

# AMITE CHRISTIAN ACADEMY

A Ministry of Amite Baptist Church

7100 Amite Church Road

Denham Springs, LA 70706

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[www.amiteacademy.com](http://www.amiteacademy.com)

Preschool & Daycare

## Student and Parent Handbook

2022-2023



These polices have been approved by the Amite Christian Academy School Board. Therefore, any complaints against these polices *must be addressed to the school board in writing*. Such complaints will be reviewed at their monthly meetings. Submissions can be placed in the payment boxes. Once a decision is made, the one who made the complaint will be informed of the school board's decision.

## ***Administration Directory***

Lisa Perkins – Principal  
[lperkins@amiteacademy.com](mailto:lperkins@amiteacademy.com)

Jessica Hood – Preschool and Daycare Director  
[jhood@amiteacademy.com](mailto:jhood@amiteacademy.com)

Jennifer Baker – Preschool and Daycare Assistant Director  
[jbaker@amiteacademy.com](mailto:jbaker@amiteacademy.com)

Jennifer Dier – Administrative Assistant  
[acainfo@amiteacademy.com](mailto:acainfo@amiteacademy.com)

Deana Watson – Financial Secretary  
[dwatson@amiteacademy.com](mailto:dwatson@amiteacademy.com)

Jackie McKinnon – Afternoon Daycare Supervisor

Laura Jones – Nursery Supervisor

Alexis Bates – Afternoon Nursery Supervisor

Don Moore – Kitchen Supervisor

Carl Williams – Maintenance & Bus Driver

## ***Preschool Teacher Directory***

### **K3 Teachers**

Brooke Harkey  
Angel Lawton  
Morgan Spring

### **K4 Teachers**

Louise Cunningham  
Wendy Griffis  
Lorraine Molero  
Melanie Smith

## **General Information**

### **Purpose Statement**

The primary objective and purpose of Amite Christian's School is to train the children in the knowledge of God and the Christian way of life. The administration and faculty demonstrate a caring concern for each child under their care.

### **Mission Statement**

To touch the lives of our students with the love of Jesus Christ through Christian training and the tender loving care that every child needs.

## **Belief Statement of Amite Baptist Church**

**We believe the Bible.** The Bible is divinely inspired and is God's perfect revelation of Himself to man. The Scripture is totally true and trustworthy and as such, is the supreme and final standard for all human conduct and religious belief.

**We believe in one God.** God is a living, personal, intelligent, spiritual, and eternal being. God reveals himself to us as Father, Son, and Holy Spirit. God is perfect and absolute in knowledge and power.

**We believe Jesus Christ is the only Savior.** Christ is the eternal Son of God. He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed the will of God. He was completely human, yet completely without sin. He died a substitutionary death on the cross to make provision for man's salvation. He was raised from the dead on the third day after his crucifixion and later ascended into Heaven. He is now exalted at the right hand of God the Father. Christ will personally return to this world in power and glory to complete His redemptive mission.

**We believe man is uniquely created in the image of God.** God created them male and female. In the beginning, man was innocent of sin and endowed by his Creator with the freedom of choice. By man's free choice, sin entered into the human race. Because of this nature of sin, as soon as man is capable of moral action, he transgresses God's law and is under condemnation for sin. Only the grace of God can bring man back into fellowship with God.

**We believe salvation is offered freely to all who accept Jesus Christ as LORD and Savior.** There is no salvation apart from Jesus Christ. Repentance (turning from sin) and faith (turning in devotion to Christ) are two expressions of salvation. Salvation is both immediate and eternal and brings a change of heart, mind, action, and attitude.

**We believe the church is the body of Christ.** A New Testament church is the autonomous local congregation of baptized believers coming together by faith in fellowship for service and witness for Christ in the world.

**We believe in The LORD'S Day.** Sunday, the first day of the week, is The LORD'S Day. It is a Christian institution commemorating the resurrection of Jesus Christ and should include public and private worship and spiritual devotion to Christ.

**We believe in evangelism and missions.** It is our duty and the necessary expression of Christian love to share the witness of Christ with the lost.

**We believe in Christian stewardship.** All our material and spiritual resources are gifts from God and are to be managed according to the teaching of Scripture. Our time, talent, and money are to be used for the glory of God and the good of others.

## **Amite Christian Academy's Philosophy of Education**

At Amite Christian Academy we believe that the greatest command given to us by Jesus Christ is to Love God supremely, and in turn to Love our neighbor. (Matthew 22:37) This command is what drives our faith, our beliefs, our policies, our practices, and our way of life. We believe that when loving God is the bedrock of our lives that every aspect our lives is enhanced to its fullest potential. Paul writes that we should do everything as unto the Lord and not unto men. It is this fact alone that lets us truly see that Children are a gift from God and His reward.

(Ps 127:3) It is this fact that can transform our program from just an ordinary school or daycare into a powerhouse of care and learning, by following the principles that God has clearly laid out.

At Amite Christian Academy, we believe that the Word of God is our ultimate guide book. The Bible is the standard to which everything is compared. II Timothy 3:16 states that God's Word is divinely inspired and that it is of great value to us. God's Word exposes our rebellion, shows us the truth, corrects our mistakes, and show us how to live godly lives.

