

# FACS



# First Assembly Christian Preschool

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## Preschool Handbook

First Assembly Christian School does not discriminate on the basis of race, sex, national or ethnic origin, and disabilities.

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**ABOUT**

**FIRST  
ASSEMBLY  
CHRISTIAN  
PRESCHOOL**

## **ABOUT FIRST ASSEMBLY CHRISTIAN SCHOOL**

### **VISION AND STATEMENT OF PURPOSE**

The faculty and families of First Assembly Christian School have committed ourselves to the ministry of developing an educational and care program that is worthy of trust.

### **MISSION**

It is the mission of First Assembly Christian Preschool to provide a Christian environment where children from all walks of life can grow and learn together academically and spiritually.

### **NOTICE OF NONDISCRIMINATORY POLICY**

First Assembly Christian School, a ministry of First Assembly of God of Ocala, admits students of any race, sex, nationality or ethnic origin, and disabilities to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, national or ethnic origin, and disabilities.

### **PHILOSOPHY OF EDUCATION**

***Foundational Truths:*** First Assembly Christian School is a Christian educational program, offering sound academic training founded in God's Word, which enhances the development. An education program must develop the total person: spirit, mind, and body. The God of all learning and knowledge is revealed through the educational process as the student attains to the height and calling that God has purposed for him. The home, the school, and the church should complement each other to promote the proper development of each student. The home, church, and school experience should prepare the student for a life of devotion and service to God. A child is more than a being with a mind and a body. He is a "living soul" formed from the earth, breathed upon by the Spirit of God. The revelation and knowledge of God the Father must be given to him through knowledge of God's Son, the Lord Jesus Christ.

***Responsibility of the Parents:*** Parents bear the primary responsibility for the education and training of their children. The preschool supplements but does not replace the home in this responsibility.

***Responsibility of the Church, Home, and School:*** It is the duty of the church to aid the individual believer in fulfilling his personal responsibilities, one of which is the training of his children. This school functions under the direction, authority, and spiritual leadership of the Principal, School Board and Senior Pastor of First Assembly of God Church.

***Responsibility of the Educator:*** Education involves cultivating and instructing the student in wisdom, knowledge, and skills. Students must be trained to effectively speak and write the language, read for knowledge and understanding, and gain knowledge and a sense of

appreciation in the study of the various subject disciplines. God has given different abilities to each student. It is the teacher's responsibility to challenge each student according to his or her ability and endeavor to teach that student at his or her academic level. In accomplishing these goals, the teacher is the single most important role model other than the parents. The teacher stands in the place of the parent in the preschool setting.

***Responsibility of the Student:*** Education involves training students to reach their highest potential in order that they may fully embrace their place in society and in the Kingdom of God.

Man was called to glorify God and to inherit and have dominion over the earth. In order to carry out this high calling, students must be fully trained in spirit, mind and body.

## **STATEMENT OF FAITH**

First Assembly Christian Preschool is a ministry of First Assembly of God of Ocala.

WE BELIEVE...

The Scriptures are inspired by God.

There is only one true God.

God's son, Jesus, was both human and divine.

Man willingly fell to sin.

Every person can have restored fellowship with God through salvation.

Water baptism is presented by immersion after repenting of one's sin and receiving Christ's gift of salvation.

Holy Communion (the Lord's Supper) is put into practice as a symbolic remembrance of Christ's suffering and death for our salvation.

The Baptism in the Holy Spirit is a special experience following salvation.

The initial, physical evidence of the Baptism in the Holy Spirit is speaking in tongues.

Sanctification initially occurs at salvation.

The Church has a mission to seek and save all who are lost in sin.

A divinely called and scripturally ordained leadership ministry serves the Church.

Divine healing of the sick is a privilege for Christians today.

The Blessed Hope – when Jesus raptures His Church prior to His return to Earth.

The Millennial Reign of Christ will occur when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years.

A final judgment will take place for those who have rejected Christ.

Christ is preparing new heavens and a new earth for all people, of all time, who have accepted Him.

## **ACCREDITATION**

First Assembly Christian Preschool is fully accredited with Association of Christian Teachers and Schools (ACTS), and Florida League of Christian Schools (FLOCS) / International League of Christian Schools (ILCS).

## **PRESCHOOL PLEDGES**

All students should memorize the pledges and mission statement.

### ***American Flag***

I pledge allegiance to the 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.

### ***Christian Flag***

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

### ***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. I will hide its words in my heart that I might not sin against God.

### ***First Assembly Christian School Mission Statement***

It is the mission of First Assembly Christian School to provide a Christian environment where children from all walks of life can grow and learn together academically and spiritually.

## **CURRICULUM**

Bible is the first class taught every morning at every grade level. The Word of God is the foundation of our school. In an effort to "train a child in the way he should go," we use the Bible (New International Version) as our main curriculum for this subject. It is our desire to build godly character. We take opportunity throughout the day to interweave Scripture into each subject where possible.

