops must be at least 1½ inches wide at the shoulder; no muscle t-shirts (arm holes must fit arm). No printed characters on shirts except Christian characters.

### **Outerwear ~K4/K5**

1. Solid white or navy blue cardigan sweaters and navy pullovers must be purchased at Dennis Uniforms.
2. Sweatshirts must be purchased at Dennis Uniforms.
3. Jackets or coats may be purchased at the store of your choice.

- a. Definition of a jacket or coat: garment must zipper, button or snap all the way down for easy removal.
  - b. FCA does not define a jacket or coat as a pullover.
  - c. Students must wear the correct size of coat or jacket for their frame.
  - d. Jackets cannot have offensive writing, logos, or skull heads.
4. Hats, beanies, or head coverings may be worn outside only. When the student's hat is not being worn, the hat must be kept in the student's backpack or desk. Hats are not to be worn inside the buildings or backwards on the student's head. All hats must be clean and suited for a Christian school. This is up to the discretion of the administration.

### **Footwear**

1. Because of sports activities and injuries, athletic type shoes are recommended. No slip on shoes, sandals, boots or high heels will be allowed (boot as defined by Webster's Dictionary: an article of footwear coming to the ankle or higher made of leather, rubber, or canvas). High-top (below the calf) tennis shoes may be worn. Children must be able to do physical activities with the footwear purchased.
2. Because of injury and shoe damage, children will not be allowed to wear sandals or any open-toed shoes. Shoes must be totally enclosed from the sole to the top of the shoe.
3. Footwear should have no characters except Christian characters.
4. Faith Christian Preschool reserves the right to reject any footwear that may cause injury to a student or compromise the dress code as judged by the administration.
5. Shoelaces must be the same color on both shoes.

### **Grooming**

All boys:

- Hair must not extend below the collar or ears
- Hair should not be cut below a barber's #1 cut
- Hair length is not to be so long that it affects the vision or concentration of the student
- Spiked hair can be no higher than 1" from scalp
- No hair tails
- No shaving any portion of the hair including shaved letters or designs
- No multicolored hairstyles
- Hairstyles with a radical hair length are considered extreme
- No punk rock, rebellion or extreme expressions (this will be up to the discretion of the administration)
- Administration reserves the right to advise students that their hair needs to be cut
- No makeup
- Tattoos are not allowed (permanent or temporary)
- Boys may not wear earrings and no other body piercing is allowed

All girls:

- Hair length is not to be so long that it affects the vision or concentration of the student
- No hair tails
- No shaving any portion of the hair including shaved letters or designs
- No multicolored hairstyles.
- Hairstyles with a radical hair length are considered extreme
- No punk rock, rebellion or extreme expressions (this will be up to the discretion of the administration)



- Hair accessories must be navy, blue, black, white, or any color that will match the uniform. No multi-colored hair accessories.
- Makeup is not allowed at the elementary grade level (K-6). This also applies to out of town school functions or field trips.
- Tattoos are not allowed (permanent or temporary)
- Piercing is limited. Only two earrings are allowed in each ear. No other body piercing is allowed.

### **Warrior Wear and Free Dress Days ~K4/K5**

Free Dress Days may be followed when so directed by the principal through a written and posted announcement, flyer or brochure for special events or activities.

1. The first Monday of each month is declared Christian t-shirt or sweatshirt day. If the t-shirt or sweatshirt is questionable, students must be able to verify the authenticity of it being a Christian t-shirt. Students will remain in uniform pants, shorts, skirts, etc.
2. Free dress days will be given out on special days decided by the staff.
3. Students may have a free dress day on their birthday. If their birthday falls on a weekend or holiday or if the student is absent, they may have a free dress day on the following Monday. If their birthday falls during the summer break, the student may choose any Monday in the month of May.
4. Shoe policy applies to free dress days.
5. The administration reserves the right to deem any Christian t-shirt not appropriate for FCA.

