

INTERNATIONAL CHRISTIAN ACADEMY PRESCHOOL PARENT HANDBOOK

8100 WESTCLIFF DRIVE – LAS VEGAS, NV 89145 – (702) 242-1069

Dear parents,

Welcome to International Christian Academy Preschool and day care. Our preschool includes ages two to five years old. This facility is an outreach ministry of International Church of Las Vegas (ICLV). Our Christian instruction is non-denominational, Bible based and reflects the love of Christ.

OUR MISSION

We are committed to the pursuit of excellence in providing the community with a loving and nurturing learning environment for their children.

In the New Testament, Ephesians 6:4, Christ Himself instructed us to bring up the little children...Our Lord says, “Bring them up in the discipline and instruction of the Lord.” In Matthew 19:14, our Lord also tells us, “let the little children come unto me, and do not hinder them for the Kingdom of God belongs to such as these.”

PHILOSOPHY

The International Christian Academy Preschool was established as an outreach to the families and the children of this community. Our emphasis will be to teach the love of Jesus to the children in a loving and nurturing atmosphere. Our staff will provide Christ-centered activities for the social, emotional, physical and spiritual development of each child.

We encourage parents to take part in your child’s learning experiences at our facility. You may choose to be involved in certain activities on a volunteer basis. These activities may include birthday parties, arts and crafts, reading stories to the children, career day, etc. We have found such involvement to be particularly beneficial for the child as well as the parent. Parents are welcome to observe the preschool classes at any time, provided this does not make it difficult for your child. We value your comments and suggestions.

EDUCATIONAL PROGRAM

A carefully supervised and Biblically based program is offered to assist the children in the learning process. We believe that the children need to use all their senses to learn about the world around them. This includes varied activities of play, music, stories, creative art, science,

and health. All of these provide an educational experience of lasting value in the child's development. We have chosen the A Beka curriculum for all of our classes. This is an advanced Christ-centered program. For those children who will be continuing on to our Academy, we suggest that he/she attend pre-kindergarten five mornings a week to prepare.

GENERAL INFORMATION

DAYS AND HOURS OF OPERATION

We are open Monday through Friday 6:30am to 6:00pm.

After 6:00pm, a fee of \$1.00 per minute per child will be charged, due upon picking up the child. If a child is not picked up by 6:30pm, Child Haven will be called. Our facility closes at 6:00pm and should your child be picked up after hours on a frequent basis, your child will be dropped from our program.

HOLIDAYS

Labor Day	New Year's Eve @ 1:00pm
Nevada Day	New Year's Day
Veteran's Day	Martin Luther King Jr. Day
Thanksgiving Day	President's Day
Day After Thanksgiving	Good Friday @ noon
Christmas Eve @ 1:00pm	Memorial Day
Christmas Day	Fourth of July

There is no credit for holidays. Due to Licensing regulations, we are unable to provide make-up days. Thank you for your cooperation and understanding in this matter.

TEACHER IN-SERVICE WEEK

The Preschool will be closed the third week in August. Please check your calendar for exact dates. To better serve your children, the teachers will use this week to prepare for the upcoming school year and attend training sessions. We appreciate your cooperation and understanding in this matter. There will be no charge for this week.

PARENTAL INVOLVEMENT

Parents are encouraged to observe in the classrooms before enrolling their child and at any time after enrollment. We love to have parents participate in seasonal and birthday parties. We welcome our parents to share talents and career information throughout the year.

REFUNDS

If your child is voluntarily withdrawn or is requested to withdraw by the school, it is understood and accepted that **no refund of registration fee, book fee or tuition will be made**. At least one week's notice is required when voluntarily withdrawing a child from the preschool. A tuition charge for one week will apply should you fail to give a one week notice.

OUR TEACHING STAFF

Our teaching staff is carefully selected and screened in order to create a loving and caring environment for your child. All staff on duty are CPR trained and certified.

GUIDANCE AND DISCIPLINE

International Christian Academy Preschool staff shall provide each child with the guidance that helps them acquire a positive self-concept. Discipline will at all times be constructive, positive and suited to the age of the child. The staff will use the following techniques: positive reinforcement, positive role modeling, intervention and redirection. At no time will there be any form or manner of physical punishment from or by our staff. If, after consultation with the parents, persistent behavior problems are present that interferes with the success of the program for others, we reserve the right to terminate the child's enrollment.

CHILD ABUSE

It is the responsibility of the Director and the entire staff of the preschool to report any signs of verbal, physical, emotional and/or sexual abuse of any kind.

ARRIVAL AND PICK-UP PROCEDURES

All children must be signed in and out on our daily sign in sheet on the counter located at the office window. Please include the time you arrive and leave. Your signature is required so your child may not be dropped off without coming inside. Parents, who have not signed their child in, will be telephoned and asked to return. This procedure is very important for the safety of your child. Any authorized adult picking up a child must be in our records. Until all staff recognizes the adult, they must show a photo ID. A child will not be released unless proper authorization has been given. There are no exceptions.

CUSTODY ORDERS

Certified custody orders must be provided to the Director any time a limitation for pick-up by a parent is being requested.

