



# **Mountain Area Christian Academy Preschool**

## **Policy & Procedure Handbook**

**14090 Old Highway 76**

**Morganton, GA 30560**

**Phone 706-374-6222**



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# Introduction

## Statement of Faith

We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” - 2 Timothy 3:16*)

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” - Matthew 28:19*)

We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*“Which also said, Ye men of Galilee, why stand ye gazing up into heaven? This same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.” Acts 1:11; also see John 10:33; Matt. 1:23; Heb. 4:15; John 2:11; I Cor. 15:3; John 11:25; Mark 16:19*)

We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.” - Eph. 2:8-10; also see John 3:16; John 5:24; Rom. 5:8-9; Titus 3:5*).

We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.” - John 5:28-29*)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all. - Eph. 4:4-6*)

We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling Him to live a Godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.” - Romans 8:29*)

## **Mission Statement**

Our mission at MACA is to glorify God by providing an educational program that is Christ-centered, Biblically based, academically excellent, and focused on equipping and encouraging our students to obediently fulfill God's purpose for their lives. We recognize the importance of a positive preschool experience in a child's training; therefore, our teachers actively focus on the social, physical, intellectual and spiritual growth of each child.

## **Philosophy**

We believe the Bible is the standard of all truth and knowledge and therefore are committed to teaching all subjects with God's Word as the focal point. We believe it is our God-given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorifying to God.

We believe that parents are the ultimate authority over their children, and therefore they are accountable to God for each child's spiritual and moral welfare.

MACA acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination.

## **Nondiscriminatory Policy**

Mountain Area Christian Academy admits students of any race, color, and or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or any other school administered programs.

## **Church Affiliation**

Mountain Area Christian Academy is an independent board operated facility and is not associated with any particular denomination. It ministers to all evangelistic Christian denominations that have placed their children in our care.

## **Confidentiality**

Any Confidential Information, whether oral, written, or electronic, will be maintained in a manner that ensures its confidentiality.

## **Licensing**

MACA's preschool is licensed by the Georgia Department of Human Resources and complies with the requirements of the Fannin County Health Department. We are also

a proud member of Georgia's Quality Rated Preschools. Please visit [www.qualityrated.org](http://www.qualityrated.org) for more information. You may also visit the BRIGHT from the START website at [www.decal.state.ga.us](http://www.decal.state.ga.us) to view our preschool and monitor our license visits. MACA is required by law to report any suspected child abuse, neglect, exploitation or deprivation to Children Protective Services. The following will be posted and available at MACA at all times: The current license, a copy of Department of Human Resources Rules and regulations, the most recent evaluation report, a Communicable Disease Chart, statement regarding parental access, names of persons responsible for preschool administration, current weeks menu, emergency plans for severe weather and fire, and a statement for visitors.

### Overview

MACA's pre-school program offers a balanced early childhood experience by carefully blending traditional values with our Christian educational preschool curriculums and play opportunities. We aim to develop the whole child: socially, physically, emotionally, academically and spiritually.

MACA offers a nurturing environment designed to foster security and happiness. Our staff is dedicated to giving parents "peace of mind." It is our intention to partner with your family and to support you to the best of our ability.

## Admissions

We appreciate your interest in applying to Mountain Area Christian Academy. In order to enroll your child, we must receive a completed application packet. The following list is a quick reference guide as to what is needed (all of which is included in the packet). If at any time during the application process you have questions, please contact the office at (706) 374-6222 for assistance.

Your child's application is complete when the following items have been submitted:

- Completed Child Application
- Signed Statement of Cooperation and Understanding Parental Agreement
- Signed Emergency Information Sheet
- Application Fee (\$75) – Non-refundable
- Registration Fee (\$150) – Non-refundable
- Copy of Birth Certificate
- Copy of Social Security Card
- Certificate of Immunization Form 3231 (required by State of GA)
- Vision, Hearing, Nutrition and Dental for 4 year olds within 90 days
- MACA Financial Contract Agreement
- Application for our federal food/nutrition program

### Family Interview

After you have submitted your application, you will be contacted to schedule a parent interview with the director. As a Faith based school, we will explain what makes us unique.

### Admissions Acceptance

After completion of all of the above, you will be notified concerning your child's enrollment status. If your child meets the admission requirements but there are no spaces available in the class, you will be given an opportunity to keep your application in the waiting pool.