II Timothy 3:1-9 is a warning to young Timothy. Paul is admonishing him to be prepared for the road of life ahead. He directs him to learn from the past, and to learn from those who have gone before. What better reason is there to educate our young ones? We must prepare them for the future. We must teach them the skills of reading, writing, thinking, reasoning, and problem solving so that it will ultimately allow them to know and share God's love with the world.

This idea is not new. Psalms 78 directly instructs us to pass down all that we have learned to our children. The reason was very clear. They taught them to learn from the past, so as not to repeat the mistakes of old generation. But, most importantly, to receive the blessing of God in their lives and the salvation that He offers. This salvation is made manifest in the death, burial, and resurrection of Jesus Christ. The Gospel! In order for LGLP to take it hold on our lives we must first receive His Son. God then begins His redemptive and restoring work in our lives. The Gospel transforms us to something that is new. A *never seen before creature*. It changes our character, our purpose, our reason for living. Now, in Christ we can do all things, because He gives us the ability. This makes us better moms and dads, better leaders and teachers, better coaches, better business men, and so on. What reason is there not to teach our students within the backdrop of the Gospel!

At its core, Christian Education should prepare children spiritually, emotionally, physically, socially, and experientially, to face the world for the express purpose, of making an impact on the world, through our lives in Jesus, rather than the world having an impact on us.

# Complaint Policy

From time-to-time problems, complaints, misunderstandings, or offenses may arise within the Daycare setting. Based on Matthew 18:15-17, I Corinthians 11:17-19, and Romans 14 – 15:4 we have listed the principles that guide us through handling these issues.

## Issues with the Policies of ACA

A statement on the front of the handbook addresses how to handle any issues.

## Issues with Personnel

1. You should go to the person with whom you have an issue and resolve this issue privately between each other. If the issue is not resolved, then proceed to the next step.
2. You should then meet with the director and with the person you are having an issue with and resolve this issue privately. If the issue is not resolved, then proceed to the next step.
3. You should go directly to the ACA committee. The issue must be submitted in writing to the chairman of the committee. The committee will decide to hear or not hear the matter. If the committee decides to hear the matter, they will do everything possible to bring a fair solution to the issue. This is the highest level of appeal within the ACA system.
4. If the issue is still unresolved, you can bring the issue to the pastor. The issue must be submitted in writing to the pastor's secretary. The pastor will decide to hear or not hear the matter.

## General Guidelines

- It is best to deal with issues quickly and not allow them to linger or fester.
- Deal with issues privately, only with those involved.
- One should not spread or entertain gossip or unsubstantiated truth.
- We should all remember that the attitude of Christ is that of a humble servant.
- The Bible directs us to build up the body of Christ, not tear it down.

1. Why we should welcome and accept one another
  - God has received us. Vrs. 1-3
  - Jesus sustains His own. Vrs. 4
  - When Jesus is the Lord THAT determines who is accepted. Vrs. 5-9
  - Jesus will be the judge of us all. Vrs. 9-11
2. We must build each other up or edify one another
  - Christians affect one another. Vrs.13-15
  - We have specific priorities of righteousness, peace, and joy in the Holy Spirit. Vrs. 16-18
  - We must help everyone grow. This will knit our lives together in Christ. Vrs. 19-21
  - We must not force our passions on others. Vrs. 22-23
3. We must please each other (chapter 15)
  - We are to bear each other's burdens.
  - Christ provides us the example of selfless service to others. Vrs. 2-3
  - As we get along in unity the world can see the authenticity of Christ Vrs. 4

We are guided only by the polices and principles of ACA and Amite Baptist Church in our decisions. Determinations on the decisions of personnel are based on whether or not policies and principles were followed and not on how one would have personally handled the matter. The director, the ACA committee, and the pastor will only overturn a decision based on the determination that any polices or principles where not adhered to.

It is assumed that parents do not usually view situations involving their children objectively. In most instances, parents are not present when situations at daycare occur. Children often do not objectively relay to parents what happened at daycare. These facts cause the staff and the committee to conclude that staff members should be given the benefit of the doubt in disputes.

### **How to Request Information on Licensing Compliance**

At the conclusion of each licensing visit when an area of non-compliance with the Licensing regulations is noted, a Statement of Deficiencies is given to your child care provider. The Statement of Deficiencies may be found on the Department of Education's website @ [www.louisianabelieves.com](http://www.louisianabelieves.com). A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

Department of Education

[Louisiana Department of Education](http://www.louisianabelieves.com)

[P.O. Box 94064](mailto:ChildCareLicensing@doe.louisiana.gov)

[Baton Rouge, LA 70804-9064](mailto:ChildCareLicensing@doe.louisiana.gov)

Child Care Licensing and Regulatory Section

**If you would like additional information on how to view or obtain copies of the statement of deficiencies, please contact our office at 877-453-2721 (TOLL-FREE)**

## ***Amite Baptist Church and Academy***

### **EMERGENCY MANAGEMENT PLAN**

In the event individuals on the campus of Amite Baptist Church or Academy are put at risk by the actions of another or by natural disaster or imminent danger the following actions are to be taken:

- **FIRST**, the facilities are to be secured to prevent the spread of danger to others and the senior most people in the chain-of-command, which is immediately available, is to be appraised of the situation.
- **SECOND**, all pertinent law enforcement, fire or disaster relief, and emergency personnel are to be immediately notified.
- **THIRD**, as deemed necessary by the staff person managing the moment of crisis, all parents are to be immediately notified and requested to come to retrieve their children.
- **FOURTH**, parents will be directed to retrieve their children in accordance with and under the direction of law enforcement and safety personnel.

