

Ames Christian School

Excellence in Education Through Christ

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Ames, Iowa 50010

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PARENT HANDBOOK 2013-14

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In Praise of Children

Elsbeth Campbell Murphy

Lord, you have made these children
as varied as the flowers of a garden.
You have blessed each one uniquely.
And each fragile, growing child is
infinitely precious in your sight.
You have trusted me to nurture them.
And blessed me with the joy of seeing them grow.
Lord, I teach in reverence.

Dear Parents,

We share in the joy of your decision to enroll your child in a Christian school. Educational opportunities are provided at Ames Christian School for students Preschool through 6th grade.

This booklet has been prepared to acquaint your family with the Ames Christian Early Education program, and to help make your association with the school an enjoyable and lasting one. We believe that God intends us to be a warm, positive and caring people. We strive to provide an environment where all children, unimpeded by barriers of class, gender, or ethnic background, may study and grow united by a common faith in Jesus Christ.

Julie Long, Director of Early Education
Cindy Lubinus, On Site Childcare Supervisor

MISSION STATEMENT

Through Personalized Christian Education, Ames Christian School strives to equip students to learn, think, discern, and act according to Biblical principles in order to embrace and fulfill God's unique purpose for their lives.

PHILOSOPHY

The Ames Christian Early Education philosophy is based primarily on the scripture: Psalm 139:13-14, "God created my inmost being. He put me together in my mother's womb . . . and I am fearfully and wonderfully made; God's works are wonderful!" Each child is unique and no one else is like him. As we prepare the environment, experiences and goals for each child and the class, we consider each child's ethnic background, home environment, abilities, limitations, personality, giftedness, and qualities that are his/hers alone. It is the teacher's responsibility to nurture, love, guide, and protect each child in the classroom and encourage growth of the whole child - spiritually, emotionally, socially, physically and intellectually - in ways which will enable him/her to grow into the person God desires him/her to be. Self expression is encouraged along with developing self-discipline which simply means the children are able to explore within boundaries set by the teacher. In our multi-denominational Christian environment, children learn they are a person of worth, created by a loving God.

COMMUNICATIONS

Ames Christian School is an extension of the home. "Fathers . . . bring up your children in the training and instruction of the Lord." (Eph. 6:4)

Essential home/school communication:

1. Weekly classroom newsletter from teacher
2. Notes and phone calls from teacher to parent
3. Scheduled parent/teacher conferences
4. Weekly school office newsletter , School Website, Facebook
5. InfoDirect Online School Program

We encourage you to notify us about any occurrence which may affect your child or any other child in the class (i.e., absence because of illness and/or communicable diseases). We also want you to feel free to talk with your child's teacher whenever you have a question or a concern. Parents are allowed unlimited access to their children unless parental contact is prohibited by court order.

Weekly Office Newsletter, Website and InfoDirect

In addition to your child's weekly classroom newsletter, the office weekly newsletter, the school website, and InfoDirect are primary tools to enhance communications between school personnel and parents. The purpose of the office newsletter is to inform parents of current and future activities of their children, parents, staff, and board members. On Friday the

office newsletter is posted on the school website and emailed to the parents. Details of coming events are posted on the school website and InfoDirect. InfoDirect is ACS on line program that parents access at our website www.ameschristianschool.org which provides tuition statements and other communications. You will be given a user ID and password at the August Parent Orientation to access the information on our website under Resources/InfoDirect.

SOLVING PROBLEMS USING MATTHEW 18

In Matthew 18:15-17 Jesus gives his formula for solving person-to-person problems. There are several clear principles that Jesus taught in solving person-to-person problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** Involve only the people who are involved with the conflict. One of the two parties needs to initiate a face-to-face conversation. If the conflict can't be resolved, then administration should be involved. If conflict still can't be resolved, a written statement should be given to the board president. Each person should come to the joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
3. **Be straightforward.** Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. Restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads "...if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted." (NIV)

FUNDRAISING

Ames Christian School simply could not operate without the incredible support of our parents. We are a faith operation. Like many private, independent schools, ACS depends heavily upon our parents and friends for their gifts of time, talent and money in order to continue to provide quality Christian Education to each child. Tuition only covers 50% of the total cost of an ACS education for each student. The remaining 50% is raised through fundraising events and therefore every parent is not only encouraged but expected to contribute to ACS in some way over and above their tuition commitment. Parents will be given the opportunity throughout the year to support fund-raising activities. This support can be provided through donations or by volunteering your time or talents to one of our fundraising committees.

Throughout the year, ACS has three large fundraisers (Christmas - *One Starry Night Gala and Auction*, ACS Annual Golf Outing, and Upwards ACS Matching Funds Campaign), and three smaller fundraisers (Butterbraid Bread Sale, ISU Home Football Game Parking, and the Spring Bike-a-thon). These fundraisers are vital to our ACS budget and we depend heavily on you as our parents to make them all a great success.

