



# Preschool Parent Handbook

## Awaken Christian Academy Preschool

*"Let the children come unto me." Luke 18:16*

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## **Welcome**

Welcome to Awaken Christian Academy Preschool. We are glad that you are a part of our family. Clear communication is one of the keys to a successful program. This handbook contains specific information and requirements set forth by Awaken Christian Academy Preschool and Clark County. After reading it, you will be required to sign the verification statement stating that you received, read, and understood this information. This document will be kept in your student's file and must be returned within one week of his/her enrollment at ACAP. This handbook is designed as a reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year. **(3) (1c) (2d)**

## **Meet The Teachers**

Director/Lead Teacher: JoAnna Knight

Lead Teacher: D'Shanae Counts and Hannah Fablia

Assistant Teacher: Yvonne McFadden, Ann Milan, Angela Le, and Janet Leal

# PHILOSOPHY AND PURPOSE

## Mission (1a)

Awaken Christian Academy Preschool (ACAP), founded in 2009, is a ministry of Awaken Las Vegas. ACAP is dedicated to leading children into a pattern of life and receptiveness of thought conducive to the development of the whole child: mind, body, and spirit. Our mission is to honor God by providing an environment of developmental excellence that integrates Biblical truth into the daily life of each child.

## Purpose

Our purpose is to function as an extension of the home by providing a caring environment that offers a balance of academic and developmentally appropriate lessons and activities that encourage a God-centered view of life.

Functioning as an extension of the Christian home, ACAP supports parents who seek to obey biblical instruction, which gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, ACAP offers a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

## Philosophy

The basis of our philosophy is the belief in God the Father, Jesus Christ our Savior, the Holy Spirit, and God's Word – the Bible. We believe in the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth, and practice. All our goals and objectives are based on the Bible.

Our goals and objectives include:

1. All that we do is to the glory of God (I Corinthians 10:31)
2. To assure the salvation of all of our students (Matthew 23:19,20 & Luke 18:16)
3. To train our students in Christian service and ministry (II Timothy 2:2)
4. To promote the maturity of our students in doctrine and practice (Ephesians 6:4 & Colossians 1:28, 29)
5. To teach our students a sound mastery of basic learning skills, self-discipline, and good work habits (II Timothy 2:15)

We believe in the conviction that the knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in the spiritual, mental, and social areas.

All staff and faculty have a personal commitment to Jesus Christ. They will allow the Lord to minister through them by the power of the Holy Spirit.

## **Statement of Faith**

**WE BELIEVE** that there is one living and true GOD, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

**WE BELIEVE** that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

**WE BELIEVE** in God the Father, an infinite, personal Spirit perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

**WE BELIEVE** in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings; His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

**WE BELIEVE** in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the biblical gifts of the Spirit.

**WE BELIEVE** that all people are sinners by nature and choice and therefore are under condemnation; that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration.

**WE BELIEVE** that the Lord Jesus Christ committed two ordinances to the Church: 1) Baptism, and 2) The Lord's Supper. We believe in Baptism by immersion and Communion open to all believers.

**WE BELIEVE** also in the laying on of hands for the baptism of the Holy Spirit, for the ordination of pastors, elders, and deacons, and for receiving gifts of the Spirit.

**WE BELIEVE** in the personal, visible return of Christ to earth and the establishment of His Kingdom, in the resurrection of the body, and the final judgment.

**WE BELIEVE** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

**WE BELIEVE** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

**WE BELIEVE** that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

## **Pledges of Loyalty**

### **Pledge to the American 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."

## **CHILD DEVELOPMENT GOALS AND CURRICULUM**

Early childhood is a critical time in the development of a child's perceptions of self, others, the world, and God. The goal of the Awaken Christian Academy Preschool's curriculum is to stimulate the child's physical, mental, emotional, cognitive, and social development, providing for the special needs of each child while maintaining a strong spiritual emphasis throughout.(1a)

The primary learning of young children takes place in play and in interactive learning experiences. Children thrive when they have the opportunity to explore and experience the world around them. Play experiences enable them to organize and understand themselves and their world.