#### Chain of Command (in case of crisis):

Pastor: Michael Luce

Minister of Students: Luke Hand

School Administrator: Lisa Perkins

Daycare Director: Jessica Hood

Assist. Daycare Director: Jennifer Baker

Pastor's Secretary: Katelynn Curtis

School Maintenance: Carl Williams

Property Manager: Phil Jenkins

All within the Chain of Command are directed to take action according to the above plan if any situation occurs under their time on campus and the person(s) above them in the Chain-of-Command is/are not present to give needed direction. The actions are to be taken in accordance with the four-step crisis management plan. The senior most available person is to be called to campus (at the earliest possible time) to take charge of the crisis resolution process.

- Revised (July 6, 2021)

# Admission Policies

## Notice of Nondiscriminatory Admissions

ACA admits students of any race, nationality, ethnic origin, color, or religion, and equally makes all rights, privileges, programs, and activities available to all students. ACA in the writing or the administration of educational policies, admission standards, tuition standards or scholarships or any other school administered program, does not discriminate on the bases of any race, nationality, ethnic origin, color, or religion.

## Waiting List Statement

Because ACA is a ministry of Amite Baptist Church, the following priorities are considered when filling classes or vacancies if the student meets stated admission requirements:

- Students who have siblings in attendance at ACA
- Students whose parents are members of Amite Baptist Church
- Students whose parents are staff members of ABC or ACA
- Other Students

## Registration and Emergency Contact Information

It is the responsibility of parents or guardians to keep all information listed in the registration papers current and up to date. Please contact the school office immediately to make any necessary changes. Please call 225-665-2060 for all changes.

**Parents are automatically considered as an emergency contact & eligible for pick up. Information can only be changed through a notarized court order that grants one party custody or sole decision-making authority.**

## Withdrawal Policy

- \* Should you choose to withdraw your child, we ask that you give us a two-week notice. This notice **MUST** be in given to the **DIRECTOR**.
  - You may not use your vacation week toward your two weeks' notice.
- \* If you choose to drop your child from our roll for any length of time you will **FORFEIT** your registration fee and your spot in our school/daycare.
- \* We cannot hold spots open during the summer or at any other time. Holding spots open places a tremendous financial burden on the Daycare. In order to adequately meet our budget needs we must keep all of our daycare spots filled at all times.
- \* If we have an opening and you choose to re-enroll later you will be responsible to pay another registration fee.

## Before and After Care Summer Policy

After-school age children (children who have completed Kindergarten thru 5<sup>th</sup> grade) may drop for the summer and return for the first full week of school in August. We do require a current account; if a balance exists, we reserve the right to fill the spot, due to lack of payment. If we fill the spot before the balance is paid in full, your spot and registration fee will be forfeited. Vacation benefits **are not** available with this option.

\*Please understand that this policy **does not include** children enrolled in our Nursery or our three and four year old preschool/daycare program. Our current year round policy is still in force for those students.\*

# Preschool and Daycare Calendar

## 2022-2023 School Year

PreK Open House	August 14, 2022 @2:00pm
First Day of Preschool	August 15, 2022
Labor Day - Preschool & Daycare CLOSED	September 5, 2022
Grandparent's Day - Special Chapel	September 13, 2022
Scholastic Book Fair	September 12-16, 2022
Book Fair Family Night	September 15, 2022
Livingston Parish Fair - Preschool CLOSED	October 7, 2022
Red Ribbon Week	October 24-28, 2022
Veteran's Day Program - Special Chapel	November 15, 2022
Trike - A - Thon	November 18, 2022
Thanksgiving - Preschool CLOSED	November 21, 2022 - November 25, 2022
Thanksgiving - Daycare CLOSED	November 24, 2022 and November 25, 2022
Christmas Program	December 13, 2022 @10:00am
Christmas Parties	December 19, 2022 @10:00am
Polar Express Day	December 20, 2022
Christmas and New Year - Preschool CLOSED	December 21, 2022 - January 5, 2023
Christmas - Daycare CLOSED	December 23, 2022 and December 26, 2022
New Year - Daycare CLOSED	December 30, 2022 and January 2, 2023
In House Registration Begins	January 9-20, 2023
Martin Luther King Day - Preschool CLOSED	January 16, 2023
Open Enrollment Begins	January 23, 2023
Mardi Gras - Preschool CLOSED	February 20, 2023 - February 24, 2023
Mardi Gras - Daycare CLOSED	February 21, 2023
Louisiana Week	February 27, 2022 - March 3, 2022
Easter Parties	April 6, 2023 @ 10:00am
Good Friday/Easter - Preschool CLOSED	April 7, 2023 - April 14, 2023
Good Friday - Daycare CLOSED	April 7, 2023
Administration Appreciation Day	April 27, 2023
National Prayer Day	May 5, 2023
Teacher Appreciation	May 1-5, 2023
End of Year Program	May 9, 2023
Last Day of School	May 12, 2023

## **Daycare Hours**

**Days Open:** Monday thru Friday, with the exception of the holidays listed above. Should there be any changes you will be notified.

