

MOUNTAIN HOME CHRISTIAN ACADEMY EAGLETS



But those who wait on the Lord shall renew their strength;
They shall mount up with wings like eagles.... Isaiah 40:31

K4
Parent/Student
Handbook
2015-16

Mountain Home Christian Academy

K4 Program Handbook

Goals and Objectives: MHCA's K4 program sets the stage for the beginning of your child's school years. Our goal is to share Christ's love with preschoolers in a nurturing environment that offers a positive experience so that your child loves school and desires to attend. In order to provide quality learning opportunities and assist each child in their spiritual, intellectual, emotional, social and physical development, MHCA uses the A Beka K4 curriculum. Our program makes learning fun & enjoyable, with **an emphasis on early reading**, to establish strong foundational skills for success in Kindergarten and beyond.

K4 Program Plan and Curriculum: along with the A Beka curriculum our K4 classroom includes activity centers to facilitate learning and to promote cognitive, motor, and social development. Art and music activities will be incorporated as well.

Registration/Admission: Mountain Home Christian Academy does not discriminate according to race, color, national origin, sex or religion. Students should be trained to use the toilet independently, although we know that accidents happen. A student must be 4 years old by August 1 to be admitted to the program. Before your child can be admitted, all required information and fees must be submitted. (See K4 Enrollment Packet and Checklist) The Arkansas Department of Human Services requires all children to be immunized before attending a preschool or childcare facility.

Program Hours, Calendar and Tuition: The Mountain Home Christian Academy K4 Program hours are from 7:30 a.m. to 3:00 p.m. Please assure your child arrives at the Academy by 8:00 a.m. when our daily morning assembly begins. We do not want your child to miss important activities or learning opportunities due to late arrival. The school day ends promptly at 3:00 p.m. If your child is not picked up by 3:15 p.m. you may be charged for aftercare. **Aftercare:** MHCA's aftercare program is available from 3:15 p.m. to 5:30 p.m. for a flat monthly fee which varies by the number of days which are reserved per week. Please see financial policy for specifics. MHCA's K4 program follows the MHCA calendar and will be closed anytime MHCA is not in session. The MHCA K4 program offers full and part time enrollment as follows:

- 5 days a week: \$350.00 per month
- 3 days a week: \$235.00 per month

Tuition: Because there are limited resources provided to private academies, it is very important that your tuition is paid on time each month. While it is necessary to charge tuition each month to keep the academy running effectively, we do work hard to keep your tuition at a low monthly fee. Your tuition directly pays for faculty salaries, administrative expenses, and daily operations. Because of our low tuition fees we are not able to offer discounts for annual or biannual tuition payments. The first payment secures a position in a class and must be paid in advance by August 1. This amount is nonrefundable and nontransferable should the student cancel for any reason. If the August 1 deadline is not met, the child's reservation may be canceled to make room for those on waiting lists. If the August 1 deadline is met, the next tuition will be due on September 1.

Registration and Book Fees: The registration fee must be paid at the time of registration. These fees are mandatory for all children enrolled each year at MHCA. Registration and book fees are nonrefundable and nontransferable. The book fee must be paid by August 1. Registration and book fees are as follows:

- * Early registration (April 1-May 15): \$100
- * Open Registration: \$125
- * Book Fee: \$135
- * Annual Supply Fee: \$25

Weather: In the case of inclement weather, please listen to the radio for early dismissal or school closings. Watch for an automated call (early dismissal only) or tune in to KTLO FM 97.9/AM 1240 or check the MHCA Facebook page.

Childcare Licensing: The MHCA K4 Program is licensed under the Department of Human Services. We follow set guidelines and criteria that we must make you aware of:

- All employees in our program are mandated reporters under the Child Maltreatment Reporting Act. We must be careful observers of children in our care each day.
- Children enrolled in our program are subject to be interviewed by the Child Care Licensing, DCFS Special Investigators Licensing and law enforcement for investigating purposes of child maltreatment and/or determining compliance with licensing requirements.
- The school day ends promptly at 3:00 p.m. Monday-Friday for students not enrolled in our aftercare program and at 5:30 p.m. for students enrolled in the aftercare program. If a parent will be more than 15 minutes late, please call the school immediately. If a parent is late and has not notified the school, the parent will be contacted. If a parent is 45 minutes late and no parent or emergency contact can be reached, the police department and the Department of Human Services will be contacted to notify them of abandonment. **This is a state mandate and is not at the discretion of the program.**

Attendance: We encourage regular attendance of all K4 students so they may fully benefit from our program. Please notify us of any short or long term absences by calling the school office.