### **Free Dress Day Guidelines ~K4/K5**

#### Girls ~ K4/K5

1. Shorts, skirts and skirts – Length can be no shorter than 6 inches above the knee when sitting. They must fit. They cannot be too baggy or too tight.
2. Pants – No baggy styles. Undergarments cannot show. Students may not wear sweats or pajamas to school. Pants must fit. They cannot be too baggy or too tight. Pants may only be one inch bigger at the waist and length for potential growth.
3. No holes in jeans, pants, shorts, etc. No wearing pajamas or sweat pants
4. Shirts and Blouses – No see through; bras cannot show; no midriffs; stomachs cannot show; tank tops must be at least 1½ inches wide at the shoulder.
5. Dresses must follow the school dress guidelines.
6. Necklines of garments cannot extend lower than 2 ½ inches from the collarbone.

#### Boys ~ K4/K5

1. Pants – No baggy styles. Undergarments cannot show. Students may not wear sweats or pajamas to school. Pants must fit. They cannot be too baggy or too tight. Pants may only be one inch bigger at the waist and length for potential growth.
2. No holes in jeans, pants, shorts, etc. No wearing pajamas or sweat pants.
3. Shirts – No see through; tank tops must be at least 1½ inches wide at the shoulder; stomachs cannot show.

## **ACADEMICS**

### Grading Scale ~K5

K5		
W	Weakness	= D
I	Improvement Needed	= C
S	Satisfactory	= B
E	Excellent	= A

If a student receives a grade average of D (69% or below), the student may be retained at the discretion of the teacher and administrator. (See Retention Policy).

- Dean's List: Students who maintain a 3.5 – 4.0 Grade Point Average (GPA) with no grades of an "I" or "W" will earn a position on the Dean's List.
- Honor Roll: Students who maintain a 3.0 – 3.49 Grade Point Average (GPA) with no grades of a "W" for the quarter will earn a position on the Honor Roll.
- Incomplete grades are given when a teacher has allowed a student to make up work due to an illness or extended absence. Incomplete grades must be completed within 2 weeks following the end of the quarter.

Academic success is a top priority at FCA. We encourage all students to achieve these standards.

### Homework ~K4/K5

Homework is an integral part of the school program. Each teacher is at liberty to give homework to the students to enhance their studies. The broad topic of homework includes regular daily assignments and studying for tests and quizzes, as well as weekly or long-term projects. Students are encouraged to budget their time and properly space their work. As much as possible, they should avoid procrastinating until the night before long-term assignments fall due. Teachers assign this type of project realizing that several sittings are necessary to properly complete the work. A parent or guardian's signature will be requested from time to time on completed homework assignments.

Parents or guardians should not do the work for the student, but provide the satisfaction of monitoring and observing their child's development and growth on academic and spiritual maturity. This is accomplished through the daily review of materials covered in class, preparation for tests, writing assignments, projects, and drills.

### Progress Reports ~K5

Student's grades may be viewed on-line at [www.fcacoalinga.com](http://www.fcacoalinga.com) at any time during the quarter. It is important to monitor students grades because they can fluctuate do to not completing all required work, low grades, or failed tests. Monitoring grades also indicates that the student is improving or doing especially well in specific classes. Personal notes, calls or interim reports may also be sent or made by a teacher at any time during the grading period if the teacher feels that a parent needs to be alerted to a particular situation.

### **Report Cards ~K5**

Report Cards are issued four times a year, approximately every nine weeks. At the end of nine weeks, a report card will be issued for the parents or guardians to review. A \$5.00 fee will be added to the student's account for lost report cards. Any student enrolled in FCA for 10 days or longer will receive a report card.

### **Standardized Testing ~K5**

The Terranova Standardized Test is given annually to all students. The information from this test is used to help evaluate and respond to the needs of the students in the most effective way possible. Mental ability testing may also be done. The results of tests taken at FCA are available to parents for consultation regarding the abilities and achievement of their child(ren).

### **Textbook Guidelines ~K4/K5**

Textbooks are the property of each student, but FCA expects the student to handle them with care. Please have your child write his/her name in all textbooks and workbooks. Parents or guardians of the students will be required to pay for lost or stolen textbooks and workbooks.

