

Dear Parents:

We welcome you and your child to Faith Chapel Learning Academy. It is our privilege to serve your family. We are excited at the possibilities that your student will experience while enrolled at FCLA.

We believe that each young child is a special creation of God, and that he or she has been given his or her own unique personality.

Our goal is to see that each child is developed for the glory of God and also grows to their highest potential.

Our challenge is to make learning fun.

Our daily program is planned to stimulate each child's particular strengths and foster spiritual growth, social awareness, and self-confidence along with intellectual ability and physical development. This can be achieved through a consistent, encouraging Christian community.

We are proud of the phonics-based learning to read program at Faith Chapel Learning Academy. Our 4/5yr. old students will be reading by the end of May and are ready to attend an advanced Kindergarten class in the fall.

We are continually working towards making this the second best place to be. We recognize that the Lord has entrusted these children to you. You are, in turn, entrusting them to us for a few hours each day. Our prayer is that we will be a blessing to you and your child throughout the year.

“Train up a child in the way he should go and when he is old he will not depart from it.” Proverbs 22:6

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MISSION STATEMENT

- To look at each child as an individual, with God-given gifts and abilities.
- To encourage each child to identify those gifts and abilities and to build on them.
- To serve the child by reaching out to each and every parent and provide a bridge from the home to the classroom.
- To realize that obstacles are an inevitable part of life and to view them for opportunities for growth for all involved. To seek God's Word in dealing with them, making sure it is His principles, and not our preferences, guiding our decisions.
- To strive to provide the best foundational education available, with God at the center and His word as the foundation.
- To have open communication between the parents and the FCLA staff.
- To build a bridge for higher learning and develop life-long learners.
- To work through conflict with a student's behavior by asking if this is in line with the principles of God's Word and what we know of His will.
- To be an active part of God's mandate, "But Jesus called the children to Him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these". Luke 18:16

GOALS

The following are some of the goals that are set for your child during the school year:

2 YEAR OLDS: Students will be taught all the consonant and short vowel sounds. Your child will begin books on an individual level and progress at their own developmental stage. *We want reading to be fun!*

- Pre-reading skills
- Learn all consonants and short/long vowels
- Count numbers 1-25
- Recognize numbers 1-10

3 YEAR OLDS: Reading will be done on an individual level and they will progress from one book to the next at their own developmental stage. We will proceed at the student's pace, as *we want reading to be fun!*

- Learn all consonants and short/long vowels
- Read The Little Books (set of 12)
- Write A-Z
- Count numbers 1-100
- Recognize numbers 1-20

Pre-Kindergarten (4.YEAR OLDS): Our Pre-Kindergarten continues to build on already learned concepts. They will use the Kindergarten 5 year old curriculum which prepares them for Kindergarten.

Language Arts: Phonics

- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends, one and two vowel words with special sounds

- Beginning phonics rules and special sounds
- Continuation of individual placement in Abeka books
- Write A-Z

Writing: We have chosen to begin our writing curriculum with manuscript because it reinforces their reading materials.

Mathematics: We use a Purposeful Design text book because it does a great job of using manipulatives to allow our students to touch math.

-Sorting Patterns

-Writing Numbers

-Exploring numbers 1-100

-Addition and Subtraction with sums to 12

-Pennies, nickels and dimes

-Introduction to time

In addition to the above items, the children will be learning nursery rhymes, songs, stories, finger plays, poems, Bible verses, sequencing, shapes and colors, all of which help in developing the child.

ENROLLMENT

Appropriate placement will be determined through an initial parent interview, along with a review of the pre-admissions health history. This interview allows FCLA to determine the needs of the child and if FCLA can meet those needs.

Enrollment is complete when these requirements are met:

1. All admission agreement, registration, and medical forms are completely filled out, signed and returned.
2. A non-refundable registration fee of \$225/\$275 per child is paid.
3. The first month's tuition is paid.
4. All forms (Parent's Rights, Children's Rights, Physician's Report, Immunization Requirements, and Identification and Emergency Information) will be included in your parent packet.
5. Pre-interview has been held and all parties agree that FCLA is capable and appropriate to meet the needs of the child.