At least one parent from every ACS family is expected, as a minimum commitment, to volunteer, serve, and to donate to one large and one small fundraiser annually. Please prayerfully consider how you would like to be involved, both financially and as a volunteer.

If you have questions or are ready to commit time or donation, please call Development Director, Barbara Burnham, at (515) 232-0772.

PARENTAL INVOLVEMENT IS KEY

In order to support the education process and be an encouragement to the student, parents are expected to take an active part in the programs of ACS. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are asked to attend all ACS programs and events. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the variety of school activities and committees. Parent volunteers are needed and encouraged to participate in fundraising, classroom and library activities, lunch service, office help, and on various event committees.

ORGANIZATIONAL STRUCTURE

Ames Christian School Association, Inc. owns and operates the school founded in 1992.

Members of this association currently represent numerous area churches.

Voting membership in this association is open to parents, grandparents, and friends who share the vision of the school and give financial support of at least \$10.00 annually to the school.

Association meetings are scheduled annually to elect new board members and consider other matters submitted by the Board for approval. The complete constitution and by-laws of the association are available on request. It is our goal to provide a "Personalized Christian Education" for each of our students. We strive to equip our students with a Biblical Worldview to become tomorrow's strong leaders.

ACS is a parent-run school with authority given to the Board by the parents. We acknowledge that God is sovereign, all authority is from God, and we are all under His authority in this order:

Parents To God

School Board to the Parents

Administration and Faculty to the School Board

Students to the Faculty and Administration

SCHOOL BOARD

The School Board of Ames Christian School Association, Inc. is elected during the annual meeting in August. Nominees must be members of the association. Each member is elected to serve a three-year term. Each year members retire and new members are elected. These members attend monthly meetings to make decisions concerning the welfare and direction of Ames Christian School.

There are various committees supervised by the School Board and Development Director. The School Board meets on the second Tuesday evening of each month at 6:30 p.m. at the school building. The meetings are open to association members and parents. The Board President must be notified seven days prior to the meeting if you plan to attend or wish to bring a matter to the board.

DONATIONS TO ACS

Ames Christian School's mission is to provide Excellence in Education through Christ and equip children with a Biblical Worldview, while modeling Christian character. Last year, generous donors blessed ACS by providing scholarship dollars for qualifying students. The donations were also crucial in providing the funds necessary to offset the difference between tuition income and our need to balance the ACS annual budget. Since we receive no assistance from the government, gifts to Ames Christian play a significant role in allowing our school to meet its commitment to our mission - your children.

Upward ACS Annual Matching Fund Drive

The ACS matching funds drive allows your contributions to be matched, dollar for dollar. Our goals for income received through this matching funds drive are to balance our current annual budget and provide much needed scholarships for the 2013-2014 school year. Your tax deductible financial support will provide direct tuition assistance for Christian children as well as financial stability for ACS.

Scholarships

The donations made to the scholarship fund are used to award scholarship money to families whom on their own would not be able to provide a quality Christian Education at ACS for their child or children. Families awarded ACS scholarships must go through FAST, a third party financial aid assistance program application process. The FAST recommendation is reviewed by

the ACS School Board's Scholarship Committee, which selects the recipients and determines the award amount. Final approval for all scholarships is given by the full ACS Board.

ACS Endowment Fund

The ACS endowment fund is an investment fund set up to provide ACS with long-term financial support from the invested capital. The endowment fund allows for regular withdrawals of its interest income. The interest income withdrawn is used to fund ongoing operations or specific ACS needs. Endowment fund donations are fully tax deductible.

WAYS TO DONATE TO ACS

Gifts of Cash and Check

Cash is the easiest asset to donate because ease of delivery and convenience and has the most immediate impact. Under the IRS tax code, cash gifts are considered to be complete on the day of delivery if in person or the postmarked date if mailed. Cash gifts include donations of maturing bonds, certificates of deposit, money market accounts, and savings accounts.

Electronic Transfer

Electronic transfers are an increasingly popular way to make a gift. These monthly auto-withdrawals from your bank account are a simple and convenient way to make a payment on a pledge. The transfer is set up through your bank to be deducted on a date of your choosing. For ACS bookkeeping convenience and if possible, we request the 15th of each month be the transfer date.

Corporate Matching Gifts

Maximize your gift! Many employers sponsor a matching gifts program that maximizes contributions by employees or retirees.