### **Retention Policy ~K4/K5**

In some cases, in spite of appropriate intervention, retention will be necessary. The principal will make this final recommendation. If parents or guardians do not agree with the recommendation, a conference will be scheduled with the parents/guardians, classroom teacher, and administrator. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

Parent involvement is critical to our overall effectiveness. Parents can get involved in the following areas:

### **Fundraising**

Faith Christian Preschool and K4/K5 participate in the following fundraisers during the school year:

- Apple Fundraiser
- See's Candy (Christmas)
- Variety of Student Council fundraisers
- Variety of Athletic fundraisers
- Parent Teacher Group (PTG) Annual Christmas Auction Dinner

### **Parent Teacher Group (PTG)**

The PTG is a group of very dedicated parents who support the school and teachers. They raise funds and put on programs and activities for the school. They desire to enhance the learning of each and every student at Faith Christian Preschool and K4/K5.

### **Volunteering**

All the staff welcomes volunteering at Faith Christian Preschool and K4/K5. A volunteer form may be picked up in the office and, once completed, an appointment with the administrator will be made.

### **Chaperoning:**

All classes need chaperones on field trips. See your child(ren)'s teacher for information.

## **HEALTH AND SAFETY ISSUES**

### **Biting**

Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. Some of the circumstances are: attention seeking, imitating others, independence, frustration, and stress. If and when a child bites, Faith Christian Preschool and K4/K5 will show the biter through voice and facial expression that biting is unacceptable. The staff member will speak firmly and look directly into the child's eyes. For example, the staff member may say, "Stop! Johnny it's not okay to bite Jack. It hurts Jack when you bite him. I cannot let you hurt Jack or any of the other children." One of the staff members will then lead the biter away to have some private time and the other teacher will give assistance and comfort to the child who was bitten.

If and when a child bites, the parents of the child who bit will be notified. If the bite breaks the skin of the other child, the student that bit will be sent home for the remainder of the day. Faith Christian Preschool and K4/K5 will also notify the parents of the student who was bit and it may be required that the student see a doctor regarding the bite wound. If a repeat bite happens, the teachers will begin a behavior guideline on the biting child and the parents of the biting child will be required to spend time in the preschool with their child to assist with the issue. If the behavior is not stopped, the biting child will be terminated from the preschool under the clause of being a danger to himself and others around him/her.

Biting can be an uncomfortable issue for parents. The parents of a child who was bitten may feel anger and outrage, and the parents of the biter may feel embarrassed and frustrated. Faith Christian Preschool will work confidentially with both families so that the issue is handled properly and smoothly.

### **Child Abuse Reporting**

The Child Abuse Reporting Law (Penal Code 11166) requires certain childcare custodians, including all private school personnel, to report all suspected child abuse to the Department of Child Protective Services. The law prohibits the school from contacting the parents or informing them of their suspicion or their report. Child Protective Services (CPS) must be allowed to interview the student at school or, if necessary, remove the child from the school. CPS will notify the parents of either of these events. If a report is made and CPS does any follow-up, parents should contact Child Protective Services for any information at (559) 243-4588.

All school personnel are subject to jail terms and or fines for:

- A. Failure to report a "Reasonable Suspicion" of child abuse.
- B. Failure to observe the confidentiality of a child abuse report or subsequent actions.

### The School's Responsibility

Upon date of hire, each employee must complete a 9108 form. This statement acknowledges the requirement to report suspected child abuse. Each employee is made aware of or reminded of their mandated reporter status.

The Penal Code 11166 requires any child care custodian, medical practitioner, or employee of a child protective service agency who has knowledge of or observes a child in his or her

professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of the child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Each staff member must take into consideration that they cannot jump to conclusions regarding reporting a suspected child abuse case.

The following is the chain of command for each employee when making a report:

1. Document all suspected abuse (family and/or child)
2. Take the documentation to the supervisor for review
3. The supervisor and the teacher will have a meeting to discuss the reporting issue
4. The supervisor will place the call, or assist the teacher in placing the call

A CPS representative will professionally train all staff members in Child Abuse Reporting at the beginning of each program year.

