



FAMILIES OF FAITH CHRISTIAN ACADEMY PARENT-STUDENT PRESCHOOL HANDBOOK

MISSION STATEMENT

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

FAMILIES OF FAITH CHRISTIAN ACADEMY

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STAFF AND CONTACT INFORMATION

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Revision Policy

Families of Faith Christian Academy (FOFCA) reserve the right to change policy or procedure in the Parent/Student Handbook at any time, in the discretion of the administration, if it deems the change to be in the best interest of the school.

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2010-2011 GENERAL SCHOOL CALENDAR

August

23rd-Teachers Institute
24th-Teachers Institute
24th-PreK Orientation 6PM-Kinder thru H.S. Orientation 6:45PM
25th-Students First Day of Attendance

September

5th- Labor Day-No school
16th-Fofca Celebrates Grandparents Day 1:30PM
24th-Midterm Quarter 1

October

11th-Columbus Day-No School
29th-No School/Teacher Institute/End of Quarter 1 (45 days)

November

11th-Veterans Day School in session
24th-Early Dismissal 11:30am/Teachers Institute
25th-Thanksgiving Break-No school
26th-Thanksgiving Break-No school

December

2nd-Midterm Quarter 2
13th-17th Book Fair
16th-Dress Rehearsal Christmas Play 1:30pm
17th-Christmas Play 6:30PM
22nd-Early Dismissal 11:30am/Teachers Institute
23rd-Jan 3rd Christmas Break

January

4th-School Resumes
14th-No School/Teachers Institute/End of Quarter 2 (44 days)
17th- Martin Luther King Day-No School

February

18th-Early Dismissal 11:30am/Teachers Institute
21st-25th Re Enrollment Week
21st- Presidents Day-No School
22nd-Midterm Quarter 3
28th-March 4th Spirit Week/Spring Book Fair

March

17th-End of Quarter 3 (42 days)
17th-Early Dismissal 11:30am/Teachers Institute
18th-Teachers Institute-No School
21st-25th Spring Break
28th-School Resumes

April

11th-15th SAT Pretesting
18th-21st SAT Testing
21st-Early Dismissal 11:30 am/Teachers Institute
22nd-25th Easter Break-No School
26th-School Resumes
28th-Midterm Quarter 4

May

25th-Kindergarten Graduation
27th-Last Day of School/Early Dismissal 11:30am/End of Quarter 4 (43days)
27th-Jr. High/High School Graduation time TBA

*As a school, FOECA observes and promotes Christian holidays and does not participate in all secular traditions.

The school day begins at 8:30 a.m. and ends at 3:00 p.m. * If...the cubs win the world series: day off! ☺ Bears vs packers

STATEMENT OF FAITH

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.
2. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God in hell.
3. We believe all human beings are born with a sinful nature.
4. We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified, by faith in Him, on the grounds of His shed blood.
5. We believe in the imminent return of our Lord and Savior, Jesus Christ.
6. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.
7. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION

True Christian Education will recognize that:

1. A differentiation must be made between earthly wisdom (1 Cor. 1-2; James 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; James 3:13,17), while acknowledging that the source of all true wisdom and understanding is God, Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3).
2. The purpose of Christian education is to convince the student of his need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
3. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).
4. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Deut. 4:10, 6:6-7, 20:17-18; Psalm 106:34-37; Jer. 10:2; Matt. 12:30; 2 Cor. 6:17; Eze. 44:5; Ezra 7:25; Prov. 22:6).
5. God has ordained one woman/one man marriage, the family (Gen. 2:27, 28; 3:18-24), and the Church (Matt. 16:13-18; Eph 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers, called churches, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area, there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three; parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).
6. The Biblical and philosophical goal of Families of Faith Christian Academy is to develop students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Families of Faith Christian Academy, all students are expected to exhibit the qualities of a Christ-like life that will be taught by the school and to refrain from certain activities or behavior. Thus, Families of Faith Christian Academy retains the right to refuse enrollment or to expel any student who engages in/supports immoral practices, such as: sexual immorality, homosexual/bisexual behavior, substance abuse, theft, gang affiliation, bringing weapons to school, etc. (Exod. 20:15; Lev. 20:13; Rom. 1:27; 1 Cor. 6:19; Eph. 5:3)

5.