We use a variety of curriculum that is age appropriate for each level, including the following: ELLM Plus, Essentials, ABEKA for our K3 and VPK classrooms. Our curriculum includes such things as: Bible, colors, shapes, writing, numbers, letters, music, arts and crafts. It is designed to accommodate the different learning styles (visual, auditory, tactile, and kinesthetic). We endeavor to help prepare the students for kindergarten. Other aspects of the curriculum would include items that seem like play but are helping your child develop age appropriately, such as:

large and small motor skills, social skills, and spiritual development. It is great to play in preschool!



# ADMISSIONS



## ADMISSIONS

### ADMISSION PROCEDURES

First Assembly Christian School (FACS) uses an application process for determining qualified candidates. Application packets are available through the Front Office, or can be downloaded from our website.

Our admissions process entails the following steps:

- Parents should complete and return the application form.
- A personal interview with the supervisor or principal.
- All registration fees due at time of enrollment.

*Please Note:* The success of our preschool program depends on teachers being able to work with your child. If your child refuses to participate or is disruptive so that others cannot learn, you will be asked to withdraw your child. We will work in every way that we can to help your child succeed.

The family must agree to work in partnership with the preschool and support the preschool in training the child. If full support cannot be given, the parents may be asked to withdraw their child from FACS.

NOTE: Registration is not complete until:

- Re-enrollment form is completed
- Health forms, birth certificate and any other documents pertaining to the student are given to registrar
- Interview with the supervisor or principal is completed
- Payment of required fees

### FINANCIAL

#### *Registration Fee*

The registration fee must accompany the Registration Form. Registration Fees are non-refundable unless the student was placed on a waiting list due to full class enrollment.

#### *Payment Agreement*

Parents enrolling a child are responsible for payment of all weekly rates, initial fees, and related costs. Any financial arrangements made between a parent and a third party concerning the payment of weekly rates, initial fees, and related costs are the private concerns of the parent(s) and do not involve the preschool. FACS is not responsible for

collecting any delinquent fees from a non-custodial parent, relative, scholarship funding organization or a benefactor who does not have a written agreement with FACS. Unless there is a court order (on file with FACS) holding another party responsible for any unpaid tuition, the enrolling parent will be held responsible for all fees and costs.

Weekly fees are due Monday of each week and are non-refundable. Fees must be paid on time. The weekly fee is due each week the child is enrolled in preschool regardless of the number of days the child actually attends, with the exception of extended illnesses. If fees are not paid by the following Monday, the child care services will no longer be provided. Your family is allowed one week for sickness and one week for vacation with no tuition charge during our fiscal year, July 1<sup>st</sup> – June 30<sup>th</sup>.

If you receive School Readiness assistance, you are responsible to pay the daily fee set by ELCMC, as well as the difference between the reimbursement rate and our weekly fee rate. Although School Readiness only pays for the days that your child attends, you are responsible to pay the full rate regardless of the number of days the child actually attends. If your child is absent due to illness, your days will be excused with a doctor's note. You get no more than 10 days excused by a doctor's note in one month.

Our hours are 6:30 am – 6:00 pm for full-time students, and 8:00 am – 12:00 pm for part-time students. Late fees will be charged at the rate of \$1:00 per minute for each student.

### ***Returned Checks***

A returned check fee of \$25.00 will be charged for checks returned for non-sufficient funds. This applies to all payments to FACS including, but not limited to, tuition, book fees, lunches, athletic fees, school pictures, and activity fees.

### ***Student Withdrawal***

In the event of withdrawal, a two week notice is required.

### ***Request of Records***

Parents or guardians may request a copy of their child's records in the event of loss. Records are not released to parents when prohibited by a court order (the court order must be on file with FACS). For matters of confidentiality, FACS will not release records to anyone (other than school and judicial entities) without parental approval. Requests must be made in writing, proper ID must be provided, and a one-day processing time may be required. Non-custodial (divorced), biological parents may request a transcript unless prohibited by law. In instances of student withdrawal, records will be transferred when the account is settled.



**SCHOOL**

**POLICIES**

**AND**

**PROCEDURES**

## **SCHOOL POLICIES & PROCEDURES**

### **ACADEMICS**

#### ***Philosophy***

First Assembly Christian School (FACS) encourages all students to do all that they do with excellence. They should strive to do their very best at all that they do.

It is essential that a student be evaluated in terms of his or her skills and achievements in relation to the achievement of others in his or her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

#### ***Parent/Teacher Conferences***

Parent/Teacher Conferences will be scheduled twice a year or as needed. Please do not try to meet with the teacher while she is responsible for the class.