### Enrollment

Upon acceptance, applicable tuition fees will be due before your child will officially begin preschool.

## Curriculum

The *ABeka* curriculum is dedicated to providing quality education from a Christian perspective. *ABeka Book* writers do not paraphrase progressive education textbooks and add Biblical principles; they do primary research in every subject and look at the subject from God's point of view. The *ABeka* curriculum supports the development across the five learning domains. Classroom materials and curriculum reflect values for children's home language, traditions and different cultures. Our curriculum is aligned with the Georgia Early Learning and Development Standard. (GELDS)

Of course, the most original source is always the Word of God, which is the only foundation for true scholarship in any area of human endeavor. Thus, *ABeka Book* publications are built upon the firm foundation of Scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of teaching. *Abeka* is a curriculum that grows with the child.

### K1

Language development and listening skills that include, but not limited to, colors, shapes, animals etc. Counting and reciting the alphabet. Social skills such as sharing and simple manners are also a major focus.

### K2

#### Language Arts

Language development and listening skills that include, but not limited to, color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science.

#### Numbers

Simple counting 1-25, Number concepts 1-10

#### Bible

Songs/choruses, Memory verses

### K3

#### Language Arts

Recognition of name, sound and pictures for short vowels and consonants

Formation of vowels and consonants in upper and lower case

Language development and listening skills that include, but are not limited to, color



words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science

## **Numbers**

Simple counting 1-30, Number concepts 1-15

## **Bible**

Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan

## **K4 Pre-Kindergarten**

### **Language Arts**

Phonics and Reading—recognition of name, sound and picture of long and short vowels and consonants

Sounding of blends and one- and two-vowel words.

Reading of sentences and stories with one- and two-vowel words

Language development and listening skills that include, but are not limited to, color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science

Cursive Writing—formation of letters, blends and words, writing of first name

Poetry—twenty-eight poems and finger plays committed to memory

## **Numbers**

Number recognition and counting 1-100

Number concepts 1-20

Numbers before and after 1-20

Numbers largest and smallest 1-20

Addition facts - 1+1, 2+1, 3+1, 4+1, 5+1, 6+1, 7+1, 8+1, 9+1, 10+1

## **Bible**

Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan (includes memory verses and hymns/choruses)

## **Six Easy Steps to Reading**

1. Learn to recognize the short vowels and their sounds.  
Learn to recognize the consonants and their sounds.

2. Learn to blend/blending the sounds of a consonant and a vowel is the first step to reading words.
3. Learn to sound one-vowel words/when there is one vowel in a word that vowel usually says its short sound.
4. Learn the sounds of the long vowels.
5. Learn to sound two-vowel words– when there are two vowels in a word, the first vowel says its long sound and the second vowel is silent.
6. Learn the special phonics sounds–the *A Beka Book* phonics program contains 132 special sounds (often called phonics rules), such as those listed below:
  - a. **bl** in block
  - b. **ear** in bear

### Special Needs (Inclusion)

Inclusion is always our goal. It is our desire to have a better understanding of your child's individual differences and to do our best to include them in all learning opportunities. We believe that each child should have an environment and experience that promotes growth in all areas of learning and development. Our staff is committed to learning more about various disabilities and to include training in such as part of our annual training plan.

### Discipline

Learning to interact with our friends correctly, follow instructions, and practice first time obedience is a vital part of nurturing the mind as well as the spirit of a child. Therefore, we will strive to balance age-appropriate expectations with words of affirmation for classroom behavior. We find that when children receive proper attention from the adults in their life, it tends to lessen negative behavior. For minor infractions we redirect the children to positive activity.

We reiterate good behavior by talking about gentle hands, kind mouths, walking feet and listening ears.

Extreme incidences, such as continued biting, hitting and using foul or disrespectful language will be addressed with the director and may result in suspension.

## Financial Policy

### Financial Obligations

- Application fee must be submitted with the enrollment and is **nonrefundable**.
- The Registration fee and first week's tuition must be paid **prior to** the student's first day of preschool. The registration fee is non-refundable.
- A fee (per check) of \$30.00 for insufficient funds will be charged to your account should a check be returned to MACA at any time.
- Weeks are not discounted for normal holidays or half days.
- If a student does not attend preschool for ten consecutive days and we have not received proper notice from the parent, we will assume that the child has been withdrawn. His space will be given to another student.

Students are eligible for vacation. Vacation must be claimed in advance and cannot be credited to an unpaid balance.

