



DISCIPLESHIP | CHARACTER | EDUCATION

# Preschool Handbook

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## STATEMENT OF FAITH

We believe in:

**Mission Statement**  
**“Empowering students to be a people of hope through Christian character development, discipleship, and quality education programs.”**

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. Literal creation by the power of His word, as recorded in Genesis.
4. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
5. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
6. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
7. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
8. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
  - 7.1 The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." (Romans 13:4b). This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
  - 7.2 The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
9. Due respect, honor, prayer, and support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
10. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity and roles. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
11. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)



## CHRISTIAN PHILOSOPHY OF EDUCATION

A Christian Philosophy of Education calls for the discipleship of the student to be at the center of all that is done. Discipleship is our “WHY.”

A Christian Philosophy of Education also calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God’s Word. Because God is Truth, He brings a unity of truth to all of His creation. No subject can be taught in its totality if the Creator is ignored or denied.

***“Jesus said to him, ‘I am the way, and the truth, and the life. No one comes to the Father except through Me.’” (John 14:6)***

***“... all things were created through Him and for Him. And He is before all things, and in Him all things hold together.” (Colossians 1:15-17; 16b-17)***

***“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)***

Christian education elicits learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God’s place in it; emerging from such knowledge comes wisdom.

***“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)***

***“If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.” (Proverbs 3:18)***

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, ***“Permit the little children to come to Me, for of such is the Kingdom of heaven.” (Matt. 18:3)*** In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child’s life.

***“...You shall love the Lord your God with all your heart and with all your soul and with all your mind...You shall love your neighbor as yourself.” (Matthew 22:37- 40; 37,39)***

***“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:10)***

The Word of God is clear in making parents responsible for the education of their children. ***“You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (Deut. 6:4-9;7)*** At Arthur Christian School believe we cannot separate the school from the home from the church while striving to be successful, from God’s perspective, in His kingdom. We read in ***Ecclesiastes 4:12, “And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.”*** Our mission is strengthened when we join forces with our families at home and at church to support kingdom principles of education.



## **MISSION STATEMENT**

Empowering students to be people of hope through Christian character development, discipleship, and quality education programs.

## **ACS CULTURE**

Honor God and each other.

Seek an alive God and interact with Him daily.

Be a family.

Be a people of hope, kindness, and worship.

Be an empowered and victorious people through the Holy Spirit.

## **ACS EXPECTATIONS**

Worship God (with everything)

Have a vision (hope and dream)

Be a learner, not a finisher (growth over grades)

Lean into struggle (do hard things)

Own your education

Own our culture

## **ACS DECLARATION**

This is where we stand as a movement in our generation. We are in the throes of a reformation. No longer will we tolerate the status quo of an externally governed existence. No longer will we accept training in powerlessness. No longer will we live as slaves. Legalistic motivations and the ideals of a small life are no longer options for us. We are sons and daughters of the Most High. We are training for reigning as never before. We now expect to be powerful, living an abundant life in Christ until the kingdoms of this earth become the Kingdom of our God.

## **EDUCATIONAL GOALS**

In order to perpetuate the purpose and philosophy of Arthur Christian School, these goals have been established:

- a. The school will be concerned with educating the whole child, thus aspiring to the intellectual, social, emotional, physical, and spiritual needs of the children. This will be done for the glory of God for the sake of His Kingdom.
- b. A climate of love and concern for students and between staff members will provide an atmosphere of recognizing that all are important to God. (1 John 4:7-8)
- c. Qualified and dedicated staff will provide a rigorous academic program encouraging growth and accomplishment in all areas of learning.
- d. Opportunities will be provided to encourage aesthetic appreciation. Recognizing that all people are made in the image of our Creator God, the student's special abilities and talents will be encouraged.
- e. Self-discipline will be an ongoing goal, with guidelines enforced to train the children in the process of accomplishing that goal.
- f. Educational facilities, equipment and supplies will be maintained at a level to ensure effective use and to meet needs even as they change.
- g. Communication with the parents of the children will be frequent and informative. Also, parents will be encouraged to share concerns, questions and ideas with the school personnel. The Matthew 18 principle will be followed in all applicable areas of school life.



## **PRESCHOOL MISSION**

To provide a warm and loving atmosphere for preschoolers. Recognizing the importance of balanced growth, we seek to provide an atmosphere conducive to the maximum social, emotional, cognitive, physical, and spiritual development of each child.