STATEMENT OF OBJECTIVES AND PURPOSE

Families of Faith Christian
Academy seeks:

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
2. To offer a quality co-educational program in grades Pre K - 12 that is both God-centered and educationally sound.
3. To provide learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.
4. To prepare students for life in this world and the eternal world, which they will one day enter.
5. To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
6. To instill in students a respect for God and others.
7. To foster an attitude of personal responsibility for one's actions.
8. To equip students to be able to make sound decisions based on high moral and ethical standards.
9. To develop within each child a healthy, respectable self-image.
10. To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

STATEMENT OF NONDISCRIMINATION

FOFCA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to FOFCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Families of Faith Christian Academy.

PARENT STATEMENT OF INVOLVEMENT

- A. I commit to complete my Parent-Volunteer hours: 7 hours for part time pre-school parent with a maximum of 14 hours per family, or pay the appropriate amount in lieu of volunteering (\$15 per hour).
- B. Both the father and mother (where there is no separation) are expected to participate in their child's education. Both parents are expected to participate in teacher conferences, Parent-Teacher Ministry meetings, and Student Orientation Night.
- C. In keeping with the Biblical principle of offering grievances, (Mt 18:15-17), F.O.F.C.A. strongly urges parents to refrain from gossiping; as such conversations are destructive to the administration, students, and the parents. Parents are expected to take the following steps to resolve a problem:
 1. Go directly to the appropriate teacher and not to other parents if there is a problem in your child's class
 2. Go directly to the Principal and not to other parents if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved
 3. Go directly to the Administrator and not to other parents

6.

PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES

- A. The operating budget of F.O.F.C.A. is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Families of Faith Christian Academy.
- B. Parents are expected to pay their bills on time. Students whose accounts are 60 days past due will be restricted from attending classes, participating in extracurricular events, and/or receiving report cards until the account is brought current.
- C. In the event of academic failure, disciplinary action, expulsion, or, in extenuating circumstances, all tuition monies, deposits, and fees already paid will be forfeited. Parents/Guardians have entered into a contractual relationship with F.O.F.C.A. for the payment of ALL tuition and related fees for the entire school year.

I UNDERSTAND THAT MY OBLIGATION TO PAY THE FEES FOR THE FULL ACADEMIC YEAR IS UNCONDITIONAL AND THAT UPON RECEIPT OF THIS CONTRACT BY F.O.F.C.A. NO PORTION OF FEES PAID (I.E. REGISTRATION FEES, BOOK FEES, TMS FEES) OR OUTSTANDING WILL BE REFUNDED OR CANCELLED IN THE EVENT OF ABSENCE, WITHDRAWAL OR DISMISSAL FROM FAMILIES OF FAITH CHRISTIAN ACADEMY OF THE ABOVE STUDENT. THE ONLY EXCEPTION TO THIS POLICY WOULD BE IN THE EVENT OF A GEOGRAPHIC RELOCATION OF THE FAMILY BEYOND A 60 MILE RADIUS OF CHANNAHON, IL. IN THAT INSTANCE, A PRORATED REFUND WILL BE GIVEN. IF A STUDENT WITHDRAWS BEFORE THE FIRST DAY OF SCHOOL, ONLY PAID TUITION WILL BE REFUNDED. ALL FEES ARE NON-REFUNDABLE.

PARENT STATEMENT OF COOPERATION

The following statement is printed on each Parental Agreement. Parents will be asked to affirm the statement with their signature on the application form.