### **ATTENDANCE**

#### Hours and Attendance

The center is open from 6:30 a.m. to 6:00 p.m.  
Full day attendance is anytime between 6:30 a.m. and 6:00 p.m.  
K3 Preschool Program is 8:30 a.m. to 12:00 p.m.  
K4 VPK Program is 8:15 a.m. to 11:45 p.m.

Please, have your child in class no later than 8:15 a.m. Children who arrive late on a daily basis are missing out on valuable learning time and are at a disadvantage. You **MUST** call in before 9:00 am if you are going to be late, so that your child will be counted in the lunch count. Children will not be permitted to come in after 10:00 a.m. without a doctor's note.

### **CAFETERIA**

We provide breakfast, lunch, and afternoon snack for all children in our preschool program. Breakfast is served from 7:00 am – 8:30 am; lunch from 11:00 am – 1:00 pm. If your child does not like what is being served, you may pack a lunch that does not require a microwave. If your child is going to be dropped after 9:00 am, please call to let us know to add him to the lunch count or bring a lunch in for him.

### **CRISIS MANAGEMENT PLAN**

In the event of electrical power interruption lasting more than 72 hours, every effort will

be made to acquire portable electrical generators sufficient to provide continued school/preschool operations.

In the event of damages to the buildings, the school/preschool will resume operations as soon as a qualified engineer certifies the building for occupancy. An engineering firm will be called for immediate response in this event. It is anticipated that this should occur not later than 48 hours after the damage occurs or the event/storm has passed.

In the event of catastrophic loss of building facilities, school/preschool operations will resume at a temporary location rented for that purpose as soon as practical. Such store front/commercial locations as are available will be contacted immediately to secure short term leases while repairs are conducted on the First Assembly facilities.

## **DISCIPLINE**

**Proverbs 22:6 "The ultimate responsibility for discipline is always with the parent."**

**Hebrews 12:11 "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been TRAINED by it."**

Discipline is the overall condition of order and control created by training, restraint, and example. Such an environment should be created in the home and at school in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love.

Discipline, the word itself, comes from a root word meaning learner, "disciple." Discipline should not be negative. Discipline must be balanced. Firmness minus love becomes harsh. Love without firmness is sentimentality. Both errors produce problems, rather than solve problems.

### Purpose of Discipline:

1. Discipline is a sign of love and concern by those in authority.
2. Discipline helps to provide an environment that is conducive to learning.
3. Discipline helps develop a mature cooperative attitude necessary for an adult Christian life.
4. Discipline provides a secure atmosphere, to form self-control & security in students.
5. Discipline provides for students' safety and protects them from various injuries.
6. Discipline develops a sense of responsibility.
7. Discipline helps make the classroom functional for learning.

If questions arise concerning a policy or rule:

First, realize that a child's perspective may not contain all facts. Second, contact the teacher; if a problem cannot be resolved; contact the director.

We maintain discipline by:

1. Developing good communication with your child.
2. Make requests simple, clear, positive, specific, firm and polite.
3. Use kind words to encourage the child.
4. Use positive reinforcement to motivate the child.
5. Use time-out only when the child is:
  - a. Hurting himself or another child.
  - b. Destroying property.
  - c. Disruptive to the point that the teacher cannot supervise the class.
  - d. Being disrespectful to teachers.

Corporal punishment, withholding of food, water, or using the restroom is NEVER permitted! Incident Reports will be written but not limited to the following: biting, physical contact, aggressive behavior, inappropriate language, disobeying playground rules, disobedience and/or disrespect to the teachers, etc.

When the student is sent to the office, an Incident Report is completed describing the problem. The Preschool Director will discuss the infraction one-on-one with the student. Afterwards, the Preschool Director will share the conversation with the teacher. Parent/Guardian may be called depending on the circumstances. Parent/Guardian is required to sign the report.

After three Incident Reports, a letter is written to the parents. Parents must sign the letter and return it to school. After the letter, if the teacher and preschool director see continued lack of self-control, a formal parent conference is set-up. After the conference, if there continues to be a lack of self-control, we reserve the right to terminate a student's placement in the wrap-around time which includes morning care as well as after school care.

Notwithstanding the aforementioned procedures, we reserve the right to terminate a student's enrollment in the wrap-around time or to take other appropriate action based upon our sole discretion.

**DRESS CODE**

We urge families to send children in suitable "play clothing" as the children will be doing messy projects and playing outside. All children are to wear tennis shoes that fit them to help ensure their safety. For modesty, shorts must be worn underneath dresses and skirts. At least one complete change of clothing should be kept at the center and replaced as needed. Please make sure that the clothing is appropriate for the season of the year. Also, clothing with unacceptable pictures, messages, or other advertisements will not be permitted. Please label all clothing with the child's first and last name.