### **Skills and Objectives for Learning**

The opportunity to experience the world around them encourages children in their intellectual development. As they interact with their environment, they gather information from which they are able to make assumptions and test them. The children's experiences form the basis for their knowledge and enable them to find meaning and order in their world. A balance of child-initiated and teacher-directed activities helps to prepare children for future academic growth and development.

### **Two-Year-Old Classroom (2c)**

The following skills will be developed in the two-year-old classroom:

- Recognize and identify the name
- Identify numbers 1-20
- Identify basic shapes
- Identify colors
- Recognize letters A-Z
- Sit for a short story (5-7 min)
- Follow simple directions
- Pull pants up & down
- Wash hands with help
- Sitting on the potty
- Wiping with assistance

## **Three-Year-Old Classroom (2c)**

The following skills will be developed in the three-year-old classroom:

- Recall first and last name
- Recall age and indicate with fingers
- Listen to short stories
- Follow simple directions
- Memorize and repeat fingerplays
- Memorize and sing songs
- Speak in sentences
- Ask questions
- Name objects
- Identify body parts
- Match shapes
- Match colors
- Count to 10
- Play cooperatively with other students
- Participate in group activities
- Use playground equipment
- Express needs verbally
- Recognize names and letters in their name

## **Four-Year-Old Classroom (2c)**

The following skills will be developed in the four-year-old classroom:

- Recall first and last name
- Recall age
- Memorize the address and phone number
- Express feelings verbally
- Share and take turns
- Clean up toys and messes
- Identify and classify colors and shapes
- Count to 20
- Count objects
- Reproduce patterns
- Label items
- Participate in verbal discussion
- Describe objects
- Act out stories
- Follow step-by-step directions
- Identify rhymes
- Recall sequence in stories and pictures
- Distinguish between different and the same
- Know size differences
- Sort objects
- Walks in a straight line or on a balance beam
- Understand concepts of empty/full; more/less
- Complete sentences with proper words
- Use left-to-right progression
- Answer questions about a story or event
- Look at pictures and tell a story

- Identify names
- Stand and hop on one foot, catch and throw a ball
- Walk backward
- Work independently
- Tell opposites
- Recognize numbers and put written numerals in order
- Identify letters of the alphabet
- Distinguish between uppercase and lowercase letters
- Identify position words
- Identify and match like sounds
- Hold and write with a pencil
- Print first name
- Use scissors

## **OBJECTIVES FOR SPECIFIC AREAS OF DEVELOPMENT**

### **Spiritual**

- To make God, His Word, and His Son a part of daily the daily experience
- To share Bible stories, recount God's acts and dealings with His people
- To learn how to worship God through song and prayer
- To feel reverence for God and respect for the Bible as His Word
- To develop a desire and love for sharing God with others
- To teach specific truths about the Christian faith, such as:
  - God created everything there is
  - God loves each person
  - God is good and deserves our worship
  - The Bible is God's special Book
  - The stories in the Bible are true
  - The Bible shows us how we should act
  - Jesus is God's Son
  - Jesus lived on Earth
  - Jesus died, but God made Him alive again, and He lives in heaven
  - God is everywhere
  - God is everything
  - God forgives us when we ask
  - God hears when we pray
  - God will help us
  - God is all-powerful
  - God can heal
  - God provides for our needs
  - God wants us to love Him
  - God wants us to love others
  - God wants us to be thankful

### **Social/Emotional**

- To develop a sense of self-worth as beings created in God's image
- To learn to express themselves in socially acceptable ways
- To learn the acceptance of others that Jesus modeled on Earth
- To develop the social skills of cooperation and negotiation to resolve interpersonal problems