- A. We understand that enrollment at FOFCA is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as, for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to uphold the authority of the teachers and staff of F.O.F.C.A. by recognizing their right to use appropriate disciplinary measures.
- B. I have read F.O.F.C.A.'s discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct expected at all times – including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment which supports F.O.F.C.A.'s expectations.
- C. I understand and agree to the school's right to provide consequences – including suspensions or separation from the school - to my child, for violations of F.O.F.C.A.'s discipline procedures and expectations, which occur at any time while my child is enrolled at F.O.F.C.A., including violations that take place on evenings, weekends, vacations, and holidays.

I agree to provide F.O.F.C.A. with any and all information regarding arrests or convictions pertaining to my child while enrolled and understand that this information may be used by F.O.F.C.A. to determine consequences.

SCHOOL / HOME COMMUNICATION POLICY

It is the policy of Families of Faith Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information, such as newsletters or check the website for a school calendar of events. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

STUDENT STANDARDS OF CONDUCT

Students of Families of Faith Christian Academy have a **reputation of excellence to maintain** with those in the community. Therefore, as a condition of enrollment, **students and parents agree to abide by all the standards set forth in this handbook.**

7.

Absence

We would appreciate a phone call telling us the cause of your child's absence. This is helpful in notifying other parents in cases where their child may have been exposed to a contagious illness such as chicken pox, measles, flu etc. It also helps the teacher in her planning. See Health Guidelines for more info.

Accidents

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. It is the parent's responsibility to see that the office has on file an Emergency Card with the telephone number where a parent, relative, or neighbor can be reached in case of emergency. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

ACCREDITATION

WHAT DOES "ACCREDITATION" MEAN?

Association of Christian Schools International (ACSI www.acsi.org) accreditation is a process- a self study and analysis, a comparison to established standards, an assessment of a school's mission, a commitment to quality education, and a willingness to be accountable. Christian schools can use all of these components of the process to reach toward their goal of excellence in education.

The ACSI accreditation programs are for Pre-school, elementary, and secondary schools. Recognized at the national level, as well as by many regional and state accrediting agencies, these programs provide a comprehensive evaluation model for Christian Schools. The ACSI accreditation program was one of the first programs to be officially recognized by the National Council for Private School Accreditation (NCPSA).

Accreditation is a process which FOFCA chooses to pursue. We find it a privilege and honor to be a part of such a wonderful organization as ACSI! ACSI is the largest Christian school association in the world. Their requirements are extremely high...in many regards, higher than even the state of Illinois Education Board!

WHY DID WE CHOOSE ACCREDITATION?

We don't want to be JUST a school, but a school of excellence. ACSI provides the means for us to become just that through: credibility, accountability, integrity, and guidance.

We always want to maintain the highest of standards that qualify our graduates for admission to higher or more specialized institutions as well as for practical purposes!

WHAT ARE THE REQUIREMENTS?

Besides extensive curriculum guides, thorough Board policies, lengthy self studies of our school polices, as well as our surrounding communities, ACSI will also regulate our Library and Media center. Most importantly, they certify our teachers and over all school program.

HOW LONG DOES IT TAKE?

FOFCA will maintain yearly membership as a part of ACSI until full accreditation is complete. It takes many years to complete this extensive process. After certification, there are yearly standards used to help set goals for constant self-improvement.

8.

WHAT ARE THE REQUIREMENTS ON OUR TEACHERS?

To meet certification requirements, our K-HS teachers must hold a Bachelor of Science or Bachelor of Arts degree or be in the last two years of gaining that degree. Our Pre-School teachers are required to have an Associates degree. All of our teachers must go through an accreditation process with ACSI to receive an Educator's Certificate. Depending on their educational background, they may need to acquire additional CEUs (Continuing Educational Units). This training takes place off campus and in our annual ACSI conferences.

WHAT ABOUT STATE CERTIFICATION?

ACSI certification is more thorough than even our state requires. State certification does not have much benefit, except in one main area ~ ISHA (Illinois State High-School Association) sports! When our building is complete and our High School full, we will be seeking their approval as well!

Animals at School

For health and safety reasons, we ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day. Some students are highly allergic to them!

