



PRESCHOOL HANDBOOK

**K4 / KINDERGARTEN FOR 4 YEAR-OLDS
(AGE 4)**

(863) 678-3961

WWW.NAMESAKEACADEMY.COM

1. STATEMENT OF PURPOSE

A growing church in a growing community has a responsibility to offer a service of civic as well as spiritual leadership. Realizing that in these swift moving times, situations often call for both parents to be away from home for several hours at a time; thus creating a need for competent understanding childcare. It is for this purpose that NAMESAKE APOSTOLIC CHURCH is sponsoring NAMESAKE CHRISTIAN ACADEMY.

Our aim is to provide educational facilities on a child's level in a wholesome, home-like atmosphere. We also provide adequate educational toys, books, and supplies as well as qualified supervision, which will be conducive to a child's mental, physical, and spiritual growth.

Through the use of sight and sound, each child can develop at his own rate without adult pressures. Our curriculum is systematic with consistency and includes a variety of activities which will encourage the child's creative talents. Proper periods of rest and relaxation including naps are programmed into each day.

Wholesome meals and snacks are served at regular intervals. A daily record of each child is kept to record any points of interest relating to the child's development, health, and behavior (for infants and toddlers).

When a child is registered, the parents will pay a registration fee and an application fee. These fees are paid yearly.

If you have any questions after reading this handbook, please ask. We are here to serve you and to give your child the best possible care while he/she is in our charge.

We love children and appreciate your letting us share in their formative years.

2. OUR HISTORY AND FACILITIES

In the fall of 2014, Namesake Christian Academy Pre-School opened its doors. We have carpeted classrooms and each child has his own sleeping mat and clean linens furnished by Namesake Christian Academy Pre-School.

Our staff loves children and loves the Lord. Each staff member is a Christian. They are dedicated to teaching love and loyalty to God and to country. Our staff has been trained to teach children and to lead them. Our teachers attend seminars to better qualify themselves and Namesake Christian Academy Pre-School for caring for your child.

3. CHARGES

The charges for preschool at Namesake Christian Academy Pre-School are weekly. If your child is present five days or only one day during the week, the charge will be for a full week's preschool. If your child is absent a full week, a holding fee will be due. Monday through Friday is considered a full week. All fees are due in advance on Monday and should be paid in the office. If for some reason no one is in the office when you wish to pay, please place your payment in the drop box inside the office. The registration fee is paid yearly as well as is the book fee. The registration fee becomes a materials fee after the first year. The office will send you a statement when these fees are due.

A late fee will be charged for any child left after 4:30 p.m. There is a flat charge the first 15 minutes; then the rate increases every 5 minutes. Please make arrangements for your child to be picked up by their appointed time.

4. CHILD DROP OFF AND PICKUP

If anyone other than the child's parents will be picking him/her up, the office must be contacted in advance. This may be done either by phone, note, or in person when the child arrives in the morning. They should be prepared to offer some identification the first time they come. If they will be picking up the child on a regular basis, they must be listed of the child's authorized persons pick up list and signed by the parent.

Namesake Christian Academy staff will not release a child to anyone who may be in a hostile state of mind. If our staff has reason to believe that the person picking up a child may be intoxicated, we will call the local law enforcement authorities.

Due to the amount of traffic through the office, we ask that no parent telephone and request their child be waiting in the office. We must know with whom each child is leaving and when. It is best for the parent and the child to leave the building together.

Please do not smoke in the building. This includes pipes. In keeping with our modest dress rule, we ask that anyone picking up children not to wear swimsuits, see-through clothing or other brief attire that we deem immodest into the building.

5. DISMISSAL POLICY

Namesake Christian Academy Pre-School takes every child on a 2-week trial basis. If for some reason your child does not adjust to our preschool and must be dismissed, Namesake Christian Academy will reimburse the child's registration fee. If the parent or guardian decides to withdraw the child, there will be no reimbursement for the registration fee.

6. MEDICINE POLICY

The State of Florida requires that any medicine to be given at pre-school must be accompanied by a written note from the attending physician or a telephone call from his office. This also applies to refilled prescriptions.

No over-the-counter medicine will be given. This includes aspirin and cough medicine, etc.

If your child becomes ill during the day, we will contact you at once. If your child has a fever, please do not bring him/her to school. If he/she becomes feverish during the day, we will call you to come for him/her. We cannot keep a sick child in the preschool. **All children must be fever free for 24 hours without medication before returning to school.**

For the welfare of all children, any child who is sick needs to be kept at home. The parent must give all medication. If your child has been vomiting during the night or early morning, he should not come to school that day. Children with water-like diarrhea should not attend preschool until the stool becomes normal.

7. FOOD POLICY

Namesake Christian Academy Pre-School does not provide lunches. All meals and snacks are to be pack-lunches.

If you would like to send something special for your child's birthday, please notify the teacher or the office a few days ahead of time. Parents may send cake, ice cream, cupcakes, etc. The choice of treats is up to the parents. Due to allergies, we request that you do not send treats with nuts or peanut butter.

Parties are very special at Namesake Christian Academy. Your child's teacher will send you a note informing you of the date of the party and what she would like for you to send.

8. CLOTHING POLICY

When a child is enrolled in Namesake Christian Academy Pre-School, his/her parents should bring a backpack with a complete change of clothing in case of accidents. Please check this clothing periodically as little bodies have a way of outgrowing pants and dresses very quickly. If your child has an "accident" and his change of clothing does not fit or there is not an extra change of clothing, we must call you to bring a change for your child.

9. TOY POLICY

Each year Namesake Christian Academy spends several hundred dollars on toys and playground equipment. We also have a large number of children to share these toys. It is impossible for our teachers to keep each child's personal toys from being lost, broken or misplaced. **We ask that no toys be brought from home unless it is a small stuffed animal that your child likes at nap time.**

10. ABSENCES

If your child will not attend school because of illness or other reasons, please contact the office at (863) 678-3961 by 9:00 a.m. This will help us in our lunch and snack count as well as staffing.

11. LATE FEES AND OTHER CHARGES

Since pre-school fees are to be paid in advance at all times, a late charge will be added to any account that has not been paid by Tuesday, 6 p.m. of the current week. Any account that is not paid by Friday of the current week will be regarded as delinquent and the child/children may not be allowed to attend school the following Monday. By allowing any account to become delinquent, we are doing the parents and the child a disservice.

A service charge of \$30 will be charged for returned checks. A repeated history of returned checks may result in cash payments being required.

12. ILLNESS GUIDLINES

Childhood Diseases

May return when:

Chicken pox and hand, foot, and mouth.....after all lesions are crusted

Diarrhea.....when stool is firm

Fevers.....when fever free 24 hours
(Infants 3 months and under considered to have a fever at 100.5)

Lice.....after medicated shampoo and all nits removed

Impetigo.....after all lesions are crusted or covered with bandage

Measles.....5th day after rash appears

Molluscum Contagiosum.....All lesions are covered either
with clothing or watertight bandages. (*Students should also not share toys and
should keep their hands washed.*)

Pinkeye.....on medication 24 hours and without release of discharge

Pinworm.....after two doses of medication

Rashes (unknown origin).....when rash has disappeared

Respiratory syncytial virus.....when cough and runny nose has stopped
(Usually 5 to 7 days)

Ringworm.....after medication for 24 hours/then area covered until gone
Roseola.....when rash is gone
Rotavirus.....after diarrhea stops
Rubella.....fifth day after rash first appears
Scabies.....24 hours after treatment and with written permission from doctor
Strep throat.....after medication for 24 hours