- To develop a sense of responsibility
- To develop social and cultural awareness:
  - Appreciation and respect for the family
  - Understanding of holidays
  - Introduction to American history
  - Introduction to the roles of community helpers
- To develop a self-concept:
  - Having opportunities to succeed
  - Getting feedback for personal accomplishments
  - Developing self-help skills and independence
- To develop relational skills:
  - Expressing needs and feelings in words
  - Developing manners
  - Learning to share and take turns
- To develop the concept of citizenship:
  - Taking responsibility for the room environment
  - Finding ways to be helpful
  - Recognizing the importance of giving and sharing resources
  - To develop creativity and expression

## **Physical**

- To develop physically in a healthy and safe environment
- To develop large and fine motor skills
- To learn basic rules of health and personal safety
- To learn basic rules of classroom and playground safety
- To learn emergency preparedness

## **Cognitive**

- To develop a positive attitude toward education/school
- To master new skills:
  - Counting
  - Quantitative concepts (more/less, full/empty, etc.)
  - Classification
  - Patterning
  - One-to-one correspondence
  - Ordering, sequencing (short, shorter, shortest, etc.)
  - Number recognition
  - Measurement
  - Graphs
  - Fractions
- To develop curiosity, creativity, and problem-solving ability:
  - Making comparisons (same/different; big/bigger/biggest)
  - Classifying
  - Noting sequence
  - Understanding cause and effect
  - Making inferences
  - Predicting outcomes
- To understand God's universe and the people of His world:
  - Matter and energy
  - The earth
  - The cosmos
  - Living things
- To develop the ability to use and understand language:

- Auditory discrimination
- Auditory memory
- Rhyming
- Oral communication
- Vocabulary development
- Dictating stories (having their words written down)
- Classification
- Visual discrimination
- Visual memory
- Alphabet recognition
- Left-to-right progression
- Whole/part relationships
- Comprehension
- Using position words
- Opposites

## ENROLLMENT & FINANCIAL POLICIES

### Application(1c/i)

Parents of children 2 years old and showing signs of toilet readiness, 3 or 4 years old and **potty trained** may complete the online application and submit the application fee to begin the enrollment process for ACAP. The Preschool Director will reach out to schedule an opportunity for parents and children to tour the facility, observe the age-appropriate classroom, and be given more detailed information about the program.

### Registration

Following the parent tour and interview, if it has been determined that ACAP is a good fit for the child, parents will be invited to complete the registration paperwork and submit all the required documents and enrollment fee before they decide upon a start date. **(1C) (2d)**

### Tuition Policy (1c)(2d)

Tuition payment plans will be set up before a child's first day of attendance. Tuition payments must be made through automatic withdrawal. You may choose to have the payments automatically withdrawn from your account on the 1st of the month or the 20th of the month prior. The necessary paperwork will be given to you upon acceptance. Tuition rates vary on each program:

- 5 Full Days \$8,000 annual tuition (\$800 monthly payment)
- 3 Full Days M/W/F \$5,150 annual tuition (\$515 monthly payment)
- 2 Full Days T/TH \$3,550 annual tuition (\$355 monthly payment)
- 5 Half Days \$5,400 annual tuition (\$540 monthly payment)
- 3 Half Days M/W/F \$3,350 annual tuition (\$335 monthly payment)
- 2 Half Days T/TH \$2,400 annual tuition (\$240 monthly payment)

If an account becomes 2 weeks past due, the family has 15 days to bring the account current. Failure to do so will result in the student being withdrawn from the school until the account is paid in full.

### Withdrawal Notice

A two-week advance written notice is required to withdraw a student from the program.

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## **Enrollment Fees**

A one-time \$50 non-refundable Application Fee is due at the time the application is submitted. An annual \$250 non-refundable Enrollment Fee is assessed each year. **(1c) (2d)**

## **Late Pick-up Fee**

Parents/Guardians who fail to pick their students up on time after the end of their scheduled day will be charged a late pickup fee of \$1.00 per minute per child.

If a student is left at the school for more than thirty minutes after closing, Metro and/or Child Protective Services may be called.

## **HEALTH & SAFETY**

### **Health Status (1c)(2d)**

Evidence of each student's health must be presented within thirty days after his/her initial admission, and annually thereafter, or whenever the director shall have reason to suspect that a student participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the student's general condition indicates the need for such examination.