Matching Gift Employers

The following corporations and businesses will match an employee's contribution, dollar for dollar. Matching gift forms are usually available in the company or business's Human Resource Office and should be enclosed with your gift:

- Alliant Energy Corporations
- Arthur J. Gallagher Foundation
- Bank of America - Matching Gifts Program

- Benefit Source, Inc.
- Cisco Inc.
- Cisco Systems - Matching Gift Program
- Citigroup Matching Gifts & Volunteer Program
- Des Moines Register Matching Funds
- DuPont De Nemours & Company
- Eaton Corp
- Farmers Insurance
- Gannett Co Inc. - Matching Gift Program
- General Mills Matching Gift Program
- GlaxoSmithKline - Matching Gifts Fund
- Goodrich Corp - Matching Funds Program
- Guidant Corp - Matching Gifts Program
- H & R Block Foundation
- Hallmark Cards Inc.
- Honeywell Int - Matching Gifts Program
- IBM - Matching Gifts Program
- ING Community Matching Gifts Program
- Ingersoll-Rand Co - Matching Gifts Program
- John Hancock
- Josten's Our Town Foundation
- KeyCorp Key Foundation
- MMC - Marsh and McLennan - Matching Gifts Program
- McDonald's Corporation Foundation

- Meredith Corporation Foundation
- Merrill Lynch & Co. - Matching Gifts Program
- MetLife Foundation
- MidAmerican Energy Foundation
- Monsanto Co - Matching Funds Program
- PepsiCo Foundation - Matching Gifts Program
- Pfizer Foundation Matching Gifts Program
- Phillips Petroleum Company
- Pioneer Hi-Bred Intl Inc.
- Principal Financial Group Foundation
- Quaker Oats Foundation
- UBS Financial
- UPS Foundation
- US Bancorp Foundation
- Union Pacific Corp - Matching Gifts Program
- Wells Fargo Educational Matching Gifts

Gifts of Stocks or Securities

By giving a gift of securities that have increased in value since you purchased them, you may take the tax deduction based on their value at the current market price. Thus you owe no income tax or capital gains on the increase. These gifts are unique in that the donor can take a federal deduction for the current fair market value of the stock, regardless of how much the donor paid for the stock. No capital gains tax applies.

To get the full deduction, it is important that you transfer the ownership of these assets to ACS instead of selling them and donating the proceeds of the sale. IF you sell the asset and then gift the proceeds, you will be responsible for the capital gains tax.

To make an appreciated stock gift to ACS, please contact the development office by phone, email or letter advising them of your intent and we will connect you to the school's broker.

Gifts In Kind

In-kind gifts of equipment or other items relevant to our educational programs will be receipted as received by the school. IRS regulations do not allow ACS to assign or verify the value. The donor, through purchase receipts or appraisal, determines the gift value for tax purposes.

For items large enough to have capital gains tax implications, it may be necessary to transfer ownership to ACS instead of selling them and donating the proceeds of the sale. Please consult the school to assess whether the school is able to receive your in-kind gift.

Memorial/Honorarium Gifts

A gift made in memory or in honor is truly "a gift that keeps on giving." Your gift initially supports the goals and mission of ACS then becomes a gift from you to your family or friends, as you honor those special people whether living or deceased. Gifts can celebrate a special occasion such as an anniversary, birthday, retirement, holiday, or be given in memory to honor the life of a loved one or friend. An announcement card will be sent to recipients or the family of the deceased as directed by your gift. A receipt letter will be sent to the donor.

Bequest

Bequests are gifts made through a will or a living trust. They are popular for people who want to give a significant gift but cannot give capital or income during their lifetime. Bequests of all sizes benefit ACS. Bequests may be made in the following ways:

- 1) A percent of your estate, which would mean the amount of the gift would adjust with the size of your estate.
- 2) A gift of a specific amount.

The following is sample bequest language you may take to an attorney:

I give, devise and bequeath (insert amount or percentage of estate here) to the Ames Christian School located at 925 S. 16th St., Ames, IA 50010.

Life Insurance

Many people have life insurance whose benefits they no longer need. Those individuals may want to consider naming ACS as the beneficiary and assigning us ownership of the policy. The donor

gets a charitable deduction. You may contact the ACS development office for more information.

Special Events

ACS One Starry Night Christmas Gala and Auction

Parents, grandparents, employers, and friends can support the Christmas Gala and Auction by purchasing tables, being an event sponsor, or purchasing auction packages. The 2013 event is Saturday, December 7 and will feature Pam Tebow as our guest speaker. **Seating may be limited this year so make your plans to attend now.**

ACS Golf Outing

Join the 2014 golf event as a corporate sponsor, lunch sponsor, hole sponsor or cart sponsor. Bring or join a foursome to the Outing and support this great spring event which is scheduled for Friday, May 23, 2014 at 12:00 pm at Coldwater Links. **The 2013 event was sold out so mark your calendars now!**

SCHOLASTIC BOOK FAIR

ACS holds a Scholastic Book Fair each year in September. Scholastic books and materials are available for purchase for students and staff. A portion of the proceeds comes back to ACS in the form of books and materials for the library and classrooms. Volunteers are need for this event.

SCHOOL PICTURES

Student pictures are taken in the fall of each school year and are available for purchase. Students are encouraged to look their best for this special event. See the calendar for dates.