Morning Assembly

At MHCA, we begin each academy day with Morning Assembly. At 8:00 A.M. the entire academy gathers to say the pledges to the U.S. Flag, Christian Flag, and the Bible, sing praise, and have prayer and devotions. At approximately 8:15 A.M. the students are dismissed to their respective classrooms. Parents are welcome to attend the Morning Assembly.

Pledge to the U.S. 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.

Pledge to the 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 to all who believe.

Pledge to the 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.

Arrival/Dismissal: Children must be accompanied by an adult when arriving. Please walk your child into the building and classroom. Parent must sign their child in and out each day. During the times of 7:30-7:55 a.m. and 3:00-3:15 p.m. the East entrance by the K4 classroom will be open for your convenience. These doors are looked at all other times and the main entrance must then be used. Your child will be sent home ONLY with persons authorized to pick up your child. Persons on the authorized pick up list must have a driver's license in order for the child to be released. There are no exceptions!

Health and Safety: Your child's health is a matter of great importance to us. Please call us if your child will not be coming to school. Children with the following symptoms should be kept home:

- Temperature of 100 degrees or higher
- Green mucus drainage
- Recurring diarrhea
- Vomiting
- A body rash not associated with heat or an allergic reaction to medication
- A sore throat associated with fever or swollen neck glands
- Pink eye
- Chicken pox
- Head lice
- Ring worm
- Impetigo
- A diagnosis of communicable childhood disease such as strep throat, hepatitis ,etc

If your child becomes ill at school you will be contacted to pick up your child. Should your child contract a contagious or infectious disease, please notify the program. It is our responsibility to notify the parents/guardians of any contagious illness as soon as possible. After your child has been ill, it is important to adhere to the following guidelines in determining whether your child is ready to return to school:

- The child's temperature must be below 100 degrees for a full 24 hours before returning to academy
- Mood, appetite, behavior and activity are normal
- Antibiotics (if prescribed by your doctor) have been used for a full 24 hours (48 in case of strep)
- Vomiting or diarrhea have cleared for 24 hours
- Frequent coughing, excessive nasal discharge resolved
- Pain free (earache, cramps, and headache)

Medication: The MHCA K4 program does not assume liability in connection with the dispensing of student medication. We ask that if a child requires medication it be given before he/she leaves home in the mornings.

When medication must be administered, we will do so under the following conditions:

Submit a completed authorization form for the administration of medication.

The medication must be in the original container or package and must include

the dosage information. The staff will administer Tylenol or other pain

relievers for fever to the children only if parents have given permission on

enrollment form. Parent will be contacted first. MHCA K4 staff will in

accordance with a doctor's/parent's instructions, administer all medication.

The medication must be kept out of reach of children in a locked storage

container. **Medications cannot be left in backpacks, bags, lunchboxes,**

etc. due to endangering all children (includes creams, topical medications, cough drops, germ-x, etc.)

Discipline Policy/Behavior Guidance: Our policy is to provide positive guidance, redirection and to set clear limits in the following ways:

1. Behavior guidance shall be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self control.

Physical punishment shall not be administered to children.

The length of time a child is placed in time out shall not exceed one minute per year of the child's age.

Acceptable behavior guidance techniques include.

- Look for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well.
- Remind the children on a daily basis of the rules by using clear positive statements regarding how they are expected to behave rather than what they are not supposed to do.
- Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly.
- Use brief supervised separation from the group only when the child does not respond to verbal command which instructs the child as to how he/she is supposed to behave.
- When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved for a long period of time.
- Attend to the children who are behaving appropriately and other children will follow their example in order to obtain your attention.

Staff is to exhibit positive role modeling. No ridicule, yelling, physical action or restraint is to be used.

Dress Code/Uniform: MHCA students can reflect Christian values and character by being **well groomed** and **neatly dressed** in clothing that is **respectful** and **modest**. The cooperation of students, parents and academy personnel is necessary in maintaining the standards of the dress code/uniform. Please be mindful of this when academy clothes are purchased. Implementing the dress code is not the sole responsibility of the academy. Parents are asked to monitor their child's attire.

Students are expected to adhere to the dress and appearance standards for all academy functions unless otherwise instructed in writing. For questions regarding appropriate dress, please contact the academy administration.

Uniform

Shirts - Solid, polo style shirts, embroidered with the school logo, in school colors of red, white, black or gray shall be worn. Shirts may be short or long-sleeved. Girls may wear sleeveless polo style shirts during warm weather months. (Tank tops are not allowed except as an under layer) Solid colored white, gray, black or red Tee shirts (short or long-sleeved), and Turtleneck shirts may be worn under polo shirts. Shirts must be the appropriate size and length for each child.

Dresses- Girls may wear solid, polo style dresses, embroidered with the school logo, in school colors of red, white, black or gray.

Pants/Capri/Shorts - Must be **solid** in school colors (black, white, gray or red), khaki, or denim. Should not be faded, frayed, dingy-looking, or with holes. Short-length pants should not be more than the width of a dollar bill (2½") above the kneecap when standing. They must be the appropriate size and length for each child. Sweat pants are not allowed.

Skirts/skorts/jumpers - May be worn by girls and must be **solid** in school colors (black, white, gray or red), khaki, or denim. Should not be frayed, dingy-looking, or with holes. They should be no more than the width of a dollar bill (2½") above kneecap when standing. Shorts should be worn under skirts.

Shoes – Must be worn at all times and appropriate for outdoor play (and playground for K4 & K5). All shoes must have a "back". No strapless shoes are allowed.

"Heely"-type roller shoes, **flip-flops**, and house-slippers are not allowed.

Non-marking shoes are to be worn on the gymnasium floor.

Coats, Sweaters, and Jackets- May be worn to school and while students are outside during cold weather. **While inside**, coats, sweaters, and jackets (including, but not limited to: fleece, vests, quilted flannel, sweatshirts, and lightweight nylon) are not to be worn, unless the classrooms are extremely cold as determined by the administration. If your child has a tendency to be cold in the classroom, please consider having them wear a long-sleeved T-shirt, turtleneck, or mock-turtleneck under their polo shirt (also in school colors). **Outerwear (such as cardigan sweaters, hoodies, etc.) that a student would have on inside of the school building is to be solid and coordinate with school colors.** Should not be faded, frayed, dingy-looking or with holes and should not have lettering or branding logos other than MHCA.

T-Shirt Day – One day per week students are allowed to wear their MHCA school t-shirt in place of uniform polo shirts. The day of the week will be announced at the beginning of the school year.

Fads – Fads are not permitted. Fads that are not appropriate for school include, but are not limited to: body piercing (with the exception of pierced ears for girls), visible tattoos, fad bracelets, haircuts, scarves, feathers, gothic jewelry, chains as accessories, and leather. This list is not all-inclusive and may change with time. The student's appearance is subject to the approval of the staff and administration.

Consequences for Breach of Dress Code

Parents shall be contacted and clarification provided with a request for them to correct the issue with their child(ren). Parents may be asked to bring a change of clothes to MHCA for their child. If this does not resolve the matter, a conference may be requested that may include the child, child's parents, and administration.

Bedding: Bedding and mats are provided by MCHA.

Rest Time: Minimum licensing requirements set forth by the Arkansas Department of Human Services require all children staying in a program for more than five hours per day be provided an individual mat, bottom sheet and cover for use during rest time. Some children may need sleep; others rest. While sleep is not required, the child must not disturb others.

Lunch/Snack: Parents will need to provide their child with a nutritious food snack each day they attend. If the child is enrolled in the after school program an additional snack will need to be sent. Per USDA regulations, milk will be offered with the child's food. Children will need to bring their own lunch to school. Children's lunches must be prepared in child size portions, cut up/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes and bags should be labeled with the child's name. The Arkansas Department of Human Services also has nutritional guidelines that must be met. Please read the attached guidelines. We ask that you not send candy, gum, or soft drinks to school. If your child is allergic to certain foods, please notify his/her teacher.

Hot Lunch or Take-Out Days: After the start of the academy year, a schedule will be established of 2-3 days per week when an optional "hot lunch" from an outside source will be made available for purchase. Students will turn in the order and money to their teacher by 8:30 a.m. on the scheduled days.

Conferences: Please feel free to schedule a meeting with your child's classroom teacher or director when you feel there is a need. If you need to do so, please schedule a time when the teacher can talk with you without interrupting the learning process. It is the MHCA K4 policy to maintain the highest degree of cooperation and communication between parents/guardians and school staff members.

Bringing Articles to School: Pre-K students should only bring folder and lunchbox daily. No backpacks please. Items of special interest to the class are always welcome. The items should relate to the unit for the week. Please do not allow your child to bring toys, candy or gum to school. We cannot accept responsibility for damage to or loss of any item brought from the child's home. Your child may only bring an item to school on a designated school day or by checking with the classroom teacher first.

Emergency Drills: Fire and tornado drills are a part of classroom safety and are introduced to the children during group time at the beginning of each school year. MHCA K4 program participates in safety drills and conducts fire and tornado drills each month. Records are kept on file.

Policy Changes: MHCA K4 program reserves the right to change or supplement its procedure and regulation in accordance with government and considerations that would benefit the education of children and better the program.

Newsletter: Classroom newsletters will be sent home on a weekly basis. School Newsletters will also be sent home. We encourage parents to read the newsletters carefully for information regarding their child's class. Parents are responsible for knowing information that is published in the newsletter.

Volunteer Opportunities: Support is vital in the overall success of MHCA. Some opportunities to volunteer include:

- Assist on "Work Days" with maintenance and clean up
- Assist the teacher in the K4 room
- Lead a group of children in music, PE, etc.
- Read to a class
- Get involved in P.A.C.E. (Parents Advancing Christian Education)
- Chair or sit on a committee (Fundraising, P.A.C.E., special events, etc.)
- Submit articles about the school to the Baxter Bulletin or other media sources
- Assist with the yearbook

Parents are encouraged to discuss volunteer opportunities with your child's teacher and/or the school administration. Volunteers should sign in at the office.

Parents Advancing Christian Education (P.A.C.E.): The P.A.C.E. group meetings are scheduled regularly on the first Wednesday each month. These meetings are vital to strengthening relationships and communication with parents, teachers, and Board members, so that they might work together more effectively to support the academy and provide the best education for each child. It provides the opportunity for parents to participate in projects and fundraisers that are essential for the development and progress of our academy.

Academy T-Shirts/Car Decals/License Plates: Academy T-shirts and car decal/license plates are available for students and their families to purchase. We request that our students and their families wear MHCA t-shirts to academy functions and field trips. Car decals and t-shirts promote MHCA in the community to show academy spirit and pride.

House System: The House System at MHCA was developed to foster healthy competition and encourage students to live up to a high standard of excellence in Christ Jesus. It is our hope and prayer that the House System will develop unity to a fuller measure. Within a Christian environment, we hope to encourage a sense of community where students are not in school just to look after themselves, but also each other. It raises the standard of accountability and calls for responsibility on each student's part. The house system is implemented once the school year is underway.

- House system basics: We have established four Houses, each House being named after missionaries who were incredible men and women of faith. Currently, the Houses are: Amy Carmichael (Red House), Jim Elliot (Yellow House), George Mueller (Green House), and Hudson Taylor (Blue House). These may change to facilitate learning about additional missionaries student enrolled at MHCA is assigned to a House and siblings have been assigned to the same House so they can look out for each other as well as not have the home divided. Each House will be prayerfully appointed a Captain (student), Vice-Captain (student), and House Parents (teachers).
- Point System: One aspect of the House System is the point system. Throughout the year points will be awarded or deducted to students based on their character, academic achievements and competitions held at school. Being awarded or deducted points will help students learn that each one of them has a role to play and that their lives affect one another. The class teachers will maintain records of points awarded or deducted. Individual student points will be tallied up in their respective Houses and each month a running total will be maintained to show how each House is doing, and the leading House will be rewarded. House Captains and Vice-Captains have a unique role to shepherd other students in their house. If students in their house have done well. Therefore earning points, the Captains and vice-Captains can commend and encourage them for their effort. If students in their house have not done well, therefore earning negative points, the Captains and Vice-Captains can come alongside, encourage, and hold them accountable to strive towards growth. At the end of the year a trophy is awarded to the House who has accumulated the most points. House Captains, Vice-Captains, and House Parents are encouraged to be creative in how they choose to motivate and reward their House throughout the year to make this an exciting and rewarding endeavor.

Academy Support Opportunities:

Fundraising: Fundraisers are held throughout the year. Families are encouraged to participate to help the academy acquire additional education resources that would benefit our academy.

Contributions: All contributions to MHCA are tax deductible. Please pray regarding how you may contribute. Some areas of need are MHCA building and grounds, furnishings, playground and sports equipment, scholarships, office supplies... We welcome contributions from friends, family, businesses, churches, Sunday school classes, civic groups, etc.