ARRIVAL / DISMISSAL OF STUDENTS

Arrival - Between 8:15 AM - 8:30 AM

Dismissal - Between 12:00 PM - 12:15 PM

Dismissal Procedures: For the safety of FOFCA students, we require parents/guardians to follow the dismissal procedures below:

Preschool 3 & 4 year olds

ARRIVAL: Drop your student off to his/her classroom and SIGN IN.

DISMISSAL: Pick your student up from his/her classroom and SIGN OUT.

- Students can only be dismissed to parents/guardians or those listed on their Arrival/Dismissal plan form. You **MUST** call the office to change the pick up person. Please inform us of alternate pick up person or security question and answer.

PLEASE NOTE: If you arrive after 11:15am (morning class) OR 3:00pm (afternoon class), your child will be put in the after-school Enrichment Program, AND YOU WILL BE BILLED. It is important to us that your children are being taken care of and supervised at all times!

The fee schedule is as follows:

11:15am or 3pm ~ Pick up!		12:00-12:15pm/3:45-4pm	\$15.00	12:45-1:00pm/4:30-4:45pm	\$45.00
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11:30-11:45am/3:15-3:30pm	\$5.00	12:15-12:30pm/4pm-4:15pm	\$25.00	You'd better be	\$55.00
11:45-12:00pm/3:30-3:45pm	\$10.00	12:30-12:45pm/4:15-4:30pm	\$35.00	Calling!!	

Bible

The Bible is of primary importance at FOCCA Preschool, and all subjects are taught from a Biblical perspective. Each day begins with a Bible lesson taught from a non-denominational perspective. Children will memorize Bible verses that are coordinated with the theme of the week, and appropriate to their age level.

Book bags

9.

Students should use their book bag to carry school items home daily. Parents should check the book bag each night. Please no pictures of witches, monsters, etc on them. Please label your child's bag.

Book Clubs

FOCCA passes out monthly Scholastic Papers for you to purchase books. This is optional for you. We also have Scholastic Books Fairs that come to FOCCA in Winter and Spring. FOCCA also participates in Pizza Hut's Book Club. If the kids read so many books, they receive a free pizza.

Car Pools

If car pools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school is not responsible for the safety of the child in any car pool. Please be sure that the driver is adequately covered by insurance.

Chewing Gum and Candy

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher for a party) at home.

Class Assignments

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year. Preschool assignments are made based upon gender, ratio of new students and returning students, and the individual student personalities.

Communication

We strongly encourage home/school communication. For this purpose, there are two scheduled weeks in the year when you may sign up for a conference with your child's teacher after 1st and 3rd quarters. Outside of those times, we urge you to communicate in one of the following ways:

- Email the teacher. Email addresses are posted on the website.
- Call the school office and ask to leave a message for the teacher.
- Catch the teacher OFF-DUTY. (Please do not distract the teacher while on duty by engaging in a lengthy conversation. The teacher is there to watch your child and others.)
- Send a note in your child's book bag/folder. Place these notes in the spot that your child's teacher designates.

Curriculum

The basic curriculum is ABeka, an accelerated Christian curriculum. Learning begins here as a joyful, experience that integrates academics and a Christian world view. Check out Abeka's Scope and Sequence on www.abeka.com to find out what exactly your child will be learning. Find out what exactly your child will be learning.

Discipline

Enrollment at FOFCA Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. We believe that children should be taught to obey and respect their parents and those in authority over them. Children will be encouraged to learn to share and cooperate. If a child inflicts willful damage to property on the FOFCA premises, the parents will be responsible for repair or replacements. Children are never to throw snowballs. No water guns, thumbtacks, slingshots, etc., are to be brought to school. 10

10.

Students should not run in the hallways. Students should also leave toys (except for show and tell items) at home. All school rules also apply to field trips.

General rules include:

- a. Listen
- b. Do what the teacher asks
- c. Be kind and respectful to other people and property
- d. Do your best work
- e. Take good care of your school

I. Discipline Purpose

A. Character Development

*Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.