## **PARKING/TRAFFIC PATTERN, AND DROP-OFF/PICK-UP**

The parking lot is a one-way parking lot. You may enter the parking lot from the back entrance off of 19<sup>th</sup> Avenue or the front entrance off of 14<sup>th</sup> Street on the west side of the church. Please do not park in front of or under any of the awnings. You need to park in the spaces provided. We ask that you watch your speed and follow the parking and traffic patterns. It is for the safety of your child!

There is a sign-in/out book on the preschool counter in the school/preschool office. When you drop your child off or pick your child up, you must come to the school/preschool office and sign your child in or out. You will be given a card with your child's name on it to be able to take your child to class. Your child **WILL NOT** be accepted or released from class by the teacher without the card from the office. It is for the safety of your child.

We will release your child only to the adults on the pick-up list on record in the office. Only those persons listed on your enrollment form are authorized to pick up your child. Please, understand that we can only release your child to persons that are 18 years or older. Be prepared at all times to show a valid driver's license. **NO PERMISSION** by phone or fax is allowed; **NO EXCEPTIONS**. The safety of your child is top priority with us.

## **EXTENDED CARE**

Extended Care (Wrap-Around) is provided for children 12 years of age or younger. The hours for extended care (wrap-around) are 6:30 am- 6:00 pm. Children who arrive at 7:45 am or after are not charged. Children who are here past 3:30 pm are placed in extended care (wrap-around). The cost is \$10.00 daily or \$40.00 for the week, **except during Christmas break, Spring break, and Summer**. The late pick-up fee is \$1.00 per minute per child. The fees are due on Monday of each week before the care is given.

## **FUNDRAISING**

First Assembly Christian School and Daycare works diligently to provide Christian education at an affordable price. Fundraising is conducted to assist with the cost of purchasing "extras" for our students and preschool. Two major fundraisers will be conducted during the school year. All students/parents are expected to participate. Unless otherwise specified, proceeds from fundraisers will be used for the ongoing development of the preschool's educational program.

## **GRIEVANCE PROCEDURE**

A grievance is based upon an event or situation which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations.

The work wherein we are engaged involves the religious tenants of belief and is composed of spiritual activities over an educational function that is a sacred undertaking. It is important that grievances be processed as rapidly as possible. In the rare circumstance where a disagreement arises, either between the employee and supervisor or between employees, we will refer to Matthew 18:15-17 as our guide to resolve any conflict. In practice, this means that all issues will be first discussed with the School Administrator with confidence that most issues should be resolved at that time. In the event that the School Administrator is unable to satisfactorily resolve the issue, it will then be referred to the Senior Pastor of First Assembly of God Church. Lastly, should the Pastor deem it necessary, he has the discretion to refer it to the School Board. If it is referred to the School Board, they will determine if any matter needs to be referred to the Church Board.

This procedure is intended to establish effective means of communications by which to channel personnel problems. It is **IN NO WAY INTENDED TO DENY** the rights of any individual to seek a satisfactory solution by himself.

No reprisals of any kind shall be taken against any participant in the grievance procedure. Any grievance should be treated as confidential by all parties concerned.

## **MEDICAL**

Parents are required to provide necessary medical history for students attending FACS. This includes immunization certification as required by Florida law. Emergency medical information is also required.

If any student requires attention due to a physical or medical problem, full instructions should be given to the school office.

All medicines, prescribed or un-prescribed, **MUST** be kept in the school office in a secured location.

No student will be allowed to have medicine of any kind in his possession.

If it is necessary for a student to take medicine at preschool, the parent/guardian **MUST** sign-in the medication on the medical form in the preschool office. Specific instructions are to be written on the form provided by the office. Medications must be in the pharmacy container (bottle, tube, etc.) in which they were issued. Over-the-counter medication **MUST** have a pharmaceutical label on it.



If a child becomes ill during the day, we will attempt to reach you or the other alternative names on your enrollment form. For the welfare of all the children, your child will be in the office while waiting for someone to pick them up.

**No child may remain at the center with any of the following symptoms:**

- Green, runny nose
- A temperature in excess of 101 degrees
- Vomiting
- Diarrhea
- Conjunctivitis or any other contagious virus or illness

**The child will be unable to return to the center until 24 hours after the last symptom.**

**If the child has been ill due to a communicable disease, the student must have a doctor's release to return to the center.**

If a child is severely injured, paramedics will be called first, then the parent.

**OFFICE**

Parents are not permitted to disturb classes by talking to the teacher during class times or while teachers are supervising children. Arrangements should be made to meet with the teacher. Parents of students should feel free to request conferences with the principal, supervisor or teacher any time they have concerns or questions. All parents, vendors, and anyone else who arrives on campus MUST sign in at the school/preschool office and pick up a visitor's pass. Before leaving campus, the visitor MUST sign out and return the visitor's pass.

Permission for parties and other extra-curricular activities must be scheduled through the office.

Information should be obtained through the office. This will be the first place to get the facts.