- 10 month students get 1 week
- 12 month students get 2 weeks

### Delinquent Accounts

A statement is mailed to the parent/guardian in the event the account is past due. Any account that becomes past due by forty-five ( 45) days will require the parents meet with the Administrator and Finance Director to discuss a plan to bring the account current. If the account exceeds 60 days the Administrator will go to the board with the account information and the board will decide the next action to be taken, up to and including, financial suspension. The parent/legal guardian will be notified of the Board's decision. If financial suspension is the result, students may not attend class until the account is brought current. Should a student be present while under suspension, the parent/legal guardian will be contacted by phone and asked to pick up the student. The student may return to class only when the account is brought current.

In the event that divorced parents split the responsibility for tuition the above policy will be applicable regardless of which parent is delinquent

The account must have a zero balance and all books returned in order for the student to receive his/her report card, transcript, and/or test scores. Report cards, grade reports, test scores, and all other school records are held for all the students in the family until all accounts are clear. In the case of a withdrawal all records will be held if the account has a balance until that balance is paid in full.

A \$35.00 fee will be charged for all returned checks. Checks will be re-deposited and accounts will be assessed applicable late fees. After two returned checks, MACA reserves the right to require certified funds for future payments.

### **Financial Aid**

MACA does not have a scholarship program for pre-school however MACA is an approved CAPS Program preschool. CAPS is Georgia's implementation of the Federal Child Care and Development Fund (CCDF) allocated to each state to increase the availability, affordability and quality of early childhood and school age care.

#### **CAPS Program Overview**

The Childcare and Parent Services (CAPS) program is designed to help low income families afford safe quality child care. The CAPS program is administered in all 159 Georgia counties by the local county Department of Family and Children Services (DFCS). Families must be a resident of Georgia and apply for the CAPS program online at [www.compass.ga.gov](http://www.compass.ga.gov). The CAPS program can subsidize the cost of child care for children who are US citizens or legal residents and under age 13. The age can be extended to 18 if the child has special needs. Families that qualify for the CAPS program can choose their own child care provider. The CAPS program will reimburse authorized child care providers up to a certain amount. Most eligible families share in the cost of care by paying a fee based on their income, family size and the number of children receiving child care subsidies. This fee is paid directly to the child care provider. Please note that policies and procedures in the Childcare and Parent Services program are subject to change.

## **Fund Raising**

MACA does not rely on any state or federal funds. We gratefully rely on the families to participate in at least one fundraising effort (of your choice) during the school year.

## **Health**

### **Meals/ Nutrition**

We strive to provide nutritious and balanced meals and snacks for your child. We also use mealtime as an opportunity for learning. We encourage good manners, and trying new things. We have had parents in the past say, “She ate broccoli? Wow”!

Food brought from home must meet the national nutrition requirements. Please do not send sugary drinks, candy, cookies, cakes, or “Little Debbie “type snacks. We participate in the CAACFP (Child and Adult Care Food Program) which allows us to provide fresh fruits and vegetables and farm raised produce.

As a rule, we do not allow any food containing nuts of any kinds. If your child is on a special diet or has food allergies please inform us so that we can make accommodations for your child. You also need to have a doctor’s order on file for food allergies or special accommodations.

Please do not send any food or drink to school for the entire class without prior approval from the teacher. It is very important that we check the food allergy list for each classroom.

Water is always encouraged, available and accessible.

### **Rest Time**

Rest time is a state requirement! All children 5 and under must have a rest period. We do not force children to sleep, but we do require them to stay on their mats and remain quiet. Children are allowed to bring stuffed animals for rest time, and we encourage them to bring a special blanket. After they have fulfilled the rest time requirement, children who do not sleep may do a quiet activity such as looking at books or working a puzzle.

## Medications

All medication is to be checked in at the office. You will be required to fill out a form with the name of the medication and dosage instructions. Prescription medication must be in its original pharmacy container. MACA does not administer medication on an “as needed” basis.

## Medical Emergencies

In the case of serious injury the parent will be notified and the child will be transported to the hospital or clinic. All costs associated with injuries to the child will be the responsibility of the parent. In the case of a more serious medical emergency we will call 911 and have your child transported to the hospital; we will then try to contact you immediately. If we cannot reach you, we will begin calling the persons listed on the emergency contact list.

## Child Abuse/Neglect

MACA preschool is required by law to report any suspected signs of child abuse and/ or neglect.

