

Preschool Handbook



TREASURE OF KNOWLEDGE CHRISTIAN ACADEMY *EST. 2004*

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Welcome Page

Welcome to Treasure of Knowledge Christian Academy, a ministry of El Shaddai Christian Church! Our academy serves as an extension of the Bible-believing Christian home and the local church, working harmoniously with parents and guardians to achieve God's purpose for their children.

Our founding chair, Dr. Nick Acevedo, was an educator for many years before accepting the call to become the Pastor of El Shaddai Christian Church in 1995. As a former educator, it was always in his heart to start a school where children could learn but also grow in the knowledge of Jesus Christ. His vision finally came to fruition in 2004.

This preschool handbook contains important information pertaining to the preschool program as well as various policies and procedures. **Please read it over carefully with your child/children and sign the last page to indicate that you and your child have reviewed this document.** Students will also review the behavior code in class.

We look forward to working with you throughout the school year in our pursuits of excellence and success for all students.

Administrative Team

Pastor and Dr. Nick Acevedo, Founding Chair/ Headmaster

Mr. Chad Lang, Administrator

Pastor Katie Lang, Academic Director

Mission Statement

Our mission is to create an environment rooted in the Word of God, providing the best techniques, procedures, and services to teach children how to live and equip them for success.

We will hold high expectations for all students, believing that all students can learn and experience success with the help of Jesus Christ who strengthens them. (Philippians 4:13)

Vision Statement

- To be a school environment where students feel safe and loved.
- To work with believing parents to help train up a generation of Godly leaders and live according to the Word of God.
- To prepare students spiritually and academically to help them feel confident enough to handle the trials and tribulations of life.

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

Statement of Faith- What We Believe

Treasure of Knowledge Christian Academy (TKCA) is a ministry of El Shaddai Christian Church and is affiliated with the Florida League of Christian Schools. The Statement of Faith is as follows:

- **The Scriptures Inspired.** The Scriptures, both Old and New Testaments, are verbally inspired by God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Tim.3:15—17; I Thess. 2:13; II Peter 1:21). The One True God. The one true God has revealed Himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Ghost (Deut.6:4; Is. 43:10, 11; Matt. 28:19; Luke 3:22).
- **The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
 - His virgin birth (Matt. 1:23; Luke 1:31, 35).
 - His sinless life (Heb. 7:26; I Peter 2:22).
 - His miracles (Acts 2:22; 10:38).
 - His substitutionary work on the cross (I Cor. 15:3; II Cor. 5:21).
 - His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; I Cor. 15:4).
 - His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9—11; Heb. 1:3).
- **The Fall of Man.** Man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen. 1:26, 27; 2:17; 3:6; Rom. 5:12—19).
- **The Salvation of Man.** Man’s only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Conditions of Salvation. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13—15; Eph. 2:8; Tit. 2:11; 3:5—7).
- **The Evidence of Salvation.** The inward evidence of salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph. 4:24; Tit.2:12).
- **The Ordinances of the Church.**
 - **Baptism in Water.** The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe in Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in the newness of life (Matt. 28:19; Mark 16:16; Acts 10:47, 48; Rom. 6:4).
 - **Holy Communion.** The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4); a memorial of His suffering and death (I Cor. 11:26); and a prophecy of His second coming (I Cor. 11:26); and is enjoined on all believers “till He come!”
- **The Baptism in the Holy Ghost.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; I Cor. 12:1—31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12—17; 10:44—46; 15:7—9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37—39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb.12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).
- **The Evidence of the Baptism in the Holy Ghost.** The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Cor. 12:4—10, 28), but different in purpose and use.
- **Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God (Rm. 12:1, 2; I Thess. 5:23; Heb. 13:12). The Scriptures teach a life of “holiness without which no man shall see the

Lord” (Heb. 12:14). By the power of the Holy Ghost we are able to obey the command: “Be ye holy, for I am holy” (I Pet. 1:15, 16).