TUITION

Tuition is due and payable in full on the first day of each month. You will receive an invoice by e-mail seven days before the first of the month. You may pay tuition online or, if you prefer, you may pay by check or cash. Please make checks out to *Faith Chapel Learning Academy*. Payments MUST be paid in full by the 15th of each month *to continue attending class*. There will be a \$25 late charge if your tuition is not paid by the 15th of the month. We are a non-profit organization, and we work hard to provide the best curriculum and staff. In order to keep our fees low, we must not carry any balances on our books. We thank you in advance for keeping your payments paid in full so we do not have to add personnel for the additional book work.

There will be a \$25.00 fee for any returned payments. After two checks are returned for non-sufficient funds, the

subsequent payments are to be made with cash or a money order. Tuition must continue to be paid while your child is out sick or on a family vacation. Payments are also required to be paid on scheduled closure dates.

Faith Chapel Learning Academy is a year-round (12 month) preschool program. We provide a Learning To Read program from August through May. During the summer months, June, July and August, we offer curriculum review and weekly themes such as Science, Cooking, Sports, etc. If your family chooses to leave FCLA for any reason, we ask that a two week notice is provided and tuition is paid through these two weeks.

LENGTH OF SCHOOL DAY

We are open from 7:00 a.m. to 5:30 p.m. Monday through Friday for all full-time students. A 5:30 p.m. closing policy is strictly adhered to and there will be a \$3.00 per minute late fee charged for every minute thereafter. If late pickup is recurring, the fee will be raised to \$5/minute. If it continues to be an issue, an agreement will be made between the Director and the Parent. All half day students who leave at 12pm must be picked up by 12pm or a \$3/minute late fee will be charged. Pre K and Pre K school rate students must be picked up by 2:45 p.m. If they are not picked up, they will be placed in daycare and there will be a charge of \$10 per hour for any part of the hour.

TEACHERS AND STAFF

Our preschool has a dedicated faculty and staff with experienced and qualified teachers that take a personal interest in each child in their class.

Our teachers have undergone full background checks, have qualifying units in Early Childhood Education, and are fully certified in child CPR and First Aid. FCLA teachers or the Director will complete a Morning Health Check on each child as

they arrive and notify parents of anything out of the ordinary.

LUNCHES, SNACKS & BIRTHDAYS

Lunch must be provided by the parents for all students. In the event that a student does not bring his/her lunch, they will be provided an OOPS lunch at a cost of \$5.00. An oops invoice will be sent through Brightwheel. Please do not send glass containers in your child's lunch box. If an item is sent for lunch that needs to be heated, we ask that it take no longer than one minute to heat up.

A morning and afternoon snack is provided by FCLA for all full time children in attendance each day, not including Pre K students. Children with a half day schedule will receive a morning snack only. Children celebrating a birthday may bring donut holes, mini cupcakes or mini muffins to share with the other children, but please make arrangements with the Director or Teacher before the day of the birthday.

DISCIPLINE

Discipline is sometimes necessary for the welfare of each child as well as providing a positive environment throughout the entire school. Each teacher is expected to enforce classroom rules in accordance with Christian principles and the Preschool's policies. It is our desire to be of service to both the parents and students.

We view our responsibility as a ministry, not merely as a means of support. We feel that we are co-workers with parents in an effort to aid children in proper development.

We observe the following disciplinary procedures:

1. No corporal punishment is allowed at any time.

2. Redirection: Reminders and encouragement
3. Take a Break: Child is removed from group surroundings - usually 1 minute per age (no more than 5 minutes)
4. Child is sent to Director's office

5. Aggressive behavior, such as biting or hitting another child or teacher, climbing the fence, or running out to the parking lot will not be accepted. We must look out for the well being of all the children in our care.