COMPLAINT PROCEDURE

If you have a concern about our Preschool, please contact the Director. If your concern is not addressed to your satisfaction, you may contact the City of Las Vegas Child Care Licensing at 229-6919.

ATTENDANCE POLICY

SICK POLICY

The preschool desires to provide conditions that encourage cleanliness and good health practices among the children. A child becoming ill after arrival at school will be isolated. The parent will be notified to come for him/her.

A portion of our program is outside so a child that is not well enough to be outside should not attend.

If your child will be out of school because of illness, please call and let us know the reason. Following any serious illness, a doctor's statement may be required. **After a fever, a child's temperature should be normal 24 hours before returning to school.** We reserve the right to deny admission to any child suspected of having a contagious childhood illness. For full time students only, after the third consecutive day of illness, you will only be charged 50% of the weekly tuition if you complete a sick/vacation form and turn it into the office the day your child returns. Full time students are allowed only two sick weeks per year. There is no sick time credit given to part time students. A full time student attends our preschool 5 days a week and more than 4 hours each day and pays full time tuition.

VACATION POLICY

Full time children will be allowed two weeks vacation per year at no charge. A sick/vacation form must be turned into the office a week before leaving for vacation. Any days exceeding two weeks per year will be charged at your normal tuition rate. There is no vacation credit for part time students. For definition of full time student, please refer to our Sick Policy above.

Children absent without notice for more than one week will be dropped from our program. Re-enrollment at a later date will be dependent upon vacancies. A re-registration fee will apply. Should you voluntarily withdraw your child, the same conditions apply.

PERSONAL INFORMATION

DATA PRIVACY

The only persons permitted to see your child's record will be the parent or legal guardian, appropriate school employees and the licensing agency personnel or other authorized state authorities. It is the policy of this school not to disclose the names of children who may have caused injuries to other children while at school.

CHANGE OF ADDRESS, EMERGENCY INFORMATION, ETC.

All information on the emergency and registration form must be kept current. It is your responsibility to inform the office of all changes such as:

Home phone and address

Work place and phone number

Person authorized to pick up your child & phone number

HEALTH & NUTRITION

HEALTH

The licensing department requires a physical for all children. All immunizations must be current and kept current and kept on file while your child attends our preschool.

SMOKING POLICY

ICA Preschool is a non smoking facility.

NUTRITION

A nutritious snack will be served during the mid-morning and late afternoon. Parents are required to provide a sack lunch. **We do not allow any candy or soda to be consumed at preschool.** We encourage all parents to send nutritious well-balanced lunches with their child to enable him/her to maintain their proper energy level. Please remember that only food that is in need of refrigeration goes in the proper class bin in the proper refrigerator. Non-perishables can remain in your child's lunch box and placed in your child's classroom.

If your child has any food allergies, the office must be notified in writing.

BLANKETS

Children who stay all day should bring one small blanket with his/her name on it. It must be in a plastic zip lock bag that will fit in the cubby. The blanket will be sent home each week to be returned, laundered.

CLOTHING

All extra clothing should be marked plainly with the child's name. Comfortable, washable play clothes are preferable. For safety purposes, your child should wear tennis shoes, please no flip flops. **Every child is required to be fully potty-trained.** If a teacher determines that a child is not fully potty-trained, ICA Preschool reserves the right to terminate their enrollment immediately.

We do easel and finger painting and sometimes paint will get on the clothes. Be sure all clothing is washable, including jackets. The clothes should be easy for the children to put on and remove so they can take care of their own bathroom needs. It is wise for the children to wear closed in shoes to protect their feet. We also require an extra set of clothing including socks in case an accident occurs. These clothes need to be in a large zip lock bag with the child's name on it. **We do not allow any clothing or products from Harry Potter, Pokemon, Digimon, Power Rangers, Power Puff Girls or WWF Wrestling to be worn or brought to school.**

Toys

Toys from home are not allowed at the preschool. Toys from home can get lost or broken; therefore it is best that personal toys remain at home where they are safe. At times, we may ask the children to bring items for our units of study such as a truck, insects, rocks, animals, or food items. **Trading cards are not permitted at preschool.** With the teacher's approval, some Christian or story tapes that your child enjoys listening to are acceptable.

Tuition

All accounts must be kept current. Tuition is due prior to your child's attendance. Payment must be received before your child is dropped off each week. **Weekly tuition payments must be made current by the end of each week. Delinquent accounts will receive notification of the balance due. All accounts that are not made current by the last day of the week will be notified not to return to ICA Preschool until the account delinquency is corrected. Once the balance is paid in full, your child may return based upon availability.** A fee of \$25 will be charged on all returned checks. After two checks have been returned for NSF reasons, we will be unable to accept checks for payment.

A 5% discount will be given if annual tuition is paid in full with a cashier's check.

Please detach and turn into Preschool Office

I, _____ have read, understand and agree to adhere to all of the policies and information in the ICA Preschool Parent Handbook. I realize that I am responsible for making daycare arrangements for my child every year during the third week of August.

Signature

Date

10-07