- **The Church and Its Mission.** The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven (Eph. 1:22, 23; 2:22; Heb. 12:23). Since God’s purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:
 - To be an agency of God for evangelizing the world (Acts 1:8; Matt. 28:19, 20; Mark 16:15, 16).
 - To be a corporate body in which man may worship God (I Cor 12:13).
 - To be a channel of God’s purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11—16; I Cor. 12:28; 13:12).
 - The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience: Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15—20; Acts 4:29—31; Heb. 2:3, 4). Adds a necessary dimension to a worshipful relationship with God (I Cor. 2:10—16; 12:13, 14). Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Gal. 5:22—26; I Cor. 14:12; Eph. 4:11, 12; I Cor. 12:28; Col. 1:29).
- **The Ministry.** A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:
 - Evangelization of the world (Mark 16:15—20).
 - Worship of God (John 4:23, 24).
 - Building a body of saints being perfected in the image of His Son (Eph. 4:11—16).
- **Divine Healing.** Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Is. 52:4, 5; Matt. 8:16, 17; James 5:14—16).
- **The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thess. 4:16, 17; Rom. 8:23; Tit. 2:13; I Cor. 15:51, 52).
- **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech. 14:5; Matt. 24:27, 30; Rev. 1:7; 19:11—14; 20:1—6). This millennial reign will bring the salvation of national Israel (Ezek. 37:21, 22; Zeph. 3:19, 20; Rom. 11:26, 27) and the establishment of universal peace (Is. 11:6—9; Psalms 72:3—8; Micah 4:3, 4).
- **The Final Judgment.** There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matt. 25:46; Mark 9:43—48; Rev. 19:20; 20:11—15; 21:8).
- **The New Heavens and the New Earth.** “We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (II Pet. 3:13; Rev. 21, 22).

Seeing that sin is a common struggle for all, members of the school community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3—5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9—12). Any deviation from a biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.

We recognize that certain teachings are left primarily to other Church ministries and the home. Open opposition to these basic Christian Statements of Faith is grounds for dismissal.

Preschool

The preschool is an integral part of Treasure of Knowledge Christian Academy (TKCA) and provides a Christian based education. Our program integrates the general goals of early childhood education, primarily the development of the whole child, and we are committed to offering opportunities for balanced growth in all areas: social, emotional, physical, cognitive, creative and spiritual. Our faculty and staff strive to meet each child's developmental needs in terms of spiritual, cognitive, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving Christian environment. TKCA's parents and teachers work hand in hand to prepare our students to be life-long Christians and learners, and to apply their knowledge and skills in meeting life's challenges.

In keeping with Christ's command to "Feed My Lambs," our preschool program offers religious experiences to the children at their level of understanding. An age appropriate "Bible Time" with lessons, prayers, and songs based on the Bible will be taught. Preschool children will also participate in chapel services each week with students in kindergarten to high school. Teachers will speak lovingly and naturally with the children about their own faith and love for the Lord in both formal and informal teaching times.

Outdoor play:

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day (weather permitting). Please do not request that your child stay indoors unless indicated by a doctor. Children too sick to go outside should not be at school.

Naptime:

Supervised rest periods are provided for all children under five years of age. A special blanket or stuffed animal from home is encouraged for use at naptime. Please bring a small pillow, clean blanket and sheet or slumber bag for naptime and take them home weekly for washing.

Bathroom/Lavatory Policy:

The following is the procedure used by preschool staff:

- Students should be fully potty trained.
- Preschool children shall be accompanied by an adult when they need to use the bathroom.
- The teacher/assistant is available to assist the child, if needed, but will encourage the child to learn to wipe himself/herself, etc.
- When a child has had an accident wetting their clothes, the teacher/assistant shall assist the child in changing their clothes in the bathroom.
- The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes.
- The soiled clothing shall be put in a plastic bag and put with the child's other belongings.
- The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands.
- Students who soil themselves will need to be changed and cleaned by a parent.

Lunch Time:

- Lunch and snacks must be brought in a bag or lunch box with the child's name on it.
- No glass containers, please.
- Your child must bring a snack from home for the morning and afternoon snacks.
- A lunch including a drink is to be provided by the parent. Please provide your child with a nutritious, hearty lunch.
- Unfortunately, the staff is unable to heat up food or refrigerate food for children for safety reasons. Preschool children may participate in the TKCA lunch program. The TKCA lunch program is \$22.50 a week or \$4.50 a day.

Preschool Curriculum

Preschool Goals

Our goals for the child:

- To provide a positive initial school experience.
- To provide opportunities through play that is based on individual needs, interests and abilities.
- To create a desire to learn.
- To develop a positive attitude towards self and others.
- To provide social, physical, intellectual, emotional and spiritual growth.
- To provide activities that are both self and teacher directed.
- To develop readiness skills for the Treasure of Knowledge Academy Kindergarten program.

Curriculum

Treasure of Knowledge preschool program promotes the spiritual, emotional, intellectual, physical and social growth of young children. The curriculum is developed using a “hands-on” approach to learning. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit.

Curriculum used at TKCA: Footsteps for Fours (BJU press)

Language

Language is the development of communication skills that enable a child to share his/her world with others. At the preschool level, these skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feelings in various, appropriate ways. An awareness of the five senses stimulates a child’s curiosity as to different ways his/her body receives information about life in his/her environment. Visual discrimination and memory, auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry and finger plays enhance the love of language.