**Hours we are open:** 6:30 a.m. until 6:00 p.m.

## **Daycare Drop Off and Pick Up Procedure**

### **Drop of cut off time:**

All students must be dropped off before 8:30am

\*Students must provide a physician's note if dropped off later than the cut off time listed above. \* We work hard to create a structured, learning environment and being on time is very important to the child's daily routine. Any preschooler dropped off after 8:30 am will need to be checked in at the school office before they may proceed to their classroom.

### **After Hour Charges:**

The closing hour is promptly at 6:00 p.m. A late charge of \$2.00 per minute will be made for a child who remains in the center after 6:00 p.m.

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**Students are not to be dropped off in the parking lot and sent unattended to daycare under any circumstances.**

## **Preschool Half Day Drop Off and Pick Up Procedure**

### **Morning Drop Off**

Students must be walked in by their guardian to their classroom. Due to licensing requirements, every child must be signed in and out every day. Please scan the QR code located on the outside of your child's classroom.

### **Pick Up**

1. PreK 3 carpool parents will use line **ONE** to line up to pick up their students.
2. PreK 4 carpool will use line **TWO**.
3. While in line, stop at the first cone and wait for instructions to move forward.
4. Please use QR code (provided by staff) to sign your child out.

## **Student Dismissal**

Dismissal Schedule for each age group will be:

PreK-3 will dismiss at 11:30

PreK-4 will dismiss at 11:45

**If you have a child in the PreK-4 class, please do not get into the carpool line until 11:45.**

**Please be PROMPT!** If for some reason you have not picked your child up, we will try contacting you. If we are unable to reach you, we will begin calling the emergency persons listed in your file. If we are unable to reach anyone, we will take your child to daycare and you will be charged \$8.00 per hour. We do understand circumstances beyond your control, but we will in no way allow excessive misuse of this policy.

## ***Carpool Safety***

For the safety of our students, we ask that parents refrain from using cell phones while in the car pool line.

Teachers have responsibilities they must attend to during this time. If you need to communicate something to your teacher, please do so in writing or call to set up an appointment.

**Students are not to be dropped off in the parking lot and sent unattended to class under any circumstances. You may also not pick your child up in the evening in the parking lot. These rules are for your child's safety and will be followed at all times. No exceptions!**

A student walkway exists between the D building and the gym. This is designed specifically for the safety of our students. The center parking area will contain limited parking and through access will not be available.

### **Pick Up Arrangements for Students**

A child **MUST** have a note from his/her parent(s) if they are to go home with another child. **WITHOUT** a written note, we **WILL NOT ALLOW** your child to ride home with another child. **NO EXCEPTIONS!**

In the event that you are having someone else pick up your child, we **MUST** have a **WRITTEN NOTE** stating who will be picking them up that day. We **WILL NOT** release a child to someone without your written consent. **WE WILL CHECK THEIR I.D.** Please make them aware of this.

If you have an emergency and will not be able to pick-up your child on time, you will need to call the school office to advise us of who will be picking up your child.

### **Traffic**

Remember to please be courteous when driving through Linda Lee subdivision when making your way to and from ACA. Be cautious of stop signs and speed limits. Slowdown in the parking lot as there are children entering and exiting the premises.

## ***BREAKFAST, LUNCH AND SNACKS***

### **Cafeteria Hours**

- Breakfast hours: Nursery- breakfast is served until 8:00
- All Daycare children- breakfast is served until 7:30

\* If you would like for your daycare child to eat breakfast you must arrive in the gym by 7:25 to allow time for your child to eat.

\* We will provide breakfast, morning snack, lunch and afternoon snack.

### **Cafeteria Meals**

We will no longer be providing food from our cafeteria for those students who require an EpiPen for any food allergy. Those students will be required to provide their own breakfast, snacks and lunch. In case an EpiPen must be used during school/daycare hours your child will not be allowed to return until the EpiPen is replaced and brought back to school/daycare. Also, if your child has an EpiPen you are required to provide updated doctor's orders every 6 months, this is required by the Health Department.

Lunches brought from home must be ready to eat. No lunches will be heated by the staff of Amite Christian Academy.

## **INFANTS/NURSERY:**

We ask that parents provide formula and baby food for their child. Any formula left over from a child's feeding will be saved for up to 1 hour. After 1 hour, the remaining milk will be discarded. No bottles will be reheated. This will ensure the prevention of bacteria growth. Any opened baby food will be discarded at the end of the day.

In the 6-to-12-month room we begin to offer lunch if your child is ready for table food. We would also like to request that you bring **ONE** extra bottle per day.