### **Emergency/Disaster Plans**

The following procedure has been adopted by the Governing Board and shall remain in effect until further notice:

- It is the declared policy of the Governing Board to release pupils from school in the event of an attack on the continent of the United States or when warned by competent authority of an imminent attack. During such an emergency, all students will remain on school grounds until parents or guardians are notified.
- Traffic conditions during an emergency are naturally an unknown factor. It can be expected that during an emergency there will be an amount of uncertainty, particularly in the minds of younger children. The best way to overcome this uncertainty is for the parents to be specific about the procedure their children are to follow in an emergency. Parents and guardians are urged to discuss the procedure with their children frequently and test them of their knowledge of what to do under these conditions.

### **Fire, Earthquake and Lockdown Drills**

#### Fire Drill

The state standard signal for a fire alarm is the sounding of the fire horns and strobes. Should the fire alarm sound, students are to evacuate the buildings by walking from their classrooms in an orderly fashion and standing clear of the building. No talking is permitted during evacuation. The faculty member will be the last to leave each classroom and will check to make certain that all students are out.

#### Earthquake Drill

FCA's standard signal for an earthquake alarm is the sounding of the medical emergency horn. Should the horn sound, students will be instructed to duck under their desks as tight as possible and cover their heads with their hands until they are told by their teacher to return to their seat. No talking is permitted during the drill. The teacher will be the last to duck and cover in each classroom and will check to make certain that all students are following instructions.

#### Lockdown Drill

A staff member will call each classroom and advise that Faith Christian Preschool is in a Code Red. All teachers are to lock and barricade their doors so no one may enter. This is to protect the students from any unwanted presence on school grounds.

### **Insurance/Accident Report**

Faith Christian Preschool and K4/K5 carries supplemental accident insurance for each student enrolled. (Parent/Guardian health insurance is the primary insurance.)

Children are covered to and from all school events if traveling in a school vehicle or school approved vehicle. In case of an accident, the following procedures must be followed:

1. All accidents, regardless, of how slight the injury or damage, must be reported immediately to the teacher in charge of the class or activity.
2. If no teacher is available, the accident is to be reported to the office.
3. The student, parent and physician must cooperate with school personnel in completing all necessary insurance forms.

### **Medical Information**

Faith Christian Preschool and K4/K5 attempt to provide an environment in which the students will be safe from accidents. If a minor accident occurs, a member of the school staff will administer first aid. School personnel may give no care beyond first aid, which is defined as the immediate, temporary care given in case of accident or sudden illness. If an emergency occurs, every effort will be made to contact parents. Please make certain that the school is aware of any changes in telephone numbers at home or work. If the parents/guardians cannot be reached, appropriate medical attention will be secured for each student. In case of an accident on the playground, in the classroom, or during school-sponsored activities, an injury report form will be filled out and sent home.

If a student shows symptoms of illness, please do not send the student to school.

If your child is not feeling well or is ill at school, your child's teacher may call and have you pick them up and take them home for the day, or until they are feeling better. Title 22 Health and Safety code (101226.2) states that if a child is ill at school, we are to isolate them and call a parent representative to pick up their child. This code was set in place to assist in not spreading germs, such as, colds, fevers, etc in the preschool classrooms.

If a student becomes ill or has a fever of 100.6° after arriving at school, the child must be picked up from the office as soon as possible. A parent/guardian or other responsible person on the student's emergency card who can be reached will be notified immediately.

### **Contagious Disease**

If students are found to have a contagious disease such as impetigo, pediculosis (lice), pink eye, or scabies, they will be sent home. Upon their return, they must have a note from the doctor stating that it is safe for them to return.

Knowledge of exposure to communicable illness must be reported to the school.

A note from a doctor may be required for any illness longer than three days.

## **Distribution and Consumption of Medication**

By State law, medications must be doctor prescribed, in their original containers and with written instructions for their use. The parent or guardian must fill out a notice giving permission to the preschool director to dispense the medication.

Students may not keep medications on their person during school hours. If a student must take medication over a long period, please ask the pharmacist for an extra bottle so the student can have medication both at home and school.

## **Smoking**

In accordance with state law, smoking is prohibited on all school premises.