DISCIPLINE POLICY

Discipline should encourage and enhance daily growth in each child's spiritual, mental, emotional, social and physical life. Its purpose is to promote security and safety for each child in the school. The ACS Early Childhood staff use the Love and Logic Discipline System. The children are allowed to do anything that does not cause a problem. If they cause a problem they are asked to fix it. Each teacher seeks to reinforce positive choices demonstrated by the child by verbal praise, granting privileges and positive touch. Redirection or the "Kindness chair" is used for inappropriate choices exhibited by small children. The "Kindness chair" is used to remove a child from the group for inappropriate behavior (such as hitting, tantrums...). A staff member talks with the child and informs them they may return to the group activities when they are

calm. The child initiates re-entry to the regular classroom activity. If these actions prove ineffective and inappropriate behavior is repeated:

1. Staff will report behavior along with strategies used to the Director.
2. The Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. Parents will be asked to come in to discuss the plan.
4. Plan will be implemented.
5. If the discipline plan is ineffective in producing desired behavior in the child's life or the child becomes violent to themselves or others the Director will request that the parents(s) find alternative education placement for their child.

ENROLLMENT POLICIES

Admission

Children between the ages of three and five may be enrolled in the Half Day Preschool or Full Day Preschool/Childcare Programs. Their class placement is determined by their age on September 15th. A doctor must state that the child's health would not be endangered by participating in our program and that the child presently has no communicable diseases as shown by a medical form filled out by a doctor. Recognizing that parents often have an immediate child care need and yet not had an opportunity to secure a physical exam for their child, the state allows parents 6 weeks after the first day of preschool to secure this medical form. However at the time of admission, parents are required to report any know communicable disease and other special health care needs, including medications, chronic or acute conditions, allergies, etc. that impact the child's care. After the appointment, the signed and dated forms from the doctor must be turned in along with other forms required by the state.

Withdrawals

If a parent desires to withdraw a child from half day Preschool or full day Preschool/Childcare for any reason a two weeks' notice must be given to the Director. If notice is not given in advance of withdrawal, the parent must pay for the next two weeks. The child will automatically be withdrawn if absent without notice for two weeks.

Address Change

Please report any change in address, email, telephone number, work place, school district and emergency telephone numbers, etc. to the ACS Administrative Assistant, Laurel Bleil.

Late and Early Charges

Children remaining in Integrated Preschool/Childcare after 5:30 p.m. or arriving before 7:00 a.m. will be charged **\$5.00** per child for **every 5 minutes**. The late fee must be paid in cash to the staff member on duty when you arrive that evening.

FIELD TRIPS AND TRANSPORTATION POLICIES

Parents need to sign a field trip permission statement. Emergency numbers and a first aid kit are taken when the class leaves on a field trip. All children involved in school authorized activities ride in teacher or parent-driven vehicles. All children are required to be in proper safety seats. We ask that on field trip days you leave your child's seat at the school so we may use it to transport your child. A \$ 10.00 field trip fee will be added to your child's September account statement.

FOOD

We are a peanut controlled environment. For some of our students, exposure to peanuts or peanut products could be fatal. ***No nuts.***

HEALTH AND SAFETY POLICIES

Daily Inspection

Our teachers make a daily inspection of their students early in the morning. When children appear ill or feverish parents will be called. Parents must pick up their child if he/she has a temperature over 100 (under armpit) degrees or more accompanied by behavior changes or other signs/symptoms of illness, the child has been vomiting, or the child has diarrhea. **In order to return to school your child must be fever-and symptom-free for 24 hours.** If your child is too ill to participate in regular activities, he is too ill to come to school. If your child has been exposed to a contagious disease, a notice will be posted informing you of this so you may watch for symptoms.

Health Policies

Ames Christian Preschool is licensed and inspected by the State of Iowa Department of Human Services. The State of Iowa requires a medical form and a separate immunization card completed by your child's physician. These forms must be returned to us the first week of school. A physical exam form must be completed annually.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child with special health care needs (seizures, food allergies, etc). A copy of the Emergency Care Plan must be filled out by the family's physician and kept in the classroom. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise.

Injury/Incident

Every effort is taken to prevent injuries from happening. If an injury happens, first aid will be administered and you will be contacted immediately (if injury is serious) and a Child Injury/Incident Report Form will be filled out by the teacher and signed by you (the parent) when your child is picked up. Two copies of the child Injury/Incident Report Form will be made one for the parent and one for the preschool file.

Biting Policy

Biting is a very common behavior among children birth to three years. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. It is important to remember it is also an unacceptable behavior in a preschool or childcare environment.

A responsive staff member can begin to anticipate when a bite might occur and will shadow (be within two feet of) a child who has a tendency to bite. The caregiver may be able to act immediately and prevent the biting behavior (e.g., distraction, redirection, close physical presence of caregiver). If a biting incident does occur, appropriate caregiver responses should include the following:

- Caregivers should keep their feelings in check and not express frustration or anger to the child.
- Caregivers should ensure all children are safe.
- Caregivers should (in a firm, calm voice) address the child that bit in a short, simple, and clear way.
- Caregivers should shift their attention to the child who was bitten and show concern and support for that child.
- Caregivers should go back and talk with the child about the different strategies s/he can use next time, instead of biting.
- Caregivers should help the child move on.