**(2b)**

**(2B)**

The evidence must include a written statement from a physician or registered nurse licensed in the state of Nevada attesting to the status of the student's health and stating that all known special conditions are under treatment and the child can adjust to the programs of the facility. ACAP is not equipped to care for children with behavioral, physical, or cognitive special needs.

**(2b) (1b)**

### **Evidence of Student's Immunizations (1c) (2d)**

Evidence of immunization must be presented to the director upon admission to the program as required by NARS 432A.230. The certification shall state that the student has been immunized and has received proper boosters for the immunization, or is complying with the schedules established by regulation for the following diseases:

1. Diphtheria
2. Tetanus
3. Pertussis
4. Poliomyelitis
5. Rubella
6. Rotavirus
7. Such other diseases as the local board of health or the state board of health may determine.

The certificate must show that the required vaccines and booster were given and must bear the signature of the licensed physician or registered nurse who administers the vaccines or booster.

### **Emergency Information and Release**

Information, including parents' home and work emergency contact information, known allergies to food or medications, and release for emergency medical treatment, must be completed and submitted at the time of admission or prior to attendance in the program. **(1c) (2d)**

## **Authorization for Pickup**

Students will only be released to the parent /guardian or persons designated by the parents on the individual pick-up list. These persons were designated by the parent on the original application form. You may also indicate anyone who is specifically not allowed to pick up your student. Changes may be made to the authorized pick-up list by completing the proper form, which may be obtained from the director of staff. In emergency situations, parents may authorize other persons not on the pickup list to pick up the student. In such cases, the parent must give written authorization or verbal authorization over the phone. In the event that authorization is given over the phone, the parent should be prepared to answer questions that will assist in verifying the identity of the caller. The director or staff will make an effort to notify that parent if an unauthorized person attempts to pick up a child. All persons picking up a student should be prepared to produce picture identification. If there is a custody agreement in place ACAP will need a copy of the agreement to keep on file. **(2d)**

## **Student Transportation**

Students will be transported to and from school by their parents or a person designated by their parents. Awaken Christian Academy Preschool will only transport students off-campus in case of an emergency. Written permission from the parent/guardian is required. **(1f)**

## **Absences**

We plan our programs with the assumption that every child will attend every scheduled day. If your child is unable to attend, please notify the office that day. If you plan to take a family vacation, please make sure to notify your student's teacher. If your student is absent due to illness with a communicable disease, please let us know as soon as possible.

## **Holidays/Time Off**

ACAP observes the following Holidays: New Year's Day, MLK Day, President's Day, Easter and the Monday after Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Nevada Day, Veteran's Day, Thanksgiving, Christmas Eve and Christmas Day. We are also closed for Spring Break and Christmas Break. Throughout the year teachers are required to attend Staff Development Days to further their training. These dates will be on the school calendar at the beginning of each school year. ACAP staff must take 24 hours of continuing education classes each year. **(1a)**

## **Sick Students (2a)**

Students will be observed daily upon arrival for common signs of communicable disease or other evidence of ill health. A student who is ill upon arrival at the center will not be admitted or will be separated from the other children until the parent/guardian can pick them up.

When students have been exposed to a communicable disease such as hepatitis, chickenpox, or measles, all staff members, parents/guardians, and students will be notified immediately by the school. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease as soon as possible.

If a student becomes ill while at school, the parent will be contacted and expected to pick them up as soon as possible. The child will be separated from the other children until a parent arrives.