## **PRESCHOOL PHILOSOPHY**

A child should feel comfortable to develop socially, emotionally, cognitively, physically, and spiritually at his/her own pace. They have the right to be loved, praised, listened to, and disciplined with love, patience and understanding.

A child is a special gift and a serious responsibility given to us from God. They should be loved, nurtured, and given a secure, loving environment in which to learn and grow. The Arthur Christian Preschool is an extension ministry of the Arthur Christian School. The statement of faith and spiritual values are the same for both. The students at Arthur Christian Preschool will be taught about God, His creation, and His Word. Children will be taught Bible stories, memory verses, and how to talk with God in prayer.

## **HOURS OF OPERATION**

The preschool is open between the hours of 7:00am to 5:00pm. Morning extended care is 7:00-7:45am. Full day preschool is 8:00am to 3:20pm. Half day preschool is 8:00am to 11:15am. Afternoon extended care is 3:20 to 5pm.

*The dates that the preschool will be closed are posted in advance. Tuition is not reduced for weeks with holidays, school closure due to weather, etc. Requests to switch days during weeks with school closure are not possible due to the preschool capacity limits.*

## **ADMISSION POLICY/ENROLLMENT**

- Enrollment is open to any child between the ages of 3 to 5 years.
- We offer full time and part time options for care.
- Prior to admission, a child must be fully potty trained. We do not allow pull-ups or diapers of any kind, even at naptime.
- Registration is done online at [arthurchristian.org](http://arthurchristian.org) through our FamiyID portal.
- A physical examination signed by a licensed physician must be placed on file in our office by the start of school.
- Every child is accepted on a 14-day trial basis. The Director may determine that our program cannot fully meet the unique needs of your child. If this occurs, a withdrawal will be requested. In these circumstances where ACS requests withdrawal, a full reimbursement of tuition will be issued.
- The Arthur Christian School reserves the right to expel a student at any time.
- Certified custody orders must be provided to the Director. Please notify the school immediately if there are any changes in the custody orders after enrollment.

## **TUITION PAYMENT POLICIES**

- New Student enrollment/registration fees are \$100.00 per student, not to exceed \$250.00 family.
- Returning students only—Failure to register by the annual business meeting will result in a \$100.00 fee.
- Enrollment/registration fees are non-refundable.
- For families enrolling multiple students, the first and second students will pay full tuition. For any additional enrollees, there will be a 5% discount.
- Annual payments received by July 1<sup>st</sup> will receive a 5% discount.
- Semi-annual payments are due July 1<sup>st</sup> and December 1<sup>st</sup>. Failure to pay by these dates will automatically



revert to a monthly payment plan and will be subject to a \$25.00 monthly late fee.

- Monthly payments, are based on a 12-month schedule (June-May). Electronic transfers are *required* for monthly payments. If a payment cannot be met, a \$25.00 monthly late fee will be assessed.
- Withdrawal policy – if student attends one day in given semester, tuition must be paid in full with no refund issued for that semester.
- Any variations or changes from the policy must be voted on by the School Board.
- **LATE PICKUP:** There is a late pickup charge for each 15-minute period after 5:05 PM. After 5:05 it is considered emergency childcare and you will be charged accordingly. Please make every effort to arrive promptly at 5pm.
- If your child arrives before 7:45 am, or is picked after 3:30pm, they are considered to be in extended care for the day and charged accordingly.
- Fees for late pickup for part-time programs are the same. Late fees are \$10.00 per child for the first 15 minutes and \$5.00 per child each additional 15-minute period.
- **Returned Checks:** A service fee will be billed for returned checks. We will then have the option to refuse any future checks.
- **Additional Fees:** Additional charges may occur for special events or field trips. You will be notified in advance of these fees.
- **NOTE: Arthur Christian School reserves the right to change any of these written policies without notice should the need arise.**

## STAFF

Our staff is the foundation of our program. We carefully select individuals who are knowledgeable, experienced in group settings with young children, sensitive, caring and consistent. We do require a national background check for all employees. We have a staff to student ratio of 1:10 that is maintained at all times.

## CURRICULUM

ACS primarily utilizes the ABeka curriculum in our preschool. This curriculum turns play time into learning time, laying a strong foundation that prepares each child for the next level of their educational journey. The entire program has been developed from a Christian worldview, planting seeds of faith in children all through the year. ABeka is an age appropriate curriculum that takes into consideration the difference in motor skills and cognitive abilities among preschoolers. This curriculum also fosters preschool learning with resources that invite lots of child involvement.