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors.

- Bites will be washed and ice can be applied.
- An incident report will be written for the biter and provided to the parent of the biter.
- An accident report will be written for the bitten. The biter's name will not appear on the accident report to maintain confidentiality. The parent of the child that was bitten will be provided a copy.
- A confidential copy will be kept in the child's folder.

If all the above strategies fail and the child's biting behavior doesn't stop, the following process will take place:

- If a child bites twice in one day, that child will be sent home for the rest of the day.
- A meeting between the parents, Director, and teacher will be arranged.
- If the child is sent home for biting 5 times in 4 weeks, that child will be asked not to return until the issue has been resolved.

Administering Medicine

1. All medicine will be stored in a locked container out of the reach of children.
2. All medications need to be stored in the original container with a current physician orders and label intact, non prescription medication needs to be labeled with child's name. No medication will be administered to the child without a signed permission form from the parent or guardian.
3. When daily medication is administered the name of the medicine, date, time, dosage given, and initials of staff administering the medication will be documented in a medical log. If medicine is not given, the reason will be documented.

These steps will assure the proper dosages and prevent errors to the children involved and will help keep the parents confident that their children are receiving the best care available.

Emergency Plans

I. CRISIS INTERVENTION - FIRE DRILL

FIRE SAFETY DRILL

The school is required to have **four** fire drills a year.

1. The Administrator will activate the fire alarm for practice.
2. All students will walk single file out of their classroom room to designated area.
3. Do not push or shove. Do not stop for belongings.
4. No one is permitted to talk during the drill. All students must listen to the teacher's directions.
5. Once outside, all classes are to stay in single file.
6. Teachers are to have their class lists and take roll as soon as the students are lined up.
7. All teachers must report any missing students to the Early Childhood Director or Administrator.

8. Teachers who have restrooms close to their immediate teaching areas should check them for students immediately.
9. The signal to enter the building will be given by the Administrator verbally or by the bell.
10. All classes will enter quietly and in single file.
11. All teachers are responsible for seeing that their classes perform these routines properly.
12. Parents will be contacted with emergency number and WHO TV (Channel 13) and KCCI (Channel 8) in case of real fire.
13. All teachers should check the fire alarm nearest their room. If it is ringing or the handle is down, notify the office immediately.
14. In inclement weather, students will go to the exit doors instead of outside for practice.
15. If there is a fire during the inclement weather, students will evacuate to designated safety site.

Fire Drill Essentials

Exit building - must be 150 feet from building

Close doors.

Teachers take their class list and cell phone outside

In case of real fire teachers call parent's emergency numbers included on their class list

II. CRISIS INTERVENTION - TORNADO DRILL

TORNADO SAFETY DRILL

The school is required to have **four** tornado drills a year. All teachers should have their students in a kneeling position in the designated hallways against the walls with their hands over their heads. Students should not be in front of doors. Teachers must have students remain quiet.

1. A whistle sound will indicate the beginning of a tornado drill.
2. Classes proceed to designated area and assume protection position.
3. Teachers take head count. Report any missing students.
4. The Administrator will signal when it is safe to return to the classroom.

III. CRISIS INTERVENTION: TERRORISM (EXTERNAL)

LOCKDOWN SAFETY DRILL

Purpose: To allow the children and teacher to practice procedure for an emergency outside the building

Procedure: Lockdown

1. Administrator announces "Lockdown immediate or potential" over intercom.
2. Teachers close all blinds, turn off lights, and keep children away from outside doors and windows.
3. Children are kept inside the school until the Administrator declares lockdown is over.

IV. CRISIS INTERVENTION: TERRORISM (INTERNAL)

SAFE HOUSE SAFETY DRILL

Purpose: To allow the children and teacher to practice procedure for a potential violent emergency.

I. Procedure: For intruder in the building.

- A. Office alerted, police called.
- B. Administrator announces over the intercom "Intruder /shooter in the building (location & description included)."
- C. Teacher locks/barricades the classroom doors.
- D. Shut off lights.
- E. Each teacher will be responsible for getting their children out of the building quickly through the windows to safe location.
- F. Teachers close to a restroom should check them immediately for students.
- G. Each teacher accounts for all children. Contacts and alerts parents or guardians.

Procedure: For intruder in your room.

- A. Children scream and flee to other room or through window to safe location.
- B. Teacher distracts intruder by throwing items and fighting.
- C. Other staff tries to aid in taking down the intruder.
- D. If intruder is neutralized teachers administer first aid if necessary.
- E. Weapon is secured in or under a trash can.

Procedure: Evacuation to safe location

- A. Each teacher will be responsible for getting his/her students out of the building to a predetermined safe place.
 - 1. Parents would be contacted by listening to the emergency message on WHO-TV (Channel 13) and KCCI (Channel 8).
 - 2. Teachers would call their emergency numbers.
- B. Teachers remain at safe place until all children are picked up by their parents or guardians.

