



Mountain Area Christian Academy

Preschool

Policy & Procedure Handbook

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TABLE OF CONTENTS

Introduction	4
Statement of Faith	4
Mission Statement	4
Philosophy	5
Church Affiliation	5
Licensing	5
Overview	5
Academics	6
Curriculum	6
Special Needs	7
Admissions	8
Financial	9
Fund Raising	9
General Information	10
Special Openings and School Closings	10
Hours of Operation	10
Drop off and Pick up	10
Transportation	10
Court Orders	10
Child Abuse/Neglect	10
Discipline	11
Nutrition	11
Rest Time	11
Holidays & Birthdays	11
Television	11
Supplies	12
Fire and Severe Weather Drills	12
No Smoking Policy	12
Notice of Nondiscriminatory Policy as to Students:	12

Health Concerns _____ **13**
Medications _____ **13**
Medical Emergencies _____ **13**
Uniform Dress Code _____ **13**

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.

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.

LICENSING

MACA's preschool is licensed by the Georgia Department of Human Resources and complies with the requirements of the Fannin County Health Department. Please visit the BRIGT from the START website at 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 time 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."

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.

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.

K1

Language development and listening skills that include 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 color words, shapes, animals, transportation, countries, community helpers, health, safety, manners and science.

Numbers: Simple counting 1-25, Number concepts 1-10

Bible: Hymns/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 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 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
2. Learn to recognize the consonants and their sounds.
3. Learn to blend/blending the sounds of a consonant and a vowel is the first step to reading words.
4. Learn to sound one-vowel words/when there is one vowel in a word that vowel usually says its short sound.
5. Learn the sounds of the long vowels. 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:

bl in block

ear in bear

SPECIAL NEEDS

At this time we are not equipped with special education professionals in the preschool department, however if your child's special needs are such that our staff can manage the classroom without added teacher aids we will do everything we can to accommodate your special needs child.

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 Application
- Signed Statement of Cooperation and Understanding Parental Agreement
- Signed Emergency Information Sheet
- Application Fee (\$45) – Non-refundable
- Registration Fee (\$125) – Non-refundable
- Copy of Birth Certificate
- Copy of Social Security Card
- Certificate of Immunization Form 3231 (required by State of GA)
- MACA Financial Contract Agreement

After you have submitted the application, you will be contacted to schedule a parent interview with the Director. You will be asked to share about your personal faith and current level of involvement in your church. The Director will briefly explain the purpose of Christian education; provide an overview of our program, and give you time to ask whatever questions you may have concerning the preschool.

After completion of all of the above, the Director will notify you with regard to 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.

Upon acceptance, applicable tuition fees will be due.

FINANCIAL

A parent's account is a binding financial obligation. The parent's total agreement and support of that obligation is expected. Enrollment at MACA is a privilege. As good stewards of what God has entrusted to the school's care and in order for MACA to operate to its fullest potential, it is critical that MACA pays its bills promptly to protect its good name and Christian witness in the marketplace. Therefore, it is equally critical that parents make timely payments in accordance with MACA procedures.

TUITION

The registration fee along with the first week's tuition must be paid prior to the student starting preschool. If the student is withdrawn prior to the end of the contract year, all money is forfeited.

Vacation weeks must be claimed in advance and cannot be credited to an unpaid balance when service has already been rendered.

Students with unpaid balances will not be allowed to return until acceptable payment arrangements have been made.

Hospitalized students will only be charged for days actually attended during the week of their hospitalization. If a student does not attend preschool for 10 consecutive days and we have not received proper notice from the parent, we will assume that the child has been withdrawn. Their space will be given to another student. Parents are responsible for contacting the school office when they are going to be late in picking up their child. Late pick-up fees will apply.

For tax purposes, payment documentation will be available annually by January 31st. We do not provide tax information over the phone or to a third party.

Application and Registration fee must be paid with enrollment and is **nonrefundable**.

The first week's tuition must be paid **prior to** the student attending preschool. If the student is withdrawn prior to the end of the contract year, all money is forfeited.

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 and his space will be given to another student.

A Withdrawal Form must be completed and accounts paid in full prior to removing students from preschool.