**Pacifier clips are NOT allowed, per the Department of Education.**

## **\* PLEASE LABEL EVERYTHING \***

**REMINDER:** The State Health Department regulations state that all bottles must be mixed by the parent. So, we would like to ask that you please bring all bottles ready to go.

## **TOILET TRAINING:**

Our definition of "fully potty trained" is, when he or she is able to control the bowel and bladder and use the bathroom for elimination. A child is considered to be fully potty trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement.

**Two years old-** potty training begins once your child enters into the two-year-old class. Your child's teacher will keep you informed on what is needed. Working together closely will ensure a quick success.

**Three years old- MUST BE FULLY POTTY TRAINED BEFORE PROMOTING TO THE THREE YEAR OLD CLASS**

**Four years old- MUST BE FULLY POTTY TRAINED**

## **EXTRA CLOTHING:**

Please send an extra set of clothing for your child. Be sure to label ALL of your child's items. Please put the extra set of clothing in a gallon zip lock bag with their name on it.

This is for all age groups except after school age children.

## **DAYCARE**

**NAP TIME:** All items in mat bag must be labeled with child's first and last name.

Items Needed:

- 1.) 1 in. folding mat or roll-up nap mat
- 2.) Light weight blanket
- 3.) Travel size pillow
- 4.) Mat cover (body size pillow case to cover entire mat)

**\* If there is a "special" stuffed animal or blanket that your child would like to sleep with, we will only allow them to have it at nap time. Also, please do not allow them to bring multiple things to sleep with. If your child brings a "special" item from home for nap, it must stay at ACA in their nap mat bag all week.**

The State Health Department has made the recommendation that all sleeping mats be placed in individual drawstring garbage bags that are labeled with each child's name.

- **We do not allow mesh or laundry bags to store mats.**

Each Monday, the office and nursery will have large garbage bags and markers. We would like to ask when you come in on Monday that you please take a moment to write your child's name on a garbage bag and place their mat preassembled, pillow, and blanket in the labeled bag.

Each Friday, your child's things will be sent home in the same bag. We ask that you do not re-use the same bag for the next week. This procedure will be repeated each Monday morning.

## ***Tuition and Fees***

Your registration fee will be due at the time of registration. This fee will cover all of your child's workbooks, craft, art, and school supplies for the year. The registration fee is **NON-REFUNDABLE**.

## ***Late Fee Policy***

### Pre-K Half Day Program

- Each monthly tuition payment is due on the 1<sup>st</sup> day of the month beginning in August, and ending in May.
- Tuition for the month must be received by the 5<sup>th</sup>.
- Monthly tuition not received by the 5<sup>th</sup> will be assessed a late charge of \$25 per week and added to the account. (Checks for payment will not be held.)
- Student accounts must be current, and not in arrears, at the beginning of each month.
- Student accounts must be settled by the last day of school.

### Pre-K Full Day, Before/Aftercare and Nursery

- Each weekly tuition payment is due every Monday.
- Weekly tuition not received by the week will be assessed a late charge of \$25 per week and added to the account the following Monday. (Checks for payment will not be held.)
- Student accounts must be current, and not in arrears, at the beginning of week.

Students who have a delinquent account over 30 days are subject to removal from school until the balance is paid. In addition, students will not be allowed to participate in end of the year ceremonies, receive diplomas or awards, or any other year end activity until all balances are paid.

\* Rate changes for the Nursery (13 months through 2 years) only when the child is promoted to the next classroom. \*

**Paid in full means that the past due amount plus all subsequent weeks are paid to the next due date.**

**We consider all NSF checks as an unpaid balance until paid with all applicable fees.**

### **NSF policy**

- First check must be paid in money order, plus a \$40.00 NSF fee.
- Second check must be paid in money order, plus a \$40.00 NSF fee.
- Third check must be paid in money order, plus a \$40.00 NSF fee. After the third NSF check we will no longer be able to accept checks as payment. We will only accept Money Orders.

### **Vacation Days for Daycare Parents Only:**

Once your child has been enrolled at Amite Christian Academy for one year you will be allowed **one-week vacation**. This week must be used consecutively, a Monday thru Friday. This time does not accumulate. Please notify the director or the administrative assistant with your vacation request. We would like to ask that you please give us two weeks' notice on vacation requests if possible. Also, please note that you may not use your vacation week toward your two weeks withdrawal notice.

## ***Dress Code Policy***

Our school/daycare strives to teach our students proper behavior and etiquette within the guiding principles of God's Word. Therefore, our dress code is designed to encourage our students to dress like ladies and gentlemen that would honor Jesus Christ and be a proper representation of ACA.

Tops must not expose any of the midriffs or lower back. Halter tops, tube tops, strapless tops, and other forms of revealing clothing are prohibited and should not be visible at any time.

1. Pants must be of appropriate size, be worn at the natural waist, and not drag the floor. No spandex pants, or stretch pants are allowed. Belts, if worn, must be buckled.
2. Shorts, skirts, jumpers, and dresses must have a finished hem and extend to the length of the tip of the longest extended finger when student is standing upright with hands by his/her side. No slits are allowed.
3. Undergarments must not be visible. Shorts must be worn with skirts, jumpers, and dresses.
4. Temporary tattoos are not allowed or any obvious distractions will not be allowed.
5. No face paint.
6. Makeup is not allowed to be brought to school.