B. Classroom Environment

*Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

II. Discipline Procedure

A. General Principles

1. Each staff person will be primarily responsible for administering discipline.
2. Each staff person will seek to identify and reinforce positive behavior demonstrated by each child whenever possible by:
 - a. Verbal acknowledgment and praise.
 - b. Granting special privileges.
 - c. Physical affection.
3. Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
4. Each staff person will conscientiously limit their physical contact with children in accordance with Illinois child abuse laws.

B. Specific Practices

1. Each staff person will allow a period of orientation (e.g., usually one month) for each new child to become acquainted with classroom schedule and behavioral guidelines.
2. Each staff person will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).

3. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major, (i.e., hitting another person), then each staff person will establish a "time-out" during which:

a. The child is separated from the class.

b. The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense.

4. Upon successful completion of the "time-out", the staff person will initiate a reentry conversation with the child:

a. The child is asked to explain why he/she was in "time-out".

b. The staff person insures that the child clearly understands the reason for being disciplined.

c. The staff person is careful to distinguish between the unacceptable behavior and the accepted child as a person.

d. The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.

e. The staff person, after demonstrating acceptance of the child, invites the child back to the class.

11.

5. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, the staff person will escort the child to the administration. We find that a change of room with a little time with other staff is often just what is needed.

a. Only three visits to the Administrator's office are permitted per quarter.

b. After two visits, the child will begin to forfeit privileges (e.g., field trip participation).

6. The staff person will complete an "Incident Report" form when a child unsuccessfully completes a "time-out" or is repeatedly involved in inappropriate behavior.

7. The staff person will contact and inform the parent(s) of each child involved in repeated inappropriate behavior.

8. When necessary, the staff person will initiate a parent(s) conference with the Administrator.

9. If the discipline process described above is ineffective in producing the behavior desired in the child's life, the Administrator will request that the parent(s) remove the child from the preschool within two weeks.

Dress Code

We want to create a self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls.

The dress code at FOFCA Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WEARING:

- - Shirts or outfits with any writing/emblems that are offensive or antagonistic to the values and beliefs of FOFCA as determined by the administration
- - Halter or "cut-off" tops
- - Sandals, backless shoes, or wheeled shoes or heels (Velcro tennis shoes are best for preschoolers)
- - "Pull-ups" (disposable pants which are a transition from diapers to regular underwear)

- - Rubber pants
- - Tattoos (temporary)
- - Belts, sunglasses, or watches
- - Bodysuits or clothing with snapped crotches
- - No Baseball caps are to be worn in the building.

Guidelines for Girls:

1. Dresses,* skirts,* slacks, or blue jeans** may be worn to school.
2. Hair should be clean, well groomed, and kept away from the eyes.
3. Sweat suits may be worn to school. They should be clean and tidy.
4. Shorts may be worn to school during the months of August, September, and May.

Guidelines for Boys:

1. Clean and neat slacks or blue jeans** may be worn to school.
2. Hair should be kept clean and well groomed. Boys' hair should not touch the eyebrows but may extend to the bottom of the ear. It should be neatly and evenly trimmed and off the collar at the back of the neck. Spikes, or designs cut into the hair are not acceptable. Boys with tails or braids must adhere to the length codes.
3. Sweat suits may be worn to school. They should be clean and tidy.
4. Shorts may be worn to school during the months of August, September, and May.
5. Nail color, tattoos, earrings, or body piercing (including any magnetic jewelry) are not permitted for boys.

* We strongly recommend that girls wear shorts under skirts and dresses

**Jeans may not be frayed or have any holes. They must be clean and tidy. If there are suspenders, they must be fastened and properly worn.

12.

Dress Code Violations:

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the office.
2. Second Offense: A letter will be sent home from the office with your child explaining the dress code violation.
3. Third Offense: The parent will be called and asked to bring proper dress code clothing for their child.

Electronic Equipment

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment (CD players, iPods, etc.), cellular phones, etc, are not permitted at school. This includes the entire school day, before school, and after school.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated, and it is the parent's responsibility to claim the item in the school's office.