## **Toilet Training Policy**

Every child enrolled in the Preschool program should be *independently* potty trained. In the event of a bathroom accident, the staff will change the child's pants (wet accidents) or call the parents to come and change their child (bowel movement accident). The staff at FCAP understands that "accidents" can happen, and the teachers will be considerate and compassionate to the child if an accident should occur. A staff person always monitors the bathroom area of the preschool when a child is using the facility and every child should have at least **1 full change of clothes that is to be kept in their cubby at all times.** If your child has an accident at school and we have no extra clothes for them, parents will be contacted and clothes will have to be brought to school.

We understand that children are going to probably have a potty accident at school, and in helping your child be successful we try to help everyone understand the difference between an accident, or an incident. An incident occurs repeatedly and an accident occurs rarely. Our preschool license does not allow us to enroll children who are not fully potty trained, because we don't have a designated (separate) potty changing area. We only have what we term, an emergency potty changing area with a floor mat and wipes (that the parents provide). All accidents & incidences are logged and placed in our licensing binder to be evaluated by our licensing department upon a visit.

In the case that a child has repeated potty accidents on a consistent basis the accidents will be logged and parents will be notified. If a child has more than 5 potty accidents in a two week period, that child is considered not independently potty trained and parents will be asked to come pick their child up and take them home for the day. A parent-child bathroom contract will then be developed and implemented and the child will be placed on a probation period depending on the contract outcome that the teachers and the family have set.

**SUGGESTIONS** to help your child be successful with the bathroom at school:

- Pack at least 2 extra sets of clothes for your child (in a Ziploc bag)
- Please include with your extra clothes: socks and shoes (usually everything runs downward right into the shoes)
- Don't put a belt on your child.
- Don't have pants with buttons or snaps (easy on-easy off should be the thought)
- Don't put your child in skinny jeans (they are too hard for them to pull off in an emergency)

## **GENERAL AND MISCELLANEOUS INFORMATION**

### **Awards ~ K5**

#### Quarterly Awards

- K5: The following awards are given on a quarterly basis:
  1. Perfect Attendance – This award is presented to students who have not missed a day of school and who have no more than three tardies. This award is given at the end of each quarter. Awards for perfect attendance are based on any absences or tardies, excused or unexcused.

#### End of the Year Awards

- K5: The following awards are given at the end of the school year and are given to those students who have achieved these honors all four quarters:
  1. Perfect Attendance – This award is presented to students who have not missed a day of school and no more than three tardies all year.
  2. Christian Character – FCA's top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control of the Spirit).

### **Before and After School**

Students can be dropped off at the school as early as 7:45 a.m. with no additional charge.

Every student in preschool and K4/K5 must be accountable to an adult after school. If the student is not picked up by the contracted time, families will be billed \$5.00 for the first 15 minutes and an additional \$10.00 for every 15 minutes thereafter. Parents must notify the school if they are going to be late.

### **Campus Hours**

The school office is open during the following hours:

Mondays through Thursdays	8:00 a.m. – 4:00 p.m.
Fridays	8:00 a.m. – 3:00 p.m.

### **Campus Ground Rules**

1. Students are to stay within the school grounds and within the areas of supervision. During inclement weather, students will remain indoors.
2. Fighting is not permitted and will be grounds for suspension. Play fighting is also not permitted.
3. There is to be no climbing on buildings, railings, fences, walls or trees.
4. Trash must be placed in the proper containers.
5. Running between the buildings and on the sidewalks is unsafe and not permitted.
6. Totally enclosed shoes (refer to dress code) must always be worn.
7. Objects for throwing such as frisbees or model airplanes are dangerous and may not be brought to school.



8. Radios, tape players, radio-controlled vehicles, cds, ipods, cell phones, electronic games, and tools are also not allowed (unless prior approval from a staff member has been received).
9. If balls go over the fence, into the street, or on other people's property, it must be reported to the playground supervisor. Students may not go after balls.
10. Faith Christian Preschool and K4/K5 provide all playground equipment. Balls, toys, etc. should not be brought from home.
11. No skateboards, roller-blades or scooters are allowed on school sidewalks except at designated times. All protective gear must be worn when using skateboards, roller-blades or scooters on school grounds (helmets, wrist guards, elbow pads, and knee pads).
12. Gum is not allowed on school grounds (inside or outside).