### **Shoes/Socks/Tights**

- No Crocks
- No platform shoes or roller blade shoes
- Shoes with laces must be tied and fit safely.
- Sandals are allowed but must be securely attached to the ankle with a buckle and nothing between the toes. **(NO ELASTIC)**
- No flip-flops

### **Jackets/Outerwear/Hats/Caps**

- No bandanas, hats, caps or beanies.
- **All removable clothing must have the student's first and last name written on the inside.**

### **Back packs**

- No rolling back packs are allowed.
- All student back packs must have the student's first and last name written on the outside.
- Please do not bring toys or purses to school/daycare, unless instructed by a teacher.

### **Hair Styles**

- Male students' hair styles must be appropriate. Hair must be clean and neat.
- Ladies' hair must be clean, neat, and well groomed. Extreme coloring and extreme hairstyles are not allowed.
- Feathers or beads in the hair are not allowed.
- Extreme hair colors are not allowed
- Boys may not wear earrings.

## **SUMMER DRESS CODE**

All girls, preschool – 5<sup>th</sup> grade, that attend our swimming field trips or participate in on campus swim days will be required to wear either a “one piece” swimsuit or use a dark colored cover-up, to be worn over the swimsuit at all times. We will allow flip flops to be worn **ONLY** on swim days for all age groups.

## ***Health & Safety***

### **IMMUNIZATIONS:**

Louisiana state law requires that every child who is admitted to daycare must have evidence of successful vaccinations for diphtheria, tetanus, whooping cough, polio, Hepatitis B, and rubella/rubeola/mumps. Any parents who refuse any immunizations **must provide a written document to the daycare.** Any children who have refused to take the MMR vaccination and develops a rash associated with a temperature must be removed from daycare for a period of no less than three weeks.

### **Pre-Kindergarten / Daycare**

Two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and Head Start programs for children aged 4 years and older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age-appropriate vaccines required depending on the child's age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4<sup>th</sup> birthday and prior to school entry. All children aged less than 4 years of age enrolled in Pre-K, Daycare, Head Start, etc. should be vaccinated against and must show proof of immunizations for: Diphtheria Tetanus Acellular Pertussis vaccine (DTaP); Inactivated Poliovirus vaccine (IPV); Hemophilus Influenza Type B vaccine (Hib); Hepatitis B vaccine (HBV); Pneumococcal Conjugate Vaccine (PCV – for children less than 24 months of age) If a child is less than 24 months of age and has received 4 doses of PCV-7 he/she is to get a single dose of PCV-13 for Daycare and Head Start; and one (1) dose of Varicella vaccine. If the child is not complete or up-to-date for age, he/she must present a record indicating that the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

### **Kindergarten/ First Time Enterers**

Two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first-time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4<sup>th</sup> birthday and prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

### **Policy Regarding Sick Children:**

It is the goal of Amite Christian Academy to provide a safe and healthy environment for your child. However, germs are spread every day when two children's worlds cross paths in our facility. Even though we pride ourselves in adhering to proper hand washing and sanitizing procedures, germs are still spread. With the help of parents keeping their sick children at home, we can help prevent the spread of even more germs and illnesses in our daycare.

When is your child too sick to attend daycare? When they are displaying one of the following symptoms:

- \* Fever
- \* Vomiting
- \* Red eyes with discharge (pink eye)
- \* Thrush
- \* Cannot participate in the daily activities of the program
- \* Diarrhea
- \* Un-diagnosed rash
- \* Hand-foot-mouth disease

If your child develops any of the above symptoms at school/daycare, you will be contacted and asked to pick up your child immediately. Sick children must be picked up within 1 hour after the initial phone call to parent/guardian. If you cannot be reached, we will call one of your approved contacts. Should we need to send your child home, please remember that it is to protect the health and wellbeing of the other children in our care. Your child may return to school when he/she is symptom free for at least 24 hours. If your child has seen a doctor and the doctor states that they may return to school the excuse **MUST** state that the child is **no longer contagious**. Upon your child's arrival, the Director or your child's teacher will conduct a health check to ensure the child is free of fever and any other obvious symptoms.

REMEMBER...proper hand washing at home helps prevent the spread of germs. Wash your hands and the hands of your children often.

REMEMBER...that the school/center is a place for well children, so please do not send your child when he/she is sick or has signs of a contagious illness.

#### **COMMUNICABLE DISEASES:**

Amite Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean any illness, which arises because of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person to other persons.

A Teacher or Administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Director.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the school/center.

No drugs of any type, including aspirin, shall be given by the center personnel unless authorized in writing by the parent. Authorization shall include the name of the child and medication, date(s) to be given, time to be given, dosage, and signature of parent. These documents are available in our school and daycare office.

- a. Documentation shall be maintained verifying that medication was given according to parent's authorization, including the date, time and signature of the staff member who gave the medication.
- b. All medication shall remain in the original container.