6. A conference between parent and Director is required.

7. If an equitable and satisfactory solution cannot be reached, the Director has the authority to expel the child. Anytime the safety of another child is at risk, the Director may expel the child permanently. Under any other circumstances, if an agreement cannot be reached between the parent/Director, a two-week notice will be given.

POTTY TRAINING

We accept children that are not potty trained. We want to work with families and use the same techniques that are used at home. We ask that a child is potty trained by the time they are in the 3-4 year old class.

MEDICAL / MEDICATION

It is a state requirement that all children have a complete physical by the doctor of your choice and submit an immunization record before entrance to preschool is granted. Medication will only be given at lunch-time. Morning and evening doses MUST be given by the parent.

If your child needs to take prescription medication while at

school, you must do the following:

1. Bring the medication in the original prescription container with the pharmacy label showing the child's name and all pertinent directions and dosages. Also, please label the bottle with your child's name in large letters with a black marking pen.
2. For each day that medicine is to be administered, you will need to sign and complete the information on the medicine form. We will not administer medicine without your signature on the medicine form (This is state law).
3. A form must be filled out and signed by both the parent and Director or acting director. If the school is not comfortable with giving the medication, we will not sign the agreement and the parents are responsible for coming and administering the medicine to their child.
4. Vitamins and other medication, which could be taken outside of school hours, will not be administered at school.

PLEASE DO NOT PUT MEDICINE IN YOUR CHILD'S LUNCH BOX OR BACKPACK!

VACCINES

In order for a child to begin school at FCLA, they must be up to date on all current shots. A copy of their shot record must be provided to the school along with the Physician's Report. We have a 30 day grace period to provide these documents after the child has started school. FCLA will accept an official Doctor's note stating if the child is exempt from vaccines for health purposes. If your child receives an immunization on a school day, please keep them home for the remainder of the day.

ILLNESS

Children running a fever or having a contagious illness will not be allowed to attend preschool for the duration of the fever or illness. A child may return 24 hours after they are fever free without medication. If a child develops a fever at preschool, the parent will either need to pick up the child or make arrangements to have the child picked up as soon as possible. The child's temperature will be taken at the time of pick up with the parent present.

If a child has diarrhea, we ask that you keep them home until they are back to having normal bowel movements. If a child has 2 diarrhea bowel movements while at school, the parent will be notified. If the diarrhea persists, the parent will be called to come pick up the child. If a child vomits at school, the parent will be called to come pick up the child. We ask that the child does not return to school until they are free from vomiting/diarrhea for 24 hours.

Please do not give your child pain relieving medication and send them to school. This can lead to the spreading of illness and we do our best to keep our school germ free.

COMMUNICABLE DISEASES

Listed below are the diseases to be reported to FCLA immediately:

Chicken Pox, Hand Foot Mouth, Fifth Disease, Herpes, Impetigo, Infectious Diarrhea, Lice, Meningitis, Mononucleosis, Pink Eye, Pinworms, Ringworm, Roseola, Scabies, Strep Throat, Scarlet Fever.

All of these diseases will be taken very seriously and the child will be sent home if any of them are noticed at school. All families will be notified if one of these diseases occurs at school.

LICE: We have a "No Nit" policy at FCLA. If Lice is found in your child's hair while at school, they will be sent home. The

child may return after treatment is completed and they are free of nits. FCLA teachers will perform a complete check on the child the day that they return.

EMERGENCY / WORK NUMBERS

If your work, home or emergency phone numbers or addresses change, please notify us IMMEDIATELY. This is very important and is easily overlooked. Please help us keep our records updated so that we will be properly prepared in case of an emergency.

RELEASE OF CHILD

Children cannot be released to anyone except their parents unless indicated on the Emergency Forms in their file. Once again, please keep this list up-to-date by notifying us of any changes. Both parents will be allowed to pick up unless a court order is on file.