## Head Lice

**In the case of a student with head lice the student will be sent home and cannot return until they are completely nit free. Upon the students return the child must check in at the main office and be checked by a school official to clear them for return. If head lice are discovered in your child’s class all students in the class will be check. Also, siblings of the infected student in other classes will be check for head lice.**

## Television/ I Pads/ Video Games

Research to date suggests that excessive television viewing is associated with negative effects on children such as poor sleep patterns, short attention spans, and conflicts with interpersonal relationships. It has also proven to increase the risk of childhood obesity. Our goal is to educate our families on the benefits of skipping TV / I Pad time and replacing it with more healthy options such as outside play, games or family activities. T.V. viewing in the classroom is rare and limited to 30 minutes per week.

# Operating Schedule

## Special Openings and Closings

Holiday Preschool Care: There will be a special sign-up form for preschool during Fall Break, Winter Break, and any other days when MACA K-5 through 12th will be closed. While the days to be open have been worked into the Preschool Calendar, it will help us plan for staffing and other minor adjustments if we have an accurate count of children who will be present during this time. A notice will be sent home with your child prior to each break. Should there be days that we are closed that are not on your calendar, we will inform you of the days as soon as possible.

## School Closings

If severe weather problems arise, you will receive a call from our schools Schoolcast System. Please make sure the office is up to date on any phone number changes so you will receive these important calls.

## Hours of Operation

Mountain Area Christian Academy is open from 7:30 AM until 5:30 PM Monday through Friday during the pre-school calendar year. Please check the calendar for closings.

## Drop off and Pick up

It is normal for your child to cry upon arrival for the first few weeks of preschool. We find it best for you to make your goodbyes brief. We reassure our little ones that Mommy and Daddy always come back. Preschoolers are required to be walked into class each day. Siblings are not allowed to drop off and pick up unless they are 16 years old. No child will be allowed to leave with anyone except the parent, unless we have that name on the alternate pick-up list. Anyone that is unfamiliar will be required to show I.D.

## Transportation

Transportation to and from school is not provided for pre-school students.

## Holidays/Birthdays

We honor all major holidays with the exception of Halloween. We offer an alternative to Halloween by celebrating Happy Harvest. Birthdays are also a special occasion. We love to celebrate their "special" day! We welcome healthy treats from home for these special occasions. Please check with your child's teacher to make arrangements.

## **Court Orders**

If there is a court order keeping one parent or guardian away from the child, you must provide a copy of the court order. Otherwise we CANNOT prevent the non-custodial parent from picking up the child.

## **Other Miscellaneous Information**

### **Supplies**

Please label all supplies with your child's name. A complete change of clothing must be kept on hand at school. Please place this extra set of clothing in a gallon sized zip lock bag. In cold weather, please send a warm jacket, hat and mittens. Parents must provide diapers and wipes for K-1 students and pull-ups and wipes for K-2 students. Please refer to the enrollment packet for an additional supply list for each class.

### **Fire/Severe Weather Drills**

Monthly fire and/or severe weather drills are conducted. These drills are for the safety and health of your child. Every effort will be taken to perform the drills in a manner that does not alarm or frighten the children.

### **No Smoking Policy**

You will notice a "No Smoking" sign posted on the campus. This state guideline will be strictly enforced and applies to anyone picking up or dropping off your child.

### **Dress code**

Uniforms are not required for K-1, K-2 and K-3. We encourage our preschoolers to dress comfortably- play clothes are fine. We do lots of finger painting and art, so please keep this in mind when dressing your preschooler for the day. Uniforms are required in K-4. Families are encouraged to use our uniform closet to swap and share gently used uniforms and shoes. There is no charge for items from the uniform closet.

### **Volunteers**

Volunteers are welcome for various activities such as holidays, special events or projects. We have an open classroom policy. We encourage families to visit, participate in special reading days or just come for lunch. Teachers are always grateful for a helping hand.



## **Family Socials/Special Events/Sports**

Several times throughout the year our school will host special events for families to attend. This includes, but is not limited to, talent shows, family suppers and the “Buzzards” game where our families participate in sports competition. Muffins with Mom and Donuts with Dad are also part of our special events. We also encourage our preschool families to attend sporting events throughout the year to cheer on our MACA Lions. Family is a vital part of our program. Our mission is to be an arm of support to your family in any way we are able. We keep resources on hand, and periodically host events on special topics that may benefit your family.