## **ILLNESS/SYMPTOM**

**Meningococcal disease (Neisseria Meningitis)**

**Hib disease (Hemophilus influenza)**

**Diarrhea (two or more loose stools, or over and above what is normal for that child)**

**Fever of unknown origin 100°F or higher) some behavioral signs of illness.**

**Chicken pox**

**Hepatitis A**

**Aids (or HIV infection)**

**Conjunctivitis/Pink eye**

**Strep throat**

**Any contagious illness or rash**

**Fifth Disease**

**Head Lice**

## **EXCLUDE UNTIL:**

**Well and proof of noncarriage**

**Well and proof of non-carriage**

**Diarrhea resolved or is controlled (contained in diaper or toilet)**

**Fever resolved or cleared by child's physician or health department.**

**Skin lesions (blisters) scabbed over completely. Requires written clearance from physician.**

**One week after illness started and fever gone.**

**Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis)**

**The eye is generally red with some burning and there is thick yellow drainage being secreted. Requires written clearance from a physician stating not the child is no longer contagious and what time and date they can return.**

**Must be fever free and on antibiotic treatment for 24 hours. Requires written clearance from a physician stating child is no longer contagious and what time and date they can return.**

**Requires written clearance by physician before returning to school/daycare.**

**Viral infection with rash occurring 1 to 3 weeks after infection. Symptoms may include fever, headaches, and red "slapped-cheek" rash 1 to 3 weeks after these signs or symptoms. Requires written clearance by physician.**

**All children may return to school/daycare after: Dr. recommended chemical treatment has been done and has a written release from the Doctor's office. Any remaining eggs/nits must be more than 1 cm (1/2 inch) from the scalp (If they are 1 cm or less the child will not be able to return to class/daycare.) All Children must be checked and cleared by a Supervisor before returning to class/daycare.**

## **Hand-Foot-and-Mouth Disease**

**A viral infection that causes outbreaks of the disease in the summer and fall. Tiny blisters in the mouth and on the fingers, palms of hands, buttocks, and soles of feet that last a little longer than a week (one, few, or all of these may be present).**

**No, unless the child is unable to participate. The staff will determine upon arrival.**

## **Molluscum Contagiosum**

**A skin disease caused by a virus, somewhat similar to warts. Requires written clearance from physician**

## **MEDICATION**

If a student is to take any medication while at school, we must have written orders from the doctor, stating the child's name and medication, date(s) to be given, time to be given, dosage, and signature of parent. "Medication Authorization forms" and "Parent Give forms" are available in our school and daycare office. In addition, we will also need a list of the side effects, and a signed medication slip from the parent. WITHOUT these items the school/ daycare WILL NOT administer medication. If medication needs to be administered four times a day the center will only administer it no more than twice in one day. If medication needs to be administered three times a day the center will only administer it once a day.

- a.** Documentation shall be maintained verifying that medication was given according to parent's authorization, including the date, time and signature of the staff member who gave the medication.
- b.** All medication shall remain in the original container.

Students may not bring over the counter medication to school. These include vitamins, cough drops, chap stick, hand sanitizers, lotion, breath mints or breath strips.

## **ALLERGY INFORMATION/POLICY**

**Emergency medications (i.e. Epipen, Benadryl) prescribed for the child on a long-term basis shall be upheld by all stipulations of this document with the exception of daily signature. Child care providers shall obtain a medication authorization form with signature of the parent every 6 months. A plan of action for children with special health care needs describing how to use the emergency medication and when to use the medication shall be maintained in the child's health records. If your child requires any type of emergency medication our request to ensure their safety is that you supply ALL food on a daily basis. We understand that this is an inconvenience but by doing this we are creating the safest environment for your child that we possibly can.**

**Medications shall not be kept at the child care facility (excluding emergency medications) overnight. All unused medication shall be sent home with the child when he/she leaves the child care facility for the day. Students can not be on campus without proper medication.**

## **Drug Free Zone**

The possession, sale, or use of alcohol, drugs, or any other controlled substance on or near the church/school campus is strictly forbidden. Anyone found in violation of this rule will be immediately expelled and will be reported to the proper law enforcement agencies.

## **Abuse and Neglect Policy**

Any suspected abuse and /or neglect of a child in our School/Daycare must be reported in accordance with Louisiana Revised Statutes 14:403

## **DISCIPLINE POLICY**

The goal of ACA is to encourage a child's self-respect and develop a personal responsibility for his/her actions. It is important for each child to learn self-control and to respect the rights of others while learning in a safe and caring environment. The staff of ACA will guide the children in a firm but loving manner toward self-control. This will be accomplished with love, respect, and consistency. Discipline is not punishment, but rather a means to encourage self-control and responsibility. It is nurturing and educational. Good discipline is based on caring, honesty, respect, and trust. Children will be allowed to express all their feelings both positive and negative. The staff will listen to children and help them to deal with their feelings. Positive behavior will always be promoted first through routines, effective commands, and reinforcement of good behaviors. Appropriate behaviors will be rewarded, as adult approval is very important to children. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member. No child shall be deprived of meals or any part of meals for disciplinary reasons.