**If a student displays any symptoms of illness, he/she must be kept at home.**

**The student may return to school after an illness when:**

- **Fever is under 100 degrees and broken for 24 hours unmedicated.**
- **Nausea, vomiting, or diarrhea has subsided for 24 hours.**
- **If antibiotics are needed have administered over 24 hours.**
- **The student is feeling well again, and normal behavior has returned.**

## **Medication**

The giving or application of medication or individual special medical procedures shall be provided only on written orders or a prescription from a physician to the student's parent/guardian. We do not give over-the-counter medications unless we have a written prescription from a physician. This includes cough syrup, aspirin, allergy medication, etc. All prescribed medications must be in their original container. Parents/guardians must sign the Medication Release stating what the medication is, the quantity to be given, and the time when the medication is to be administered. **(1c) (2d)**

## **Allergies**

All allergies to medication and/or other substances must be stated on the emergency medical form. Any food allergies must also be stated on this form. Information about children with allergies will be compiled from these forms and posted in the classroom. **(1c) (2d)**

## **Inclement and Excessively Hot Weather**

On days of inclement or excessively hot weather, students will be kept inside the classroom.

Parents/guardians are responsible for applying sunscreen in the morning to their students. They are also welcome to bring in sunscreen; it must be in the original container and labeled with the student's name. School staff will apply sunscreen after naptime to students on warm/sunny days.

## **Accidents**

Staff members are certified in emergency procedures, CPR, and child first aid. In the case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent/guardian or emergency contact will be called. All accidents are recorded on an accident report form that requires the signature of the parent/guardian. **(2 l/m) (2e)**

## **Fire Drills/Shelter in Place Drills (2e)**

Drills are held on a monthly basis in order to familiarize children with proper and safe procedures for emergency situations. The fire alarm system, emergency lights, and fire extinguisher are routinely checked to ensure that they are in proper working condition. Fire evacuation plans with alternate routes are posted in each classroom.

## **Emergency Procedures**

In the case it becomes necessary to transport a student to the hospital, a staff member will obtain the signed Emergency Medical Release Form from the student's file and accompany the student to the hospital. The parent/guardian will be notified immediately. The staff member will remain with the student until the parent/guardian arrives. **(1c) (2d) (2e)**

## **Evacuations (2e)**

In the event of an evacuation, the students will be moved to the sanctuary on the elementary campus of Awaken Christian Academy. If it is necessary to move the students off-site, they will

be evacuated to the middle school/high school gymnasium of Awaken Christian Academy. If the entire area must be evacuated, the students will be transported to Amplus Academy-Rainbow Campus, 7077 W. Patrick Ln, (725) 500-0177, or as directed by emergency personnel.

## **Reporting Child Abuse/Neglect**

Every licensee or employee of Awaken Christian Academy Preschool who has reason to suspect child abuse or neglect is occurring in the facility, in the child's home, or elsewhere, shall within 24 hours report his/her beliefs to the appropriate authority, namely the Child Abuse and Neglect Hotline, as required in NARS 432B220. The Director should also be notified at the same time.

If any licensee, full or part-time employee, volunteer, or trainee, suspects that child abuse or neglect is occurring in a facility, the person shall also report his/her suspicions to the Child Care Licensing Office immediately.

## **POLICIES AND PROCEDURES**

### **Parent Involvement**

Parent involvement is encouraged in the classroom, and we feel that it benefits not only the preschool but the parent and the student as well. Parents/guardians are encouraged to participate in the classroom as a helper on a regular basis. Communicate with the Preschool Director to schedule times to observe or volunteer in the classroom. Parent participation enables the teacher to offer a variety of creative activities for students. All parent volunteers must sign in when they come to work in the classroom. **(1h)**

Throughout the school year, the staff will plan activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or providing special snacks or activities. Awaken Christian Preschool students will not participate in off-campus field trips. We will visit the school library, gym, chapel, and often take nature walks around campus. **(1g/h)**

### **Photo Release**

A photo release was included in your application packet.

### **Video Release**

A video release was included in your application packet that allows your child to watch developmentally age-appropriate videos. All videos will be previewed before the students are allowed to view them.

### **Sign-in/Sign-out Procedures**

Each student must be signed in and out by an adult daily. Logs for this purpose are directly inside the room. Students will only be released to parents/guardians or persons on the approved pick-up list. A proper photo ID will be required. If a Custody agreement is in place, ACAP will need a copy on file to adhere to its guidelines. **(1a)**

### **Toilet Training**

All students enrolling in Awaken Christian Academy Preschool who are 3-4 years old are to be fully toilet-trained. If it is discovered that a student is not fully toilet-trained, they will be withdrawn from the school until they are toilet-trained.(1a) (1c)

All students enrolled in the 2-year-old class do not need to be potty trained fully, but need to be practicing and ready to learn.