### **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. Please contact the school office with the new information as soon as possible.

### **Concerns/Suggestions**

Faith Christian Preschool and K4/K5 are always open to receive constructive suggestions concerning ways in which the school might be improved or problems may be solved; however, we do not accept criticism by parents who fail to follow the disciplinary guidelines of the school.

1. It is the policy of Faith Christian Preschool and K4/K5 that problems or suggestions are first taken up with the teacher.
2. If satisfaction is not achieved at the teacher level, then the problem should be presented in writing to the administrator.
3. Any desired discussions with the teacher or administrator need to be scheduled through the school office.

### **Delivery and Pick Up of Students**

Students may be dropped off as early as 7:45 a.m. Please park in a parking space when you are dropping off and picking up your children. Cars that are not parked in parking spaces cause a back up around the tree in the front parking lot. Please walk your children to and from the other side of the gate. Do not have them walk by themselves. They are too little to be seen by other drivers who are driving in and backing out of parking stalls.

### **Field Trips and Transportation**

- In connection with the regular class work, the classroom teachers may schedule field trips. The parents, under the direction of the teacher, will usually provide transportation. For a student to participate on each field trip the parent or guardian must sign a Field Trip Permission Slip. Permission to attend field trips cannot be given by phone.
- Parents volunteering to drive for field trips must have a Volunteer Driver Application Form on file in the school office. Drivers for any school field trip or activity must be at least 21 years of age.
- When traveling to school-sponsored activities in station wagons or vans, the maximum number of students in one vehicle is eleven. At no time are more than eleven students to be transported to our activities in any vehicle. It is illegal to transport more than eleven students in any vehicle other than a school bus.
- Unacceptable behavior by any student on a field trip may result in the loss of field trip privileges for that student for the remainder of the year.

- For all school (every grade) field trips, if a student will not be attending the field trip, other arrangements must be made for the child for the day. The student will be marked absent for the day.

### **Lost and Found Items**

When items are found anywhere on the campus they are turned in to the office. They will be returned to their owners upon identification. During special evening school activities, the lost and found items will be on a table outside. All items not claimed will be given to a charity at Christmas and at the end of the school year. Please write your child's name on all lunch pails and outerwear to help us send them back home!

### **Lunch and Snack Program**

1. Faith Christian Preschool and K4/K5 contract through a variety of local restaurants to provide a well-balanced lunch on a daily basis.
2. A lunch may be purchased at the school office monthly, weekly, or for as many days as needed. Students who bring their lunch may purchase a drink in their classroom.
3. A lunch menu will be given to each student at the beginning of the year.
4. We encourage you to package your child's lunch items in hard containers so the containers may be returned home. A severe trash and environmental problem results from lunch packaged in throwaway containers such as straw wrappers, potato chip bags, sandwich bags, etc.
5. If disposable containers are brought to school, they need to be easily opened by the child. Please cut slits in the chip bags, string cheese, straws, etc. to assist your child.
6. We do not have sufficient kitchen facilities to heat food items. Please have students bring ready-to-eat lunches.
7. If a student does not bring a lunch to school, we will provide a lunch for them.
  - a. Parents are responsible to pay for unpaid lunches.
  - b. If payment is not received by the 15<sup>th</sup> of the month, all unpaid lunches and milks will be added to your monthly statement.
8. Snack is provided by each child's family once a month.

### Eating Area Rules

1. Enter in an orderly manner. Students will eat family style.
2. No excessively loud noise, feet on seats, or throwing food.
3. Mealtime is a learning experience where self help skills are developed and encouraged. Students will be encouraged to help set up, feed selves, and clean up when finished.

### **Parties**

We ask that parents/guardians help us maximize learning time in the class by keeping birthday celebrations and treats simple. An alternative of treats for birthdays might be to donate funds for educational items (i.e. books) to be used in your child's classroom. This is an excellent way of recognizing your child's birthday. Private birthday invitations may be handed out if the whole class or all boys or all girls are invited.

FCA does not observe Halloween in any form. We feel that because the occult movement has adopted Halloween as a holy day, it would go against Christian principles to observe Halloween. Instead, we offer a Harvest Party as an alternative. Christian emphasis is given to other traditional holidays.