Math Readiness

Math at the preschool level involves the development of cognitive skills. This knowledge comes from the understanding of colors; shapes; quantitative concepts, such as size differences; basic counting skills through

practical application; classifying; forming sets and recognizing numerals. These concepts are taught through manipulative and play experiences.

Motor Skills

Motor skills are a vital part of the young child's development and are crucial to the learning skills s/he will need in the future. The preschool child learns with his/her body. These motor skills are not to be overlooked in cognitive skills.

Gross Motor

Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities of walking, running, jumping, hopping and skipping. Throwing a large ball or beanbag, catching, or aiming at a target attains arm-eye coordination. Rhythm and movement provide an outlet or creative expression and the joy of using the body in dance, games and organized play.

Fine Motor

Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, painting, pouring, lacing, and using crayons and scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although hand dominance is not achieved yet. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

Personal-Social Development

Personal development includes knowing name and age, eventually learning address, phone number and birth date; caring for toileting needs and washing hands; separating from parents with relative ease; caring for one's belongings and respecting others.

Social Development

Social development includes cooperative play, sharing, following directions, initiating conversations and play situations with peers; entering into group activities; developing a positive relationship with teachers and caring about others.

Art

Art at the preschool level should be a joyful, creative experience full of self-expression. Creative art activities will come from the use of manipulative that develop fine motor skills: clay, paint, paste and crayons. Art lessons are given on a weekly basis. Also, sand and water play are excellent activities that encourage multi-sensory learning.

Music

Music is a channel of creative expression in two ways: the manner in which sounds are communicated by the music maker, and the emotional and physical response that music evokes from the listener. Singing, dancing, and other rhythm instruments and making instruments are ways of developing a love and appreciation of music.

****Play is the work of children. The value of free play indoors and outdoors cannot be overstated and is highly encouraged at TKCA especially at the preschool level. Students learn more through play at this age so various activities are disguised as play so that students quickly learn different academic concepts.**

Parent Responsibilities

- Be aware of the classroom rules and make sure to encourage your child to follow them.
 - No toys from home: in order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home TKCA staff cannot be responsible for lost or broken personal toys.

- One exception to this is a stuffed animal for use during naptime by full day preschool children.
- Do not bring children to school if they are sick.
- Payments must be made on time for lunch and tuition to avoid dismissal from the program (see enrollment section)
- We try our best to inform families of important information but sometimes things can happen if you are not sure of something, ask or call the school. Do not wait for someone to tell you.
- We also try our best to keep track of attendance and reach out if we notice changes in attendance. However, school gets busy and things happen. Do not hesitate to contact us and let us know of changes in attendance.
- Communicate any financial hardships or child concerns with administration as soon as possible.
- No smoking on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.
- If possible, limit use of technology (ipad, phone) at home
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

Dismissal

A student can be dismissed for any of the following:

- Failing to pay tuition or fees
- Ignoring sick child policies
- Disregarding designated drop-off and pick-up times
- Being abusive toward staff or other adults at the program
- Having chronic, undocumented, or unexplained absences
- Failing to submit forms and documentation required by licensing standards

Drugs, Alcohol, Tobacco, and Weapons-Free Environment:

The use of cigarettes, E-cigarettes, vapor devices, and chewing tobacco is not permitted. The possession and/or use of drugs (including marijuana or cannabis infused items), alcohol, or weapons is prohibited. These restrictions apply to all persons on school grounds, including our parking lot, as well as on field trips, outdoor activities, and in school vehicles.

Parent Code of Conduct:

We expect parents to observe a certain standard of conduct as a part of our school community. The following items are not acceptable while on our campus:

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Making disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Using contact information of TKCA families for commercial or any other improper purpose
- Not following policies designated to protect the safety and security of everyone at the school

Any violation of this policy will result in the immediate withdrawal of the family.

Custody, Court Orders, and Changes in Family Status:

TKCA encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law.

The school denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the noncustodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instruction will be accepted.

Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order. Visitation with the non-custodial parent may not take place at school.

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use these records rather than staff testimony in resolving these types of disputes.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

Sign in and out

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s) may take a child from TKCA. If those persons are not known to current staff, identification will be required. Children should be picked up by an adult (18 or older), no siblings, friends, or relatives that attend TKCA.

All parents will be assigned an ID number that will be used to sign the student in and out. All parents will receive a daily report on how your child's day went at pick up. If your child is in the extended day program, please check their backpack for the report.

Communication

Teachers communicate using a communication app. Please make sure you are registered in the app by the first week that your child attends the program.