II. Response Plan to Person with Problem Behaviors

Purpose: To provide a means to manage people who are unable to maintain self-control of destructive behaviors and are a danger to themselves or others.

Procedure:

- A. The person identifying an emergency situation alerts office.
- B. Administrator responds to the area immediately. She will serve as team leader. She will assess the emergency, determine the plan of action, and communicate directives to the staff.
- C. If prompt resolution of emergency is not obtained, 911 is utilized to obtain assistance from the Ames Police Department.

III. Response Plan to Bomb Threat

Purpose: To provide a plan of safe evacuation.

Procedure:

- A. The Person identifying an emergency situation may initiate an all building alert by calling the Main Office 233-0772. Administrator will call police at 911.
- B. Staff alerted by intercom how to evacuate building.
- C. Each teacher will be responsible for getting his/her students out of the building to a predetermined safe place.
 - 1. Parents would be contacted by listening to the emergency message on WHO-TV (Channel 13) and KCCI (Channel 8).

Teachers would call their emergency numbers.

Inclement Weather

If Ames Christian School (K-6) is closed for inclement weather Half Day Preschool and Full Day Preschool/Childcare **are closed**. If ACS (K-6) is delayed or dismissed early the Full Day Preschool/ Childcare **will remain open its normal operational hours**. Half Day Preschool will be cancelled if there is a morning delay. If a delay turns into a closure of ACS (Preschool-6), Full

Day Preschool/ Childcare **will remain open if road conditions allow**. The administrator will make that decision.

The following is a list of TV and radio stations on which ACS will post any weather related decisions: WHO 13, KCCI 8, WOI 5, WHO 1040 AM Radio, KASI 1430 AM Radio. Each of the TV stations provide parents a link through their websites to sign up for ACS announcements (alerts) on their cell phone. Please tune into these stations when the weather looks inclement.

Procedure for picking up children

If a child is to be picked up by a person other than the parent, ACS Early Childhood must have a written statement from the parent or the parent must call the school and notify the proper authority in regard to the party that will be picking up the child.

Significant people who have permission to pick up your child must be listed in the pick-up permission form in the child's folder. The persons picking up your child may be asked to verify their identification.

Change of Clothes

Each student must have a complete change of clothing in their backpack in case of an emergency. Please label each piece. If clothing is sent home, please return it as soon as possible as we have a limited supply.

Clothing

Please dress your children in play clothes, including well fitting sneakers. Children must wear shoes that protect their toes (**No Flip Flops**). Along with active play every day, we will be painting, gluing, playing outside, etc. Children may get dirty and should wear appropriate clothing.

HOME SCHOOL PARTNERSHIP

Any time you would like to visit our program, you are more than welcome. We feel it is important for the parents to have as much involvement and input into our program as they desire. Parents are allowed unlimited access to their children unless parental contact is prohibited by court order. If you would like to volunteer your time or talents, please let us know. It is greatly appreciated! Conferences are held twice a year. If at any time you would wish a conference with your child's teacher, please contact the teacher and she will be happy to arrange a time.

TELEPHONE POLICY

During class time, please direct all of your calls to the front office at (515) 233-0772. This policy allows the teachers to give their undivided attention to the children and not be interrupted by the phone.

TEACHER/VOLUNTEER REQUIREMENTS

Each year every teacher maintains a current first aid, CPR, universal precautions, and mandatory child abuse reporting certificate. New employees and volunteers need to have state and national criminal record checks including FBI fingerprint criminal check. Iowa and national criminal checks are conducted on all employees/volunteers every two years and FBI fingerprinting every four years. In addition teachers are required to obtain training in the areas of child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, and business practice.

SUPERVISION AND ACCESS POLICY

To ensure the safety of all the children and all those participating Ames Christian Preschool/Child Care the following policies will be enforced.

- Parents, guardians, or custodians have "unrestricted access" to their children and to the providers caring for their children during the center's hours of operation, or whenever the children are in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child.
- Parents will need to complete a pick-up permission form that includes the names, numbers, and relationship to the child, of all of those persons allowed to pick-up the child. Persons not listed on the pick-up form will not be allowed to pick-up the child. Persons not listed on the pick-up form will not be allowed to visit your child.
- However, if a parent, guardian, or custodian of one of our preschool children has been convicted of a sex offense of a minor, that person shall not be on the property of Ames Christian Preschool without the written permission of the preschool director., except to transport the offender's own minor child or ward to and from preschool/childcare. This offender shall not operate, manage, be employed by, or volunteer at Ames Christian Preschool/Childcare. The Early Childhood Director is not obligated to provide written permission. Before giving written permission, the Early Childhood Director must consult their DHS licensing consultant.
- Only staff, substitute teachers and volunteers that have been cleared through the state and federal background checks will be allowed to be a part of the staff ratio with the children, may be charged with the care, supervision and guidance of the children, and will have access to a child alone to best meet their needs.
- Since we share space in the building of Ames Christian School there will be other people in the building while the children are attending preschool/child care. With this being stated, our policy is that children will always be in the presence and supervision of:

- ✓ A preschool staff, sub or volunteer that has been cleared by the state and federal background check.