### **ACA does NOT participate in the following forms of discipline**

- Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
- ACA prohibits having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

## **BEHAVIOR MANAGEMENT POLICY**

### **Level One - Classroom Discipline**

Teachers have their own rules and consequences established for their classrooms. The teacher will/can use the following methods of discipline:

- Verbal warning – remind child of rules
- Discussion with child about behavior in private
- Redirection
- Removal from activity in class/playground -child will sit out if behavior is a problem while outside
- Time out (1 minute per year old)

### **Level Two: Brought to Supervisor's Office**

After all of the level one action has been used and the behavior continues then the child will be brought to the supervisor's office.

- Works with teacher and child to develop a behavior/reward plan
- Phone call to parents (parent could be required to pick up child)
- Note to parents – A Behavior Report – will be written each time the child is sent to the office and the parent/guardian will be asked to sign and date.

### **Level Three: Director's Office**

- Parent may be called to pick-up their child.
- Parent conference with director(s).
  - Phone conference
  - In –person conference
  - Discussion of further actions that we will take which can include suspension/dismissal from preschool
  -

### **Suspension and Dismissal**

Given that the steps outlined above have occurred and the inappropriate behavior continues, there will be grounds for suspension and or dismissal.

- Behavior Reports will be filed and logged as follows
  - 3<sup>rd</sup> behavior report your child will receive a mandatory 1 day suspension from preschool
  - 5<sup>th</sup> behavior report your child will receive a mandatory 2 day suspension from preschool
  - 8<sup>th</sup> behavior report your child will be dismissed from Amite Christian Preschool

The director has the right to use her discretion to dismiss a child from our preschool due to behavior that is threatening to a child or teacher.

## ***BITING POLICY***

Children biting other children are one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. They may bite for a variety of reasons including teething, frustration, boredom, inadequate language skills, change in environment, feeling threatened, or to feel a sense of power. The staff of the center, after consulting child care experts and manuals, have developed the following plan of action to be used if and when biting occurs in any of our classrooms.

### **Biting consequences are as follows**

- 3 biting reports – the biter will be suspended for 2 days from the center.
- 5 biting reports – the biter will be suspended for 3 days from the center.
- 8 or more biting reports – the biter will be dismissed from our program.

Teachers and staff will be required to make judgment decisions on whether a behavior is inappropriate, while especially considering the age of the child. The teacher(s), staff and/or the parent(s)/guardian(s) may seek input from the director on what may constitute inappropriate behavior for children of a particular age group.

This policy applies to the entire academic year, all academic levels, and all ages. This policy is effective August – July and will be renewed August 1<sup>st</sup> of each year. When a student **ENDS** the current school year, all Behavioral/Biting Report counts will return to zero.

## ***Emergency Drills***

Each month Amite Christian Academy will conduct fire, tornado and/or lock down drills to prepare our students in case of emergency.

## ***Bad Weather Days***

Amite Christian Academy will follow the Livingston Parish Public School closings on bad weather days. If all of LPPS are closed we will close both the school and daycare. You can determine if we will be open or not by listening to Channel 2, Channel 9 or WJBO in the morning. If bad weather conditions would become threatening to our children in any way, we will take every precaution to keep them safe.

In the event that only Live Oak Schools are closed and we have power, we may choose to open. If it is during school days, we will not be able to receive before and after care students from any of the Live Oak School due to space and staffing issues.

## ***Power Outages***

**In the event of a power outage on our campus, the following policies apply.**

1. If the power is out at 6:30 AM, you may leave your students at your own risk. You must also understand that if power has not been returned by 9:30 AM, we will close down the school and daycare and you will be required to pick up your children.
2. If the power has been out since 6:30 AM and has not been returned by 7:30 AM, we will close school for the day and not receive any more students into our facility.
3. Once school starts, depending on conditions, we reserve the right to close the school, if power has not been restored within 3 hours.
4. Once the decision is made to close, parents must arrange to pick up their students regardless of whether the power has returned or not once they arrive at school.

## ***Hurricane Policy***

**In the event of a hurricane, the following policies apply.**

1. Our yearly budget is based upon the accumulation of tuition from week to week and month to month, much more than payroll is tied to these revenues.
2. For full time daycare students (52-week enrollment) we offer a one-week vacation for parents to use at their discretion. We are suggesting that parents use that time wisely for such an event.
3. For school only students or daycare students who only attend during the school year, there will be no discount or fee reduction.
4. We understand that this will be an extra financial burden during a time of crisis; however, we appreciate your understanding.

## ***Re-Opening of School/Daycare***

After an event has passed, power has been restored to the campus, and we have received approval from the state, we will pursue the opening of daycare, as soon as we can adequately staff our operation. ACA will remain closed, as long as, the entire LPPS system is closed. ACA will also follow LPPS in making up days that are lost as the result of a closure.

# Handbook Acknowledgement Form 2022 - 2023

At least one parent must sign this form acknowledging that they are aware of and understand the policies contained in the Handbook. The handbook is viewable online at [www.amiteacademy.com](http://www.amiteacademy.com)

Please sign and return this form to the school by August 16, 2019.

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Student