FUND RAISING

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

GENERAL INFORMATION

SPECIAL OPENINGS AND SCHOOL CLOSINGS

Holiday Preschool Care: There will be a special sign-up form for preschool during Fall Break, Christmas Break and Thanksgiving 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 as soon as possible.

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 numbers changes so you will be able to 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 school calendar year. Please check the calendar for days of operation.

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

MACA's preschool does not provide transportation to and from preschool.

COURT ORDERS

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

CHILD ABUSE/NEGLECT

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

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, the preschool teachers will strive to balance age-appropriate expectations with words of affirmation and/or consequences for classroom behavior. For minor infractions we redirect the children to a positive activity. For persistent ill behavior we use time out and loss of privileges, such as sitting out for a brief time during recess. The general rule is a time out of one minute for every year of age. Three-year olds would have three minutes of time out. Extreme incidences such as biting may result in temporary suspension until a plan can be implemented to correct the behavior. The general rule is more than ten incidences.

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

NUTRITION

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

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. As a rule, we do not allow any food containing nuts of any kind. If your child is on a special diet or has food allergies, you will be required to furnish the foods needed. We also need to have a doctor's order on file for food allergies. The food you provide from home needs to meet nutritional guidelines. All refrigerators are subject to inspection from the state so we strictly enforce expiration rules and recommendations on food sent to school.

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, however, we do require them to stay on their mats and remain quiet. After a reasonable amount of rest time, children who do not sleep may be allowed to participate in a quiet activity such as looking at books or working a puzzle. Children are allowed to bring stuffed animals for rest time, and we encourage them to bring a special blanket.

HOLIDAYS & BIRTHDAYS

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

TELEVISION

Television viewing is limited in preschool however, occasionally we allow the children to watch age appropriate videos such as *Thomas the Tank Engine*, *Veggie Tales* or *Dora the Explorer*. From time to time children bring in special videos from home to share with the class. The teacher will obtain permission from the preschool director before the video is shown. Most "G" rated videos are allowed, "PG" videos require director approval.

SUPPLIES

Please label all supplies with your child's name. Your child needs to have a complete change of clothing on hand. Please place the extra set of clothing in a gallon sized zip lock bag. In cold weather, please send a warm jacket, hat and mittens. We do not allow sippy cups from home. If your K-2 preschooler is wearing pull-ups, we require that you supply them along with wipes. Please refer to the enrollment packet for an additional supply list for each class.

FIRE AND SEVERE WEATHER DRILLS

MACA will conduct periodic fire and/or severe weather drills. These drills are for the safety and health of your child. Every effort will be taken to perform the drills so as to not intentionally alarm or frighten the children.

NO SMOKING POLICY

MACA is a "smoke free" campus. This state guideline will be strictly enforced and applies to anyone picking up or dropping off your child or visiting our campus.

Notice of Nondiscriminatory Policy as to Students:

Mountain Area Christian Academy admits students of any race, color, and 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, scholarship and loan programs, and athletic and other school-administered programs.

HEALTH CONCERNS

Under no circumstances is a sick child to attend preschool. He should have fully recovered from an illness and remain fever free for 24 hours before returning to school. While it is not possible to prevent the spread of illness, we can definitely minimize the exposure.

Children who have had symptoms of a communicable illness within the proceeding 24 hour time period are likely to be contagious and should not attend preschool. Symptoms include but are not limited to the following: fever of 100.4 degrees, nausea, vomiting, diarrhea, sore throat, hacking or continuous coughing, yellow or green mucus, draining or red eyes or ears, rash, or head lice.

We reserve the right to determine whether your child should remain at school when illness is a consideration. A doctor's note may be required before your child can return to school. If your child becomes ill during the day, we will contact you immediately by phone so you can arrange for him to be picked up. If possible, we will isolate the child until you arrive to minimize exposure to the other children. If the parent cannot be reached, we will call the designated emergency contact person.

MEDICATIONS

All medications are 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 has to have the child's name on the bottle along with the doctor's name, name of the pharmacy, prescription number, date and directions. We do 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 contact list.

UNIFORM 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.