Please relate important information to your child's teacher. Information to notify your teacher of are as follows:

- Changes within the family or home environment
- Medications the child is taking
- Planned trips or visits can affect your child.
- Change in pick up or drop off
- How the child is feeling
- Any concerns regarding our program or your child immediately
- Late pick up or drop off

Remember to talk with the teacher privately, away from your child. Parents are the primary and most important teachers of their children. We believe we are in a partnership with parents to provide a strong foundation for the children.

Formally scheduled conferences are held twice a year in order to share insights and information regarding children's progress. Conferences may also be requested any time the parent or teacher feels it would be beneficial for the child.

Parents are welcome on the school campus. However, being in the classroom around other students for more than 1 hour requires background checks. Birthdays and quick visits are allowed.

Take Home Folder:

- Pick up and read the notices and information left for you in your child's folder.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.

School Closures

Severe Weather Closure

In the event of severe weather, TKCA may close. If TKCA is closed, the full day and part day preschool will also close. Announcements of school closure can be heard on the local news channel. In general, we follow our local district (Orange County Public Schools). For example, if the Orange County Public Schools are closed, TKCA will be as well. In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents' arrival.

Permanent School Closing Policy

All Files will be turned over to the Church (El Shaddai Christian Church) and the FLOCS organization if the school were to close.

Enrollment

Admission Policy for Preschool

Treasure of Knowledge is open to all children who may benefit from this program regardless of race, sex, national origin, or religion. Enrollment is open to children who are 3 and 4 years old. All children must have current immunizations in accordance with the Florida Department of Health Services. All children must be toilet trained and able to attend their own toileting needs (excluding accidents or illness). Children are admitted on a one-month probation period.

FINAL decisions regarding acceptance will be determined by the school administrators.

Admission Policies and Procedures

TKCA does not discriminate on the basis of race, color, nationality, or ethnic origin.

Enrollment Process:

1. Schedule a tour and interview with the school's director.
2. Once decided and acceptance from administrator a student application must be submitted and the following fees:
 - a. Annual Registration Fee (required for all students, new and returning) - \$150 (nonrefundable)
3. Required Documents for Preschool
 - a. **Preschool Application Form**
 - b. **School Entry Health Exam (Shot Records) Yellow form (DH 3040)**
 - c. **Florida Certification of Immunization (Blue Form) (DH 680) or Religious Exemption**
 - d. **Copy of Birth Certificate**
 - e. **Copy of medical insurance**
 - f. **Copy of Parents Driver's License or ID and persons authorized to pick up student**
 - g. **Copy of Individualized Education Plan (IEP)* if applicable**

Student to Teacher Ratio

TKCA's preschool program currently serves children from 3 years old to 5 years old.

- Classroom with only 3 year olds: 1 teacher for 10 children
- Classroom with 4 year olds: 1 teacher for 12 students
- Classroom with 5 year olds: 1 teacher for 15 students
- At TKCA, preschool is often time mixed with 3 and 4 year olds. The student, teacher ratio is: 1 teacher for 15 students. With 2 teachers in the room our capacity is at 18 due to space in the room.

Waitlist:

If a classroom reaches the capacity of 15 or 18 (with 2 teachers) students, families wishing to enter the program will be put on a waitlist and students will be added as the openings open throughout the year.

Tuition Regulations and Responsibilities

If accepted, registration, books and tuition will be due on or before August 1st. For your convenience in meeting your financial obligations, tuition is divided into **10** installments. If another payment plan is desired please see administration in the front office.

- The first payment of the school year is due on August 1st. **TUITION WILL NOT BE PRORATED FOR THE MONTH OF AUGUST.**
- The final payment is due on **May 1st**
- Monthly tuition and extended day fees are due on the **1st of every month.**
- **NO REFUNDS** will be given on Registration Fees, Monthly Tuition and Books. No student will be permitted to graduate until all tuition and any other fees are paid in full.
- **RECORDS AND REPORT CARDS WILL NOT BE ISSUED UNTIL ACCOUNTS ARE PAID IN FULL**

Financial Responsibilities:

- Registration/ Re-enrollment Fee: \$150.00 (nonrefundable) due every year.
- Preschool tuition:
 - Yearly: \$5,400
 - Monthly: \$540
 - Weekly: \$145
- No account should have a balance of \$100 for more than 30 days.
- Uniforms ordered through www.frenchtoast.com
 - **Average Prices**
 - \$50 (jumper and polo) Girls in Grades Pre-k thru 4th Grade
 - \$50 (skirt and polo) Girls from 5th – 12th Grade
 - \$18.00 (Boys polo) Adult sizes \$23.00
 - \$25.00 (P.E. uniform) Set
- Before or After School Care:
 - Daily Rate for AM or PM care is \$10 (1st and 2nd) \$8.00 for additional child
 - Weekly discounted rate (when paid on weekly basis)
 - Morning only- \$25.00 (1st and 2nd child) \$20.00 (each additional child)
 - Afternoon only- \$40.00 (1st and 2nd child) \$35.00 (each additional child)
 - Please note that there is an extra fee for any students not picked up on or before 6:00 pm.
 - \$5.00 will be charged every 5 minutes over 6:00pm. After 6:15, you will be charged \$1 every minute until the child is picked up.
 - Morning and Afternoon daily rate: \$50.00 (1st and 2nd Child) \$45.00 (each additional child)
 - **Special Rate:** \$230 for both AM and PM **(only if paid monthly rather than using the daily rate)**
- Lunch
 - \$4.50 a day
 - You can pay weekly, monthly, or set a certain amount in a student's balance.
- Late Fee
 - Any payment that is received 5 days after the due date will be subject to a late fee of \$25.
 - Tuition is due the 1st of every month or Monday of every week. NO exceptions will be made without prior approval from office staff.
 - Preschool parents that miss payments often will be asked to place a card on file and make autopayments. They also risk being dismissed from the program.
 - **STUDENTS WILL NOT BE PERMITTED IN SCHOOL WHEN TUITION or BALANCE IS AT OR EXCEEDS \$100 AND REMAINS UNPAID BEYOND 30 DAYS.**

Scholarship Program:

TKCA accepts **Step Up Scholarships and Early Learning Coalition (School Readiness) (4C)**. For detail information on these scholarships or financial assistant programs visit the following website:

<http://www.stepupforstudents.org>

<http://www.4cflorida.org>

We accept students with "School Readiness" from the Early Learning Coalition (4C). **Parents are required to pay a parent's fee for anything that is not covered by the scholarship or 4C.**

Days and Hours of Operation for Preschool**School Hours**

M, T, Th, F	8:30 a.m. - 3:00 p.m.
Wednesday	8:30 a.m. - 2:00 p.m.

Students are allowed on campus as early as 8:20 am. Preschool students should be walked over to their classroom by their parents. If dropping off earlier than 8:20 then students should be dropped off in the cafeteria.

Preschool classes begin at 8:30 am and end at 2:30 pm. An all-day program from 7:30 to 6:00 is also available. Your child must be accompanied into the clubhouse/cafeteria by a parent or other adult.

In accordance with state law, each child must be signed in and out each day using the child's FULL name and the parent's signature. Only those people authorized in writing by the parent will be allowed to pick up the child from school. No minors are allowed to sign a child in or out.

Office Hours

Monday through Friday	8:00 am - 4:00 pm
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Extended Day

Extended Day School Care is a program where your students will be taken care of if you need care for them that goes beyond the school day. Daily Activities include homework time, outside play, indoor free play, coloring, and games. Please see the front office to sign up for the extended day program.

Please remember that students must be picked up before 6:00. At 6:00, a late fee of \$5 will be assessed and every 5 minutes after that (example: 6:05 \$10 will be charged and so on). At 6:15 \$2 will be charged every minute.

Extended Day Hours

Monday, Tuesday, Thursday, Friday	7:15 a.m. – 8:15 a.m. 3:15 p.m. – 6:00 p.m.
Wednesday	2:15 p.m. – 6:00 p.m.

Lunch Program

Hot lunch is available for purchase for all students. Lunch consists of a variety of items Monday through Thursday and pizza on Friday's. See the front office for a monthly lunch menu. If students do not desire anything from the menu please be sure to pack them a lunch.

***** Prices have changed due to rising food costs*****

- \$4.50 per day
- \$22.50 weekly

Uniform Policy/Dress Code

Preschool children must have a complete change of clothing, clearly marked with the child's name, left at TKCA. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Preschool children need to be dressed for the weather. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground.

All children must meet Treasure of Knowledge uniform requirements. See the front office if you need assistance purchasing school uniforms.

Dress Code:

Appropriate clothing and dress encourages responsible behavior. We expect all children to comply with our uniform regulations. Any child, whose appearance does not meet school standards, will be sent to the office and required to call his/her parents.

Girls

1. White polo shirt, jumper and black closed shoes or black sneakers.
2. The jumper must cover the knees. (All girls must wear shorts underneath their jumper)
3. Must have a conservative hairstyle. Hair color must be a natural shade.
4. Only a small pair of earrings is allowed.

Boys

1. Khaki pants and burgundy short sleeve polo. Pants shall be worn with a belt at the waist and the shirt tucked in at all times.
2. Black dress up shoes or black sneakers.
3. Must have a clean-cut hairstyle. No spiking or coloration of hair.
4. Only a watch is allowed.

Tattoos are not permitted, whether temporary or permanent.

Attendance Policy

Preschool is voluntary so attendance is not mandatory. However, a quality preschool is in high demand in our area. There is often a waiting list for a spot in our preschool program. Students that are habitually absent indicate no need for our services so they will be exited from the program to make room for other students.

Payment is also due monthly or weekly regardless of absences to hold a student's place in the program. Exceptions can be made for students with pre-approved absences for 3 days or more.

Please obtain a pre-arranged or excuse form at the front office if absences exceed 3 days or more.

Behavior Code

We follow the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children (NAEYC). These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background. While some behaviors are typical for a specific “age and stage”, we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary. We believe in “positive discipline”, which focuses on positive behavior and guidance, rather than negative. We may need to redirect children and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice.

At times, it may be necessary to remove a child from the rest of the group. If a behavior persists, we will arrange a conference with the child's parents. Continued inappropriate behavior may indicate a lack of readiness for our preschool program. Serious emotional or behavioral problems which endanger other children, or which take excessive time away from the teacher's ability to instruct the entire class may result in the student's dismissal. After consultation with the teacher, the Director and the Principal, a student may be asked to leave the program. Students may be asked to leave the program due to lack of parental support of school policies.

The goal of guidance is to teach the child self-control. Through role modeling, dialogue and explanations, we will help the children learn appropriate ways to resolve conflicts and channel energy.

- Positive reinforcement will be used to guide behavior. Corporal/punitive punishment will never be used.
- Inappropriate behavior will be redirected.
- Excessive inappropriate behavior may lead to a parent conference.

We practice the “4 B” behavior system throughout Treasure of Knowledge Christian Academy

- Be Safe
- Be Responsible
- Be Respectful
- Be Here to Learn

The following techniques are used according to age-appropriateness and the individual needs of each child:

- Distraction and redirection: Suggest appropriate behavior.

- We do have a time for reflection where students can be separated from the group for a certain time (always developmentally appropriate time. Never more than 5 minutes)
- A quiet, private talk: Showing respect for children's feelings, getting down on the child's level, looking at the child directly in the eye and giving him or her our undivided attention.
- Praise: Catch the child making "good choices"; praising the child when behaving appropriately.
- Indirect praise: Praise the child who is next to the child who may be having trouble.
- By using examples: When asking children to use calm voices, use a whisper voice.
- Arrange contingencies (if/ then statements): For example, we might say, "If you finish putting the blocks away, then we can..."
- Redirection to another area: Redirection is done in a positive manner. Teachers give a forewarning of behavior that needs to be corrected. When the child is not following direction and is demonstrating inappropriate behavior, teachers follow through with redirection to another area in the classroom or yard. If the child persists with inappropriate behavior, the teacher will shadow the child until the child is ready to resume play in an appropriate manner. Once the child is ready to resume play, the teacher will explain to the child why he or she was removed from the area and redirected to another area. The teacher will discuss with the child how to make better choices.
- Staff guide children in learning and expressing socially appropriate behavior that is individual to that child.
- Children are given a 5-minute warning when transitioning from one activity to another.
- Questioning vs. Telling: Teachers may ask the child a question such as, "What kind of voice should we use inside?" or "How do we treat our classmates?"

Expulsion/Suspension from program

The following behaviors could result in immediate removal of the program:

- Biting other students (see below)
- Purposefully hitting other students or teacher on purpose
- Completely defying rules, instructions, or routines after multiple intents of redirection
- Aggressive or disruptive/defiant behavior (see below)

There are no refunds, or exchanges made when a student is being expelled, dismissed, or withdrawn. Also no documents or records will be given if there is a balance on the child's account.

Biting:

Biting can be a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary behavior that is most common between 13 and 24 months of age.

We take biting seriously. Children bite for a variety of reasons, including: simple sensory exploration, panic, seeking to be noticed, inability to express themselves verbally, special discomfort, teething or an intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results (the desired toy, excitement, attention, etc). Knowing that the effect of their biting will hurt another person is not a part of a very young child's mindset, so the "cause/effect" relationship is not yet internalized. We work with parents in discussing how they can assist in altering the behavior. Our teachers plan activities and supervise children carefully in order for biting incidents not to occur.

Despite our best efforts, it is sometimes only a matter of seconds for a child to grab a toy and the offended child lash out in frustration. This can occur before an adult can intervene, despite it occurring right next to a supervising teacher. If this behavior develops into a repeated pattern that endangers other children, we must take actions to protect the other children in our care.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with firm verbal redirection. The bitten child is consoled, and the bitten area washed with soap and water (the bite may be minor, with no apparent mark). If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is spoken with in an age-appropriate manner, and then redirected and shadowed.
- A written Child Incident Report is given to the parents of all children involved when they are picked-up that day. We will not share with parents the name of the other child involved.
- We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We make every effort to extinguish the behavior quickly and balance our commitment to the family of the biting child to that of other families.

After multiple biting incidents have been documented or observed, we will require a parent conference to discuss the concern. It is our goal to work together with parents to help the child break the biting habit. Unfortunately, if biting incidents continue to occur, we must require either the temporary or permanent withdrawal of the child.

Aggressive or Disruptive Behavior in Children:

We are committed to making our environment as safe as possible for your child. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem-solving between children. Behaviors such as biting, tantrums, defiance, sharing conflicts, or physical aggression may occasionally occur in young children. These types of undesirable behavior can sometimes occur before an adult can intervene, despite our best efforts and it occurring right next to a supervising teacher.

Aggressive Behavior includes, but is not limited to: biting, hitting, pushing, sharing conflicts, other physical aggression or in any way provoking an altercation. In older children this may include verbal abuse or inappropriate language.

Disruptive behavior includes, but is not limited to: when a child requires extensive one-on-one teacher behavioral intervention, is disrespectful to adults, has recurring tantrums, willfully does not listen or follow instruction, is frequently unkind to classmates, or regularly disrupts the atmosphere in the classroom.

We will be working with you to teach your child to participate, cooperate, and be a responsible member of the group. In the event that a child's behavior places the child or other children in danger or interferes with the focus of the classroom, our policy includes, but is not limited to, the following:

- When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group.
- If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without

disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to pick up their child.

- We may ask you to pick up your child and keep him or her home for a period of one day to one week.
- Staff will document a record of behavior.
- Staff will inform and discuss with parents any child's behavior which is persistently disruptive and is not alleviated by individualized guidance techniques.
- If the behavior persists, a member of the Administration will notify the parent that the teacher has requested intervention.
- The Director of School or Administrator will speak with the parents, discuss possible courses of action, then a plan will be designed and agreed upon by the school and parents.

We want your child to be a successful and responsible individual and we look forward to working with you should any problem arise. If parents are unable to provide support, or even with the parent's support the plan fails to improve the behavior, we reserve the right to withdraw the child.

If at any time we feel the behavior is a danger to other children or that the child needs more dedicated supervision, we will require the immediate withdrawal of the child until he or she is able to manage the undesirable behavior. In the event that one child constantly harasses another, either verbally or physically, we will contact the parents of both children. It is our policy in any written or verbal report about an incident involving more than one child that we will not share the name of the other child involved with parents.

Expulsion/Suspension:

While TKCA tries to prevent expulsions or suspensions, especially at a preschool level, sometimes these consequences are out of our hands.

If a challenging behavior persists and the school and family are not able to come to an appropriate solution a child may be expelled from TKCA.

Suspension is warranted in the case that a challenging behavior is affecting the classroom setting (this may be the first step before expulsion is discussed). This may be in the form of requiring the parent or guardian to immediately pick up the child or not allowing the child to return for a specific period.

Reporting Child Abuse and Neglect:

All personnel working in a licensed childcare facility must report suspected child abuse or neglect. There is a criminal penalty for violation of this reporting law.

Health Policy

Toilet Trained

In order to be enrolled in our Pre Kindergarten 3 and 4 students must be fully potty trained. We do not offer potty training services at TKCA. Teachers may assist students in the bathroom but it is limited. Students must

wipe themselves. A teacher will assist a student to change their clothes if they have an accident. However, accidents involving soiling (fecal matter) will require a parent to come and change them or pick them up early.

If we find that after admission into the program the child has frequent accidents, and is therefore not fully potty-trained, the child cannot attend school until they demonstrate an ability to use the toilet independently. Tuition will continue to be due in these circumstances.

Incidental Medical Services & Administration of Medicine:

We will provide Incidental Medical Services (IMS) to children for the following:

- Blood-Glucose Monitoring
- Administering inhaled medications
- EpiPen Jr. and EpiPen
- Prescribed and over-the-counter medications

All medications (i.e. prescription medications, over-the-counter medications, lotions/ointments, lip balm, cough drops, etc.) must be in the original package, have the child's name clearly marked on it and will be stored in a medication cabinet or medication refrigerator in the school office. Parents must complete an IMS Instruction Form prior to the administration of the first service or dose. All medications must be administered in accordance with the pharmacy or manufacturer's label.

Staff administering approved IMS will be trained either by the child's parent or a medical professional prior to administer any IMS. Safety precautions will be taken (i.e. using gloves, a sharps container, etc.). All necessary disposal equipment will be provided by the child's parents. Final disposal of biological materials will be the responsibility of the child's parents. An IMS log will be used to record any services given to a student and will include the date, time, dosage, and administering staff's signature.

All prescription and over-the-counter medications must be in original packaging. No homeopathic ointments are allowed. Medication forms must have a beginning and ending date and can only be kept for a short period of time, except for approved long-term medications held for emergencies.

A parent must personally instruct a specific teacher or staff member on how to administer the medication to their child according to the attached physician's orders, following all generally accepted safety precautions. The child's parent must communicate any new physician's orders (i.e. dosage changes, etc.) and track expiration dates and replace medicine and/or equipment/supplies as needed.

Developmental Needs and Special Services:

All children have special needs at different stages of their development and require effective accommodations to allow them to attain critical milestones in their life journeys. Certain children may have more needs due to their medical, physical as well as psychological uniqueness or disabilities.

We do our best, within the limits of our professional abilities, to work with children with special needs due to physical, linguistic, mental, and/ or emotional disabilities. Please consult with a member of the Administration prior to enrollment if your child has special needs. Despite our best efforts, however, there may be times when participation in our programs, or a group setting in general, will not be in the best interest of your child at the current time.

We are dedicated to helping children achieve their full potential. TKCA teachers have expertise in child development and occasionally identify behavioral or developmental needs in young children that parents may or may not recognize. We work in a shared approach and involve parents in the process of identifying the need and working toward possible solutions. In these instances, our staff may recommend additional observation, professional diagnosis, therapy, or services for the child or family.

We recognize some children may require one-on-one assistance during the day. If you wish to have an occupational, physical, or speech therapist and/or behavior coach (RBT) work with your child, at your own expense, we will work with you to formulate a plan that is in the best interest of your child. We make decisions on whether or not to allow these arrangements at school on a case-by-case basis, and a limited number of these individuals are allowed on our campus at any one time. Outside support personnel are required, must undergo a background check as required by Florida law, and meet any other requirements set by TKCA and the Florida Department of Education

These situations take up a significant amount of administrative time to assist with coordination, scheduling, and paperwork. In addition, the required individual attention can affect the entire classroom dynamic. Unfortunately, if we determine a situation is beyond our capacity to assist, or is detrimental to the classroom, we will have to require the parents to make other arrangements and withdraw the child from school. If your child is dismissed from the program, we will assist you with resources and referrals to assess and evaluate a program that is better fit for your child's developmental needs.

Basic First Aid:

In the course of normal supervised play, children occasionally get injured. In case of a minor injury or accident, our staff will administer basic first aid. Any cuts will be thoroughly cleaned with soap and water; ice will be applied to any bruises, bites, or other injuries. All injuries or illnesses not requiring immediate parental notification will be documented onto a Child Incident Report and provided to parents when the child is picked-up at the end of the day.

We may call and ask parents' permission to apply a topical antibiotic or anti-itch ointment as necessary to treat or prevent infection in minor skin wounds or alleviate itching.

Emergency Medical Care:

In case of a medical injury or illness requiring immediate professional care (emergency), we will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

In case of an injury or accident in which an ambulance is not needed, but immediate professional care is required, we will contact the child's parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Our staff cannot transport children to a hospital or

doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. The child may be transported to a hospital by ambulance for emergency treatment when necessary.

Illnesses and Accidents:

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children will not be permitted at our school if they obviously not well or with any one or more of the following conditions:

1. Fever of 100 degrees or higher.
2. Any communicable disease or contagious infection.
3. Vomiting within the past 24 hours.
4. Diarrhea – three or more loose bowel movements in a 24-hour period.
5. Undiagnosed rash.
6. Eye discharge or Pink Eye; children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or after 24-hours on an antibiotic treatment.
7. Fatigue that prevents participation in regular activities.
8. Open sores and scabs, unless properly covered and 24-hours on an antibiotic treatment.
9. Head Lice – until treatment is effective and a follow-up evaluation has been made by our staff.
10. Any one or more of the following: earache, signs of irritability or confusion, sore throat.

When a child becomes ill or injured at school, the staff's priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour and the child may not return to school for 24 hours following the time sent home and until the symptoms subside.

Parents are advised to make alternate plans for care in the event that the child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child in a timely manner, or disregard of this policy by parents, may result in the removal of your child from school.

While a physician's note may be helpful, it does not guarantee that a child may return to school. Final decisions on allowing a child to return are made by an Administrator.