Emergency Closings

FOFCA will remain open unless hazardous road or other emergency conditions (including utility problems, electrical or natural gas outages) necessitate a closing. A decision to close will normally be made by 5:30 AM and will be based upon weather reports, police reports, and personal inspections of major highways. You can listen to the following stations to hear closing updates:

Radio: 104.7 FM, WGN (Chicago) 720AM, WBBM (Chicago) 780AM

Television: CBS Channel 2, WGN Morning News Channel 9, FOX Channel 32, CLTV News, ABC 7, NBC 5

Phone: (847)238-1234 (touchtone phone needed.)

Internet: www.emergencyclosings.com or www.weatherclosings.com (Sign up for e-mail notification.)

The FOFCA staff also tries to reach you by phone tree, but isn't always successful. If you are in question, please see one of the above channels.

Emergency Drills

Several practice drills will be held each year for fire and tornado threats. Appropriate signs are posted in each classroom. Once the alarm has sounded, students will be escorted to the appropriate location, and attendance will be taken. Teachers are instructed in each of the emergency plans.

13.

Enrichment Care

FOFCA provides Enrichment Club as a convenience for parents. Operation is contingent upon enrollment. Before-school Enrichment Club hours are from 7:30AM to 8:15AM; after-school Enrichment Club hours are from 11:15AM to 12:00PM. For more details, contact the School Office.

Field Trips

Each student will be charged a fee whenever their class takes part in a school-sponsored field trip. Parents will be notified in advance of the cost. If parents choose for their child not to participate in a field trip, they should keep their child home or find other care for their child during the time of the field trip. FOFCA tries to have 1 chaperone per 2 students and must have a signed Chaperone/Driver Waiver on file with FOFCA.

Chaperones must be 18 years old or over. Parents will also be notified if they are needed as chaperones on a field trip. If you do choose to assist the teacher as a chaperone, we ask that no other children attend the trip.

Following are guidelines for parents serving as chaperones:

1. I will help in adequately supervising the students.
2. The classroom teacher is in charge. As the leader of my group I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go, and they will go where I go.
3. I will: A. Bring a watch, and note meeting places and times to avoid making the group wait. B. Comply with the dress code unless other arrangements have been set for the day. C. Not chew gum or hand it out to the students. D. Not spend money on treats or souvenirs or bring "treats" for the group. E. Not smoke on the field trip. F. Not listen to or permit anything played on the radio/cd that would compromise the moral integrity for which FOFCA stands!
4. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
5. If I have volunteered to chaperone and a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get a message to the teacher.
6. I will be responsible to pay any fees required of chaperones.

Finances

All tuition and fees are paid through Tuition Management Systems (TMS). Accounts with TMS will be created for each family at the time of registration. Details of your account can be found at www.afford.com. TMS has

a one-time, per family fee. The TMS/FOFCA's processing fee is paid directly to TMS at the beginning of the school year. Please note that registration and TMS payment fees are nonrefundable.

Parents who are delinquent at any grade level with regard to educational expenses for their student(s) face the probability of student suspension until the deficit is removed. FOFCA reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid.

Health Guidelines

A Medical Release and Emergency Card must be signed by a parent/guardian and kept on file in the office for each student. You must update the card if any information changes.

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

14.

1. Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.

2. Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.

3. Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.

4. Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.

5. Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. If your child is found with head lice, we must have a doctor's note verifying that the child has been treated. The office will need to check the child before he returns to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.

6. Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.

7. If a child is vomiting or has diarrhea (even though he/she may not have a temperature), the parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.

We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.

Health forms (new or updated) must be turned in by the first day of school.

Medication and Allergies

Absolutely no medications are administered by teachers or aides in the preschool. We are sorry that we cannot assume the responsibility of giving medicine to preschool children.

If your child has been ill and requires a prescription medicine during the day, please keep him/her at home or arrange to come to school to give the medicine yourself.