OR

- ✓ The parent, guardian or custodian of one's own child
- Parents and other visiting adults at Ames Christian Preschool/childcare who have not had State and Federal background checks may participate with the children's activities if they are in the presence and supervision of: staff, a substitute or volunteer that have been cleared by state and federal background checks.
 - ✓ These parents will not be placed in the position to provide discipline or direct care for any child while at preschool/child care (except for their own) they will not be left alone with a group or a single child and will not be a part of the child- staff ratio.

NON-CUSTODIAL PARENTS

Divorced and separated families are tragic realities of our contemporary life. This affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent desires involvement in school related activities/conferences, or has contact with, or picks up a child during/after the school day.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the parent's child or the child's records will be allowed unless the school is presented with a court order, or a comparable legal document, which restricts such involvement or access. The school will not otherwise interfere or take sides.
2. A non-custodial parent may not take custody of a child or remove the child from school, unless that parent presents either a written court order or a written authorization signed by the custodial parent which permits such custody.
3. If the action of any parent(s), custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other reasonable and necessary action.

Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

HALF DAY PRESCHOOL CURRICULUM

Ames Christian School offers three-five year old Half Day Preschool classes during the school year. Three year old classes are held on Tuesday and Thursday morning from 8:30-11:15 AM. Preschool classes for 4-5 year olds are held Monday, Wednesday and Friday mornings from 8:30-11:15, and Early Kindergarten for 4-5 year olds Monday-Friday afternoons from 12:00-2:45. Information concerning times and fees may be obtained by calling the Director.

The Ames Christian School offers a Half Day Preschool program with an enhanced curriculum designed to enrich your child's potential and desire for learning. The program is Biblically-directed and dedicated to excellence. Its purpose is to develop the student's spiritual, academic, physical, and social potential. Our teachers are fully trained in their fields and servants of our Lord Jesus Christ.

FOOD

In Half Day Preschool the children are served a mid-morning or afternoon snack. Parents furnish nutritious foods such as fresh fruit and vegetables and the school provides the milk. Each parent will be asked to bring snacks during the school year. One of your days will be your child's birthday. His/her name will already be on the calendar for birthday treats. Cupcakes are not acceptable as a snack except for your child's birthday. The snack container will be sent home with your child the day before you are to bring snacks. Please wash the container before snacks are put into it.

SHARING TIME

Sharing time is an opportunity for children to bring one special item from home. The share bag will be sent home the same day as the snack container. Some items such as books, unusual toys and nature things are interesting to the other children. **(WEAPONS ARE NOT ALLOWED.)** Sharing time helps develop language skills, listening skills, respect for peers, interest and curiosity in others shared items, taking turns, and increasing attention. Toys from home are NOT allowed unless it is your child's day to share.

HOURS OF OPERATION

Half Day Preschool classes run on the same calendar of ACS and are not in session on Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Break, Spring Break, Good Friday and Memorial Day. Ames Christian Half Day Preschool is **closed** when Ames Christian School delays or closes due to inclement weather.

DROP OFF / PICK UP PROCEDURE

Parents who wish to participate in the drop off/pick up procedure will drop off/pick up their half day preschooler(s) at the west entrance of the building. The teacher will be in the entrance to make sure your child(ren) arrive safely into the classroom and safely back to the car. If you are late dropping off your child, the teacher may have already gone to the room and you will need to see your child safely into the building. Those participating will use the driveway and park parallel to the walk. Those parents who choose not to participate will need to park and escort their child(ren) into the building. At 11:15 a.m. and 2:45 pm the teachers will have the children ready and waiting in the entrance for pick up time. No child will be allowed to leave with anyone other than you unless you have placed their name on the Pick-Up Permission Form in your application packet. Make sure you are very thorough in filling this form out. If you will be

carpooling with other families on particular days please let the teachers know before the pick up time. Please let the teacher know if someone else will be picking up your child via note or a phone call.

Promptness is requested. A fifteen-minute leeway time will be given for pick up from preschool. If you see that you are unable to pick up your child by 11:30 am and 3:00 pm, due to some unusual circumstances, please call the preschool so that the staff can make arrangements. After 11:30 am 3:00 pm there will be a **\$5.00** late fee for every **5 minutes**.

TUITION PAYMENTS

Tuition for Half Day Preschool is due on the first day of the month your child attends. It is paid monthly and is not reduced for absenteeism. A late fee of \$50.00 is assessed after the 10th of the month. If your account becomes 60 days past due, your child will be unable to attend class until the balance is paid in full.

Section 2: ACS Full Day Preschool/Childcare Only

Ames Christian Full Day Preschool/Childcare offers all day preschool and childcare for children of working parents. We provide lunch and snacks. The information concerning times may be obtained by calling the director. The phone number is 233-0110.

CURRICULUM

We use a variety of materials and methods to allow children to explore and learn about the world around them. Every day throughout the year we will have devotional time, center time, literature time, and group time. Within these times we will be using Biblical songs and stories, hands on experiences, outdoor play, creative curriculum, and group-building activities to enhance student learning. We will be focusing on learning our ABCs, numbers, shapes, colors, and how to write our names. During the school year the Full Day Preschool/Childcare children participate in preschool with both a large group in the Preschool Room and small group in their classroom. During the summer the full day preschool program continues to offer preschool curriculum and participate in many outdoor field trips such as library time in the park, the Ames aquatic center, and other field trips that correlate with the theme of the week.

SUPPLY LIST

All supplies must be labeled with your child's name. You will need to provide the following things:

- Backpack
- Appropriate clothes for outdoor play (jackets, boots, etc.)
- 1 complete change of clothing to be left here. This includes shirt, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.
- 2 Blankets OR 1 Sheet & 1 Blanket AND Pillow to be left here.
- Swimsuit, towel, and sunscreen to be left here during summer months

NOTE: If you prefer these items not to be left here, you may send them daily in a bag. The option of leaving items here is for your convenience and is not required. However, all of the above items are required to care for your child, so they will need to be brought daily.

FOOD

Snack

In the Full Day Preschool/Childcare the children are provided a mid-morning and afternoon snack of milk and nutritious foods such as fresh fruit and vegetables. The children are allowed to bring a snack for special occasions such as a birthday or the last day of attendance. The snack menu is posted on the parent bulletin board.

Lunch

Lunches for the Full Day Preschool/Childcare program are provided. A hot lunch from Ames Public Schools will be ordered daily for your child. You are welcome to view the monthly menus. If your child will not be in attendance or will not arrive in time for lunch, it is the parent's responsibility to let the office know by 8:15 a.m. so your child's lunch won't be ordered. During the summer months and times when Ames Public is not able to deliver meal, the staff provides nutritious meals.

HOURS OF OPERATION

Ames Christian Full Day Preschool/Childcare is operational five days per week, with the exceptions of holidays and the week listed below, from 7:00 a.m. until 5:30 p.m. If your child will not be in attendance, please alert the office or call/text the lead teacher in advance. If your child is ill please communicate between 7:00 a.m. and 8:15 a.m.

There are seven holidays for which we are closed: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after Thanksgiving. Please note we are also closed the week of Christmas Eve and Christmas Day (this is counted as one of your vacation weeks.) If a holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday falls on Sunday, it will be observed the following Monday.

If **Ames Christian School** is closed due to inclement weather, Full Day Preschool/Childcare **will be closed**. However if ACS (K-6) is delayed or dismissed early the Full Day Preschool/Childcare program will remain open as long as weather permits travel.

SUNSCREEN

Between the months of March and October, all families will be required to supply sunscreen for their child(ren) for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen in a spray bottle must be SPF 15 or above, and will be applied by classroom teachers regularly throughout the day.

REST TIME

At ACS the Full Day Preschool/Childcare children will rest between 1:00 p.m. - 3:00 p.m. Department of Human Services requires that all children be provided a rest time. Children will be encouraged to lie quietly for a period of time (this varies from child to child). If children are unable to rest then they will be provided quiet activities. Children may bring a pillow, cot sheets and blankets will be provided.

MULTIMEDIA

The use of multimedia will be an extension of learning and teaching that takes place in our classrooms. Teachers may select a video or television show based on classroom themes. All multimedia must have a rating of "PG" or "E" and possess an educational theme. Children will be limited to 30 minutes per week.

TUITION PAYMENTS

All parents have signed a tuition agreement and are expected to abide by it. Tuition must be paid on *Monday* of the week the child is attending. **If tuition isn't paid by Wednesday of each week a \$10 late fee will be applied.** The parent may pay by the month but it must be in advance. If your account becomes 30 days past due, your child will be unable to attend the program until the balance is paid in full. We appreciate your consideration in letting us know before 8:15 a.m. if your child will not be in school. The fee is not reduced for absenteeism. You will be charged for any national holiday and the day following Thanksgiving. We are closed the week of Christmas. All twelve-month parents are allowed to have one additional week out of the center for vacation at no cost. This vacation request must be Monday through Friday in the same week and fall between Aug 1 and July 31 in written email to the office and to the Early Childhood Director. However, any other time out of the center will be paid in full. **Two weeks advance notice is required to withdraw from our program. If notice is not given, parents must pay for the next two weeks.**

Parental Confirmation of Reading the ACS Handbook

I, the undersigned, have received a copy, read, understand and agree with the statements found in the 2013-2014 Ames Christian School Handbook.

Parent's Signature

Print Name

Date

Please return this sheet to the school office by September 3, 2013