## **Pictures**

Student pictures will be taken each year, including both class and individual photos. These photos will be made available to parents/guardians for purchase. In addition, the school may use these pictures for the following purposes:

- Student records
- Yearbook
- Possible newspaper or promotional flyers
- Other candid photos of classroom and school activities may be used for any of the above purposes

Parents who wish not to have photos of their child used for any discretionary purposes (yearbook, newspaper, etc.) must inform the school principal or secretary in writing at the time of enrollment.

## **Pledges**

Each morning, every teacher is asked to say the three pledges with their students participating during the opening exercises. Teachers may use good judgment in this area and not let pledges become a mockery. Students must always show respect to our flags and to the Bible.

### Pledge to the American Flag

“I pledge allegiance to flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

### Pledge to the Christian Flag

“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one brotherhood uniting all true Christians in service and in love.”

### Pledge to the Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its words in my heart that I may not sin against God.”

## **Property and Personal Property Damage**

**Property Damage:** Damaging school or church property will be treated as a serious offense. The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

**Personal:** Maliciously damaging personal property that belongs to another person will be treated as a serious offense. The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

## **School Closure Information**

If it becomes necessary for school to be closed on short notice or while school is in session, the school office will contact all parents/guardians/contacts that are on the students’ pick up list or emergency cards.

## **Visitors**

FCA is a closed campus during school hours to protect the safety of our students. Parents are welcome to visit the school. The visit will not exceed a total of 30 minutes on any given day. All

arrangements must be made a minimum of 24 hours in advance of the visit and will be at a time convenient to the school and the parent. We ask that you:

- Arrange your visit with the teacher
- Not have children who are not students in our school accompany you
- Sign in, wear a visitor's badge/sticker and sign out

For visits to all other areas of campus (e.g. playground, computer lab, library), please contact the school administration. Visitors who are not parents of students in our school must be accompanied by an administrator.

### **Volunteers on Campus**

Thank you for considering volunteering in our schools! Teachers and administrators value your contributions to the education of our students! By donating your time, you help us create a positive and successful learning environment.

- All classroom volunteers are required to submit a TB skin test to the school office
- Please immediately sign in at the school office
- Wear a visitor's badge/sticker at all times
- Sign out and return the badge/sticker to the office

In the classroom:

- Knowing that you will be volunteering in the classroom, the teacher has adjusted the lesson plans and will explain how you can assist. Please follow the teacher's direction for working with the students
- Grading student work is reserved for the teacher
- When talking to students, always use a calm and friendly voice
- In difficult situations, always alert the teacher
- Never use any physical force

We ask that volunteers do not join students and/or staff on the playground, cafeteria or teacher's lounge without prior permission from site administrator. Please do not use the office equipment.

### **Yearbook**

The school publishes a yearbook each year. Parents who have a business or profession, or could help with the cost of the book are encouraged to purchase an advertisement. Yearbooks may be ordered in the month of May.

### **SCHOOL SUPPLIES**

The following items should be brought to school on the first day of school: If a student has not purchased their school supplies after being enrolled a week, FCA will purchase the supplies and bill the parent on the next billing cycle.

- 2 4 oz. Bottles of Washable School Glue
- 4 Boxes of Baby Wipes (80 Count)
- 2 Container of Lysol Cleaning Wipes (80 Count)
- 2 Boxes of Kleenex
- 1 Wiggle Eyes package (Dollar Tree)
- 1 Stamp pad any color
- 1 Bingo dobber (any color)(Stamp marker)
- 3 Washable crayons (8 counts)
- 1 Pack play dough
- 1 Washable Crayola kids paint (10 pack) (**Preschool only**)

- 3 Boxes washable markers fine tip “classic colors” (8 count)
- 1 Box of Dixie cups 5oz 50 count
- 1 Child Size Toothbrush with a Toothbrush Cap and Toothpaste (labeled with child’s name)
- 1 Change of Clothing (to keep in cubby)
- 1 Playground Ball
- 1 Blanket and Pillow (for nap time)
- 1 Pocket folder paper w/clasp (**K4/K5 only**)

### CAMPUS MAP