## **PRESCHOOL INFORMATION**

### **Smoking/Vaping**

No smoking or vaping is allowed anywhere on the school premises. (1j/k)

### **Facility Staff Training**

All staff are trained in Pediatric CPR/First Aid, and are renewed every 2 years. (1l)

### **Nutrition**

#### **Snacks**

In order to ensure that each student is eating foods that do not conflict with a family's or student's health needs, we ask that you pack a nutritious snack for your student each day. If your student is in the full-day program, he/she will need to have both a morning and an afternoon snack along with lunch. Please refrain from packing snacks that are unhealthy.

#### **Lunch**

Parents must provide lunch for full-time students. Send foods that do not need to be heated; we do not have the capability to heat lunches in the classroom. A cold pack should also be included to keep refrigerated items cold. Your student's lunchbox, sack, and/or individual containers should be clearly labeled with their name. PLEASE DO NOT SEND soda, candy, gum, or nuts.

### **Birthdays**

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. Teachers will distribute birthday treats when they see fit during the school day. No birthday parties during the learning day permitted. Cupcakes or other special treats, such as Rice Krispies treats, or cookies, are appropriate for the occasion. Please note that these items must be store-bought and not homemade. (1a)

### **Naptime**

Full-day students will have a naptime in the afternoon. Each child should bring a crib sheet and small blanket; these items should be labeled with the student's name. They will be kept in the student's cubby during the week and sent home on the child's last day of attendance each week to be laundered and returned the following week. Mats are provided by the school.

### **Clothing**

Students should wear modest, comfortable play clothes. In order to remain modest, girls may not wear tops with spaghetti straps, and all bottoms need to be knee-length or longer. Girls should also wear shorts under their dresses and skirts. Students may not wear clothing or

accessories with inappropriate logos or images. Shoes must have backs and be closed-toed. No crocs are allowed.

Please be aware that our daily activities are sometimes messy. Students should be comfortable in their clothing and able to play freely without being concerned about messing up their clothes. Their clothing should also be easy for them to independently take off and put on quickly in order to assist them in being self-sufficient in the bathroom. Overalls, belts, and tights make this more difficult.

Students should also bring to school an extra set of clothing. This will be stored in a Ziploc bag in their cubby in case they have an accident or spill something during the day. **(2e)**

## **Toys and Personal Items**

Toys and other personal items should not be brought from home unless they are requested by the teacher for a specific purpose, such as Show and Tell. Items that are requested will be put away after their specific use is completed in order to avoid items being lost or becoming the source of conflict with others. **(2e)**

## **Book Clubs**

At different times during the year, parents will receive a book club order form. The books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the teacher receives points with which they can order books, free of charge for the classroom. We do ask that you choose your books carefully, as we cannot endorse all the materials offered. If you have questions about a particular book or would like recommendations, ask your student's teacher. When ordering books from a particular book club, please use a check as payment and make sure your check is made out to that particular club.

## **DISCIPLINE**

All staff are expected to always treat the students with respect and kindness. Understanding the distinction between children's immaturity and willful disobedience is a must. Positive reinforcement, such as verbal praise and recognition for expected behaviors, and notes home will be utilized by the staff regularly to encourage expected behaviors. Expected behaviors will be communicated to both the students and their parents.

### **Our Class Rules Are:**

Obey Right Away  
Kind Hearts  
Helping Hands  
Listening Ears  
Quiet Voices

**No physical punishments in any manner or form shall be inflicted upon a student at Awaken Christian Academy Preschool by any employee or volunteer.** Discipline will be handled respectfully and consistently.

Behavioral concerns are addressed using a three-strike system per incident. After three documented strikes, a parent-teacher conference will be scheduled, which includes prayer and the development of an action plan. A second occurrence will follow the same three-strike process, resulting in another conference. On the third occurrence, the child may be removed

from the preschool program. When used properly, this approach helps support your child positively and consistently.

The first course of action when a student misbehaves is to inform the student in a simple, positive manner what conduct is expected and/or direct the student to a new activity. When volunteering in the preschool, parents are welcome to offer praise and recognition of correct behaviors, but should leave all other matters of discipline to the staff.

If a student continues to resist correction, he/she may be placed in a time-out. The length of time-out will be one minute per year of the student's age. A specific chair will be designated for a time-out. This chair will be in the classroom and within the teacher's range of vision. After the time-out is completed, the teacher will review with the student what happened and why.

Continued or severe misbehavior will result in the student being brought to the Preschool Director for discussion, prayer, and time-out. Severe misbehavior includes causing physical harm to oneself or others, causing major disruption, behaving with blatant disrespect, or being blatantly disobedient. Parents will be notified if this occurs.

Behavioral concerns are addressed using a three-strike system per incident. After three documented strikes, a parent-teacher conference with the Director will be scheduled, which includes prayer and the development of an action plan. A second occurrence will follow the same three-strike process, resulting in another conference with the parent-teacher/Director. On the third occurrence, if there has not been a significant change in the student's behavior, the Director, teachers, and parents will meet again. At this time, it may be decided that the Preschool is not the best place for the student. ACAP is equipped to guide and support children with minor behavior modification, but is not set up to care for children with the need of one-on-one care. **(2b) (5)**

## **PARENT COMMUNICATION**

We want to do our best to keep all our families informed about what is happening here at Awaken Christian Academy Preschool. Parents need to be aware of several very important forms of communication that we use.

### **Parent/Teacher Conferences**

The teacher and Director are available throughout the year for individual conferences with parents. Parent- teacher conferences can be arranged by appointment throughout the school year to ensure we have adequate time to meet.

### **E-Mail (1a)**

We utilize email to send home newsletters and calendar updates on a regular basis. Please check your email for updates and reminders from the Preschool staff. It is important to keep your email current in your student file. **(5)**

### **Monthly Newsletters**

The teachers send home monthly newsletters containing specific class information. **(5)**

### **Complaint Procedure**

Revised 5/14/26jk

If you have any concerns about your student's care at Awaken Christian Academy Preschool, please bring it to the attention of your student's teacher first and then to the Director. Please do not do so in the presence of your child; rather, schedule an appointment for such discussions so that all parties are prepared to have a productive time of sharing and listening that will benefit your student.

If that discussion is unsatisfactory, an ACAS administrator may be asked to mediate. If your concern is still not resolved, please contact the office to schedule an appointment with the school superintendent. If you have concerns that are not being addressed, you may call Child Care Licensing at (702) 486-3822.

## **PRESCHOOL SUPPLIES**

Please provide the following items for students enrolled in preschool. Backpacks, lunch boxes and water bottles need to be labeled with their first and last names. **(1e)**

### **ALL STUDENTS**

1 small backpack  
1 spill proof water bottle(labeled)  
1 small blanket (full-time students)  
Change of clothing (in Ziploc bag)  
1 lunch box(labeled)  
25 Clear page protectors

1 large box of facial tissue  
1 Large pack of baby wipes  
2 rolls paper towels (2ply)  
2" White Binder

### **2&3 Year Old Boys and Girls**

2 boxes of 16-count Crayola crayons  
1 box sandwich bags  
2 boxes of washable Crayola markers  
2 packs of glue sticks  
2 reams colored astrobright paper

### **4 Year Old Boys and Girls**

2 dry-erase packs of markers  
1 box gallon Ziplock bags  
2 Elmer's glue (white)  
2 reams of white paper  
2 Packs of thick #2 pencils

### **2-Year-Old Boys and Girls Only**

Diapers/pull-ups for your child each week  
2 packs of baby wipes/unscented  
2 packs of disposable diaper bags