VISITING POLICY

We believe in an “open door” policy. We invite the parents to come and visit in their child’s classroom at any time during our regular operating hours. Anyone other than parents must come to the office first and show I.D. We ask that all parents and other visitors check in with the Director first and receive a visitor’s badge.

RIGHTS OF LICENSING AGENCY

The licensing agency has the right to come in, observe and/or inspect files and speak to the children at any time according to their discretion.

FIELD TRIPS

Each year, each age group will take a field trip. The cost will be around \$10. Parents are welcome to come, but not required. Transportation will be provided by the FCLA staff.

California State Law requires that children who are under 8 years or 4 feet 9 inches must be in a car seat. The parents are responsible for providing a car seat on field trip days or driving their own child if he/she meets these size requirements.

WEEK AT A GLANCE / CALENDAR

Each week, we will post a Week-At-A-Glance for the daily activities taking place each week. This will inform you of all the activities that will be done during the week. At the beginning of each month a copy of our monthly calendar is placed in the student's file. Be sure to read this so you will know all the events that will take place that month.

MUSIC & CRAFTS

Music is recognized as an important part of our curriculum as it enhances one's appreciation for the fine arts and promotes the learning of new material. Music is a daily addition to our curriculum.

Crafts are also done throughout the week and are used as a fun way to emphasize and reinforce the letter, number, color or theme that is being taught in the classroom that week.

HOLIDAYS

Please note, Faith Chapel Learning Academy holidays may not

always coincide with public school holidays. The holidays we observe are as follows:

Labor Day

Veteran's Day

Thanksgiving (Wednesday, Thursday, Friday)

Christmas Eve (or the Friday before the 24th if on a weekend) through January 1st (or the first day thereafter if the 2nd is on a weekend).

Martin Luther King, Jr. Day

Presidents Day

Good Friday

Memorial Day

July 4th

*The Pre K class will follow a more traditional school holiday break schedule. They will have a 2 week break at Christmas and a week long break at Easter.

NAP TIME

The state requires that preschools provide a rest period for children staying a full day. Nap time for 2 and 3 year olds will take place between the hours of 12:15 p.m. and 2:15 p.m. and will last no longer than 2 hours. The Pre K class will have a resting period after lunch.

Each child will need a **fitted crib-size sheet and small blanket**. This must all fit in the backpack. If your child brings a pillow, it must be **no larger** than 8 1/2 x 11. Mark each item clearly with permanent ink. This bedding must be taken home

each week and washed.

BACKPACKS

Your bag will be kept in an assigned area on a hook in your child's classroom. On Friday, we will pack up dirty bedding and anything left in your child's file and place it in the backpack. On Monday mornings, please bring your bag with clean bedding. Also, please provide a complete change of clothing including socks and underwear in a gallon sized Ziploc bag. Please check these items daily and replace if necessary. **Please mark each item clearly with permanent ink.**

LOST & FOUND

All items should be **clearly labeled in permanent marker** with the child's first and last name. Many items such as jackets, sweaters and hats that are turned into the office as lost do not have visible markings on them. If lost and found items are not claimed, they are turned in to the church and given to needy families.

EMERGENCY DRILLS

Emergency drills will be conducted at least 4 times a year.

RELIGIOUS INFLUENCE

Faith Chapel Learning Academy is a ministry outreach of the Faith Chapel. We teach that each child is a special creation of God and each day we sing songs and have a Bible story. We include Bible stories to teach and reinforce Christian values. We pray over our food, before nap time and if a child gets hurt or is sad.

NON-DISCRIMINATION POLICY

The school admits students of any race, religion, or ethnic origin to all the rights, privileges, responsibilities, programs and activities generally accorded to or made available to students at the preschool.

GRADUATION

Students that are in our Pre K class will have a formal graduation at the end of May to promote them to Kindergarten.



I, _____, the Parent/Guardian
of _____, agree to the terms
and conditions listed in the FCLA Parent Handbook.

Parent/Guardian Signature _____

Date: _____