It is very important that you notify your child's teacher and the office of any allergies that your child has (i.e., milk, bee sting, etc.) All allergies that are of a life threatening nature must be recorded in the office and with the teacher before a child may attend the preschool (see the office staff for more detailed information). Life threatening issues are to be taken very seriously. Intolerance to foods such as vegetables should also be communicated to the teacher, but cannot be treated as allergies.

Inspections

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

Library

15.

Pre-schoolers will visit our FOFCA Library once a week. They are encouraged to check out books suitable to their age group. They have the book checked out for a total of one week. We have wonderful volunteer Librarians who will work with them, do special projects, and read books with them!

Lost and Found

A lost and found will be maintained near the office. The school assumes no responsibility for lost items. Please make sure all personal items are properly labeled with your child's name. If your child is missing something, please be sure to check with the office. Lost and Found items will be kept for one month only.

Music Programs

All preschool children have music as part of their weekly curriculum. The music department produces a program for all parents, grandparents, and friends to attend at Christmas time, Grandparents Day etc. Information regarding programs is sent home in your child's folder/book bag and again in the weekly calendar. We invite you to attend and support these functions. If your child is sick on the day of a program or has been sent home due to sickness during that day, he/she may not participate in the program that evening.

Newsletter / Regular Communication

A weekly calendar is sent home from the office which has the events for the upcoming week. Your teacher will also send home a monthly newsletter to share information about some of the upcoming events.

Orientation

Parent orientation is required for parents of both new and returning students. Important policy and procedural changes will be discussed. Parents who do not attend should make arrangements with the office to sign all necessary forms prior to the start of school. Arrangements must also be made to meet with the child's teacher during the first week of attendance.

Parent/Teacher Conferences

Parent-teacher conferences will be held twice each year. Conference dates are printed on the school calendar. Parents may request conferences with any of their student's teachers. All conferences are by prearranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment.

A conference at times other than Parent/Teacher Conference Week can be scheduled with the teacher. We request that you do not bring the child or any brothers or sisters to the conference. Please make appropriate child care arrangements.

Parental Requirements

FOFCA strives to meet the needs of the total child and complement the role of the parents as the primary educators of the child. This can only be accomplished when the parents are involved in their

children's formal education from the beginning, including participation in the activities of the child's school.

When enrolling a child at FOFCA, parents agree to work with the teaching staff and become involved with their child's overall development. Parents agree to:

1. Attend Parent Orientations
2. Attend scheduled parent/teacher conferences 16.
3. Respond to communications from FOFCA
4. Attend Parent Teach Ministry Meetings

VOLUNTEER HOURS

Parents are required to fulfill a 7-hour per child volunteer commitment to FOFCA. Any hours not fulfilled will be billed at \$15 per hour.

SIGN IN ~ SIGN OUT

For the safety and security of our FOFCA staff and students, all parents on campus must sign in and sign out in the office and wear a name badge. This is also how we calculate volunteer hours.

VOLUNTEER DRESS CODE

While volunteering at FOFCA or on a field trip, we expect you to comply with the FOFCA dress code. It is very important for our parents to set a good example...this includes NO short shorts or skirts, NO tank tops, and NO visible undergarments! See Uniform Dress Code.

YOUNGER CHILDREN AT SCHOOL/FIELD TRIPS

When volunteering, we appreciate your full attention. Having a young child present seriously limits the volunteer's ability to serve and can put our student's safety at risk. Please arrange daycare for your younger children. Thank you in advance for your cooperation.

Parties

The preschool will have scheduled parties during the school year i.e. Grandparent's Day, Harvest Time Celebration, Christmas etc.

Birthdays: If you wish, you may send treats on your child's birthday for the children in the classroom. Please make arrangements for this with your child's teacher.

If you prefer, you may donate as a birthday treat a book, tape, or a puzzle to your child's class in lieu of something to eat. Gifts given in this way are marked with the child's name and birthday.

Please note: If your child is having a birthday party at home, please do not send the invitations to school.