## ACTIVITIES

Through music, stories, crafts, and games the children will learn the sounds of each letter. They will also learn numbers, colors, shapes, self-help skills, gross and fine motor skills, tracing, coloring, cutting, classroom etiquette, calendar details, opposites, socialization and manners. The children will have the opportunity to visit our playground and gymnasium for exercise and to develop coordination. Our goal is to make school a fun environment in which children are able to learn age appropriate skills and how to work well with others.

We know that children also learn through play, and do not underestimate its importance on a growing child's mind and development. Children in our care are given opportunities for both structured play and free play throughout each day, in each of these areas: block play, math and manipulatives, dramatic play, art, science, reading and writing, puzzles, and sensory.



## **DISCIPLINE**

Our goal is to keep a positive atmosphere in the classroom. Reasonable guidelines will be taught to students regarding respect for classmates, teachers, and school property. On occasion a child needs to be reminded that their behavior is not appropriate for the classroom (such as aggressive play, impolite language, and disrespect for classmates, staff, or school property). The child may be deprived of a privilege that is related to the misbehavior or required to sit down for a short period of time. We do not use any type of physical punishment. Parents will be informed of persistent misbehavior. Discipline will be administered in a firm but loving and consistent manner. If a child is consistently disrupting the class with chronic misbehavior or is consistently hurting other children, a meeting will be arranged with patrons, and withdrawal will be discussed.

## **OPEN DOOR POLICY**

Parents are welcome to visit or call the school anytime. Please consult with the director or teacher should any questions or concerns arise. Our staff will informally communicate with parents daily, but if you feel a need for a conference, you may set one up with the Director.

## **SNACKS AND LUNCHES**

Children will be served a morning and afternoon snack. All snacks are provided by ACS. Please let us know if you have any allergies or dietary needs.

You will need to provide a lunch for your child each day that they are in attendance. We have microwaves in each classroom that can be utilized. We are not able to refrigerate lunch items so please use an ice pack if it is necessary. We ask that you do not send soda with their lunch.

## **NAPTIME**

We have a scheduled naptime daily, 12:30 to 2:30pm. Please supply your child with a small pillow and blanket, that will be kept at school. These items will be sent home for washing regularly. We DO NOT require that children sleep at naptime, however we do encourage a time of rest.

## **CLOTHING AND SHOES**

We provide daily opportunities for your child to be active, both indoors and outdoors. It is important for them to be dressed in comfortable clothing that is conducive to play. We also ask that the children wear shoes that are suitable for outside play as well. Clogs and flip flops are not recommended. We strive to instill children with a sense of independence as much we can. If possible, dress your children in clothing that does not require assistance to close, button, zip, or snap when using the restroom. It is also helpful if they are able to take their shoes off and put them back on without assistance. All children should have an extra set of clothes in their cubby at all times.

## **PERSONAL PROPERTY**

ACS is not responsible for damage or loss of personal property or clothing items. Please label what you can with your child's name. There is a lost and found located in the school office.

## **SECURITY MEASURES**

All children coming to Preschool must enter the building with a responsible adult who is over 18. Children may not be released until they are in the care of their teacher. An adult must sign the child in and out upon arrival and departure. Your child may only be released to an adult that is authorized on their registration form. If you need someone to pick up



a child who was not indicated on their registration, arrangements must be made with the Director prior to pick up. Identification may be requested.

The school does have a video monitoring system. Security cameras located throughout the school record continuously.

PLEASE NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGE OF ADDRESS, TELEPHONE, PLACE OF EMPLOYMENT OR OTHER EMERGENCY INFORMATION.

### **HEALTH SERVICE AND FIRST AID**

Arthur Christian School does not have a nurse on campus. There is a first aid kit on hand in cases of minor cuts and injuries. By signing admission forms, parents grant permission to administer first aid for minor injuries. All other medical emergency situations will be handled by trained emergency medical personnel by calling 911.

No staff member will be allowed to administer any prescription medicines without written authorization from the parent/guardian detailing the description of medication and required dosages (Medication Administration Release and Authorization Form located towards the end of this handbook). All medicines prescribed by a physician must be secured by an Arthur Christian School staff member. Any over-the-counter medicines (ie. ibuprofen, cough drops, antacids, etc.) must be secured by an ACS staff member along with a parent's/guardian's written note detailing recommended dosages.

A student should remain at home or may be deemed to be too sick to stay at school and will be sent home based upon the following criteria:

- Temperature of 100 degrees Fahrenheit or higher when taken by mouth.
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea and/or vomiting.
- New onset of severe headache, especially with a fever.
- New loss of taste or smell

### **INSURANCE**

Although we are extremely safety conscious and provide regular maintenance on the building, playground, and equipment, accidents may happen. Most accidents are the result of children being children: running, jumping, playing etc... When such accidents occur and require medical attention, please contact your health insurance provider for reimbursement of medical costs.

### **ACS HANDBOOK**

The Arthur Christian School preschool will abide by all applicable policies and standards as laid out in the general ACS Handbook. This handbook can be found at [arthurchristian.org](http://arthurchristian.org), or you can review it in the ACS office.



## AGREEMENT AND SIGNATURES

We, the parent(s), or guardian(s) do affirm that we have thoroughly read and discussed this Arthur Christian School Preschool Handbook and do agree of our own volition that we will abide by both the letter and the spirit of its contents. As a family, we agree to submit to the programs of Arthur Christian School, and the school’s academic and disciplinary regulations, and all of the other requirements instituted by the administration and carried out by the Preschool Director, faculty and staff.

We, the parent(s) or guardian(s), also specifically agree to the following:

1. To pay all tuition and other school fees in accordance to our financial obligations.
2. To fully support ACS, and not support criticism of the school by my child or anyone else, but instead, correct my child, support the school personnel, call in for full details any time I have a question concerning an incident, and, if necessary, continue through proper channels to settle any misunderstandings.
3. To pray for the school, its staff, and its programs, to lay a spiritual foundation through Godly example in the home; and to attend all parent functions and assist in activities where volunteers are needed.

Father \_\_\_\_\_ Date \_\_\_\_\_

Mother \_\_\_\_\_ Date \_\_\_\_\_

Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Medication Administration Release and Authorization Form

**NOTE:** Arthur Christian School cannot administer medication, prescribed or over the counter (O-T-C), without the written authorization of the physician and/or parent. The parent/guardian is responsible for providing all information needed for the proper administration of medication. Use a separate form for each medication order. This form must be kept current. A confirmation of current medications, which are to be administered during school hours, must be made or renewed at the beginning of each school year. Whenever there is a change in medication, a new form must be completed by the physician and/or parent.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*To be completed by physician:*

Student's medical diagnosis \_\_\_\_\_

The following medication is given during school hours: Medication Name \_\_\_\_\_

Method of Administration \_\_\_\_\_ Time of Administration \_\_\_\_\_

Dosage \_\_\_\_\_ Duration \_\_\_\_\_

**FOR INHALER AND EPI-PEN MEDICATION ONLY** (for students in Grades 6 to 12):

\_\_\_\_\_ is able to self-administer and carry inhaler medication or Epi-pen.

\_\_\_\_\_ is trained in use of inhaler and/or Epi-pen and knows when the medication is to be used.

\_\_\_\_\_ should not self-administer inhalant medication or Epi-pen.

I hereby consent and authorize a staff member of Arthur Christian School to administer the medication identified above to: (student's name) \_\_\_\_\_.

Physician's Name (Print Clearly) \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

**MY CHILD MAY HAVE, AS NEEDED, THE FOLLOWING O-T-C MEDICATIONS, SUPPLIED BY ME:**

Put a check mark beside the following medications that may be administered on an as-needed basis. All medications must be secured by an Arthur Christian School staff member. All medications are given per package dosage instructions, unless otherwise noted.

\_\_\_\_ Cough Drops    \_\_\_\_ Ibuprofen – dose \_\_\_\_    \_\_\_\_ Tylenol – dose \_\_\_\_    \_\_\_\_ Antacid

\_\_\_\_ Orajel    \_\_\_\_ Topical Hydrocortisone    \_\_\_\_ Benadryl – dose \_\_\_\_    Other \_\_\_\_\_

When needed, a parent/guardian must bring this completed form to school, along with any medication. Medication prescribed by a physician must arrive in the original pharmacy container. O-T-C medication must be clearly identified. By signing below, the parent/guardian understands the possible consequences in the administration of the aforementioned medication thereby releasing, waiving, discharging and holding blameless, Arthur Christian School, its Board Members and employees, from any claims, demands, or suits for damages from any injury or complication which may result from the administration of the aforementioned medication.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Person to contact in case of emergency if parent/guardian cannot be reached: \_\_\_\_\_

\_\_\_\_\_