This causes problems when some children are not invited. Please mail the invitations instead.

Photographs and Yearbooks

School photographs are taken each year in the fall and are available for purchase. Each child will receive a composite of his/her classmates. Details will be sent home from the office prior to the day pictures are taken. Yearbooks may be ordered in the spring. These albums highlight the events of the school year and are a very special way to preserve pre-school memories. If for some reason a child leaves FOFCA during the school year, but still wishes to receive a yearbook, please leave money in the office for the yearbook and postage.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a signed consent/denial form on file for aid in choosing photos to use. This form is a part of the enrollment application.

Playground

17.

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. Recess is considered a privilege, not a requirement. The children will be required to follow playground rules for the safety of all children.

We do enjoy playing out in all seasons. Please dress your children appropriately. In winter and chillier months, your child will need: boots, coats, gloves, hats etc. In the summer and warmer months, do NOT put your children in flip flops or sandals with open backs or toes. Gym shoes are encouraged for recess.

Programs

Special assemblies and/or programs will be conducted from time to time during the school year. Each student will be expected to attend and behave in the proper manner at these functions.

Report Cards & Progress Reports

After the second and fourth quarters, you will receive a Report Card for your student. After the first and third quarters, you will receive a Progress Report and comments on your child.

Retention Policy

At the end of the school year, a determination must be made regarding a student's progress. Retention may be recommended or required based upon a child's developmental and classroom performance. A principal's recommendation, teacher's recommendation, the overall classroom performance, an academic analysis, input from outside of FOFCA, and/or parental input may all be used to help in making a retention recommendation or decision.

School Day

The school day for pre-schoolers is 8:15A.M. to 11:15A.M. Pick up time is 11:15A.M. for A.M. pre-school. If your child is enrolled in the afternoon pre-school program the hours are 12:00P.M. to 3:00P.M. Pick-up time is 3:00P.M. for afternoon pre-school.

FOFCA is not a licensed day care facility. If for any reason your child needs to remain at FOFCA longer than the daily scheduled pre-school time, 1 week written notice is required and will need to be approved by administration.

School Directory

A FOECA preschool directory will be available to school families. This directory will include names, grade, teacher, addresses, and phone numbers of students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

School Supplies

Supplies are to be purchased prior to the beginning of school. Lists of supplies are available in the office or on the school's website at www.fofca.com.

Security

18.

School safety and security is of paramount importance. Students are expected to keep all the safety rules set by the school. They are made for a reason and must be followed.

Security cameras have been installed. In addition, the doors are locked at all times unless supervised. Please teach your student never to accept a ride from anyone they do not know, even if that person knows your child's name. If the child is riding in a car pool, he is never to change car pools unless he has parental permission and the parent has notified the teacher and the office.

See Arrival/Dismissal for more.

Standardized Testing

Pre-schoolers will have the option to take ISAT tests in April. This is not mandatory and there is a fee to have them tested. Information will be sent home.

Tardiness

Punctuality is part of the student's training. Parents are expected to help by making sure your child arrives at school on time. Children should arrive no later than 8:15 A.M.

Our pre-school day begins promptly at 8:15A.M. The teacher takes attendance and opening exercises follow. It is important that your child be on time so that class is not interrupted. Please help your child start his/her school year right by practicing promptness.

Teachers

Qualified Christian teachers and aides comprise the staff of FOECA Pre-school. We love and care about your children. It is our desire to see your child well prepared spiritually, physically, mentally, and socially to enter his formal school years. It also is our desire to see you go to work each day with your mind free of worry concerning your child. Please be assured we will do all we can to see that your child is properly cared for, loved, and taught in his "home away from home."

Visitors

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. Parents are welcome to visit the pre-school, but we request that you discuss this with the teacher or director beforehand. You must stop at the office to receive a visitor's pass.

Withdrawals

Withdrawals from the school must be done through the school office. If possible, notice should be given one month in advance for all withdrawals. For tuition adjustments, see PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES.