

# **SOLANO CHRISTIAN ACADEMY**

## **2008 - 2009**

Dear Parents,

Welcome to the Solano Christian Academy Early Childhood Education (ECE) Department Preschool and Pre-Kindergarten. We are grateful that God has brought us together. The daily care and training of your child is very important to us as a staff.

We place strong emphasis on a cooperative home and school relationship. This helps to assure a happy experience for your child. If you have any questions or problems, please contact us immediately.

May the Lord richly bless us as we work together to train your child in the way he/she should go

Sincerely,

Alicia Reed  
Director  
Early Childhood Department

*Lead me in Your truth and teach me.*  
Psalm 25:5

# *Solano Christian Academy*

Welcome to Solano Christian Academy. This year marks our 31st year of service to the children of this area. Established in 1977, our mission is to educate children in an environment where Christ reigns supreme.

Our success and excellent reputation is based on the dedication of our teachers, staff and our board members. Our school parents have been truly supportive of the school, and they have worked with us to provide a quality Christian education for our students.

This handbook is presented to assist you in understanding the philosophy, policies, and regulations that serve as a guideline for those attending. This book does not attempt to cover every imaginable situation that could occur, but will cover most topics of greatest interest.

Thank you for giving us this opportunity to serve you and your children.

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Michelle Bounds, Administrator

Dear Parents:

We would like to thank each of our parents for taking the time to read through your Parent Handbook. Many questions you have about the Academy will be answered for you in this small book. If you have other questions, we are always happy to speak with you.

The directors and teachers at SCA have chosen to work in a Christian Ministry so that we might serve you and your children, and in so doing also serve our Lord, Jesus Christ. Deuteronomy 6:6 states "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down, and when you get up."

We believe God has called each staff member to SCA to teach and nurture the children in our care. It is our hope and desire that your child's experiences here at SCA be fruitful and joyful.

The SCA Staff strives as a team to create a safe and loving atmosphere. Our staff is well trained in Early Childhood Education and Biblical practices. Through this training we hope to guide your child toward optimum development - spiritually, emotionally, physically, socially, and academically. We desire to have clear communication with our parents. If you have any questions or concerns, we ask that you talk with your child's teacher first, and if unresolved, you may talk to the Director.

We hope you and your child have a wonderful year at SCA.

In His Service,

The SCA Early Childhood Department

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RECEIPT OF PARENT HANDBOOK

This is to acknowledge I/we the Parent(s) of \_\_\_\_\_ have received a copy of the "PARENT HANDBOOK" for Solano Christian Academy ECE Department and agree to read and abide by the policies and procedures contained therein.

\_\_\_\_\_  
Parent/Guardian Signature  
(This form to be retained in your child's file.)

\_\_\_\_\_  
Date

## **MISSION STATEMENT**

It is the mission of SCA to provide an opportunity for students to learn personal responsibility and self-control in an environment that promotes academic, spiritual, and social growth.

## **VISION STATEMENT**

SCA endeavors to accomplish its mission by:

1. Presenting an academically challenging curriculum.
2. Modeling and expecting compliance with Biblical principles.
3. Allowing students to learn from the consequences of their decisions.
4. Responding to student behavior in a loving and empathetic manner.

## **A NONPROFIT ORGANIZATION**

Solano Christian Academy is a nonprofit organization. The leadership team and appointed members make up the board of directors. The board is devoted to promoting goals and philosophy outlines in this handbook. All gifts to the school are tax deductible.

## **ADMISSION CRITERIA**

Solano Christian Academy admits students regardless of race, religion, color, and national or ethnic origin who will accept and abide by the policies and regulations of the school.

The administration reserves the right to refuse admission to a pupil who uses or has mind altering substance or whose conduct is not according to biblical principals. The school is unable to accept students who have physical, emotional, or behavioral handicaps for which a specially trained staff is needed. Programs that require excessive expense are not available.

The State of California requires that the parents of entering students present evidence that their

child has been protected against polio, diphtheria, whopping cough, tetanus, red measles (rubella), mumps and varicella (chickenpox).

## **OUR PHILOSOPHY OF LEARNING**

Solano Christian Academy is a supplementary agency commissioned to support, but not to replace the home.

In a caring and positive atmosphere, we create a warm and happy environment for preschoolers to learn. As we bridge the gap from a home to school, we guide children to a continued good self-image while building social skills in a school setting.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We allow children to experience their own stage of development and help them to feel success without undo pressure.

## **PURPOSE AND GOALS**

We are a Christian school and are deeply interested in the spiritual development of your child. We teach Christian principles through the everyday experiences of the preschool child. We try to create an atmosphere of love and understanding in which your child may come to know of God's love for them through Bible stories and prayer.

We provide a healthy, happy environment with materials providing as many first-hand experiences as possible.

We offer the child readiness activities in language development, math, art, science, literature, dramatic play, music, and movement -- education that will better prepare your child for a happy adjustment to kindergarten.

## **ADMISSION STATEMENT**

It is a privilege, not a right, to attend the Academy. This privilege should be highly regarded and recognized by all students and parents. Our students should realize that they are responsible at all times to conduct themselves in a manner which brings credit to the name of Christ, their

family, their school, and themselves.

Parents must agree and fully support, verbally and in action, all school policies, teachers, administration, board, and procedures, including discipline procedures. This includes supporting and fully cooperating with the teachers and administration staff of SCA. Lack of positive support of policies and procedures or violations of the complaint procedure will result in removal of the student from the Academy.

Parents interested in enrolling a child in S.C.A. must first have an appointment with the director. At the time of the appointment, rules and regulations will be discussed as well as what the child needs to begin school.

### **CALIFORNIA IMMUNIZATION REQUIREMENTS**

The California School Immunization Law requires that children be up-to-date on their immunizations to attend school or childcare centers. Because childhood diseases like measles can spread quickly, children need to be protected before they enter. Most children need booster immunizations before entering kindergarten.

Check your child's Immunization Record to make sure you have a full date for each vaccine dose required.

#### **AGE WHEN ENROLLING**

#### **IMMUNIZATIONS (SHOTS) NEEDED**

2 Years & 9 Months

3 Polio  
4 DPT  
1 each of Hib Meningitis and MMR, on or after their first birthday  
3 Hepatitis B  
Varicella(chickenpox)

### **WHAT YOU WILL NEED AT REGISTRATION**

When you register your child for kindergarten or childcare, you will need an Immunization Record. It must show the date (month, date and year) your child received each dose of the required immunizations. The school or center will not admit your child unless you have an Immunization Record with you. If you do not have an Immunization Record or your child has not received all the required immunizations, contact your doctor or local health department immediately to arrange an appointment.

## Transfer or Withdrawal

Application fees are non-refundable. The application fee is required to hold a space for each child. Students who withdraw or leave Solano Christian Academy prior to the end of the year are requested to give as early a notification as possible. Withdrawal must be written. Tuition will be charged until the date withdrawal is made.

## Arrivals and Departures

All children must be brought inside the building by an adult and released to the custody of a staff member. The adult must sign the child in via our sign-in book, noting the time and writing their signature. The state requests a signature rather than initials. This child will be released only to the parent or to an authorized adult. Parent-authorization must be on file in the office. The adult picking up the child must sign the child out, noting the time and writing their signature on the sign-in sheet. Do not take a child from a play area without first informing a staff member. Adults not recognized by staff members will be required to show an I.D. with a photo. **Always bring your I.D.** At least a few times every year someone comes to pick up a child who isn't on our "Authorized Adult Sign-out List." By the time we tell the adult that they cannot take the child, the adult, usually a family member or trusted friend, is upset, the child is also upset and the parent we phone at work is apologetic because they forgot to add a name to the list.

## CURRICULUM

The curriculum in the ECE Department at SCA is planned in such a way as to maximize children's opportunities to reach goals we have set for them. Through our daily, weekly, and monthly lesson plans we take an active role in defining the environment and providing each child with a balanced and individualized program designed to reinforce each child's development.

Because children learn best through "hands on" exploration, we do not limit lessons to audio/visual learning. We use a math manipulative book by Macmillan, which includes patterning, counting, sorting, etc. Field trips are used for exploring our community environment. The children at SCA are guided in a variety of carefully planned enriching activities.

Academic curriculum is carefully balanced with ample time for children to grow socially and emotionally through public speaking (Share Times), drama, circle times, and much more. Chapel times and Bible lessons provide the special times and stories needed to encourage spiritual growth and development.

ECE children learn best when learning is fun. Each teacher strives to create exciting and

worthwhile activities to bring letters, numbers, Bible times, etc., to life. Teachers plan carefully so that children will be challenged and stimulated but not frustrated or overwhelmed.

Early Kindergarten and Pre-Kindergarten instruction includes but is not limited to:

Bible Times - Along with our regular curriculum and memory program, our Bible training will focus on Christian character traits such as love, honesty, respect, and courage. Through the teaching of these Biblical character traits, it is our goal that each child will begin to practice these character qualities in his/her own life. These character qualities will be reinforced in each child's life throughout the day, not just at a specified Bible class. It is our goal at SCA to give children more than just Bible knowledge; we want the truth of the Bible to affect their lives in a personal way.

Science - learning about nature and our environment.

Letters - recognition of name and sound.

Numbers -recognition, counting, concepts, and sequencing.

Painting -recognizing colors, motor development, pre-writing skills, and artistic expression.

Sharing -vocabulary, public speaking, and overcoming shyness.

Music - rhythm and singing, movement and dance, social interaction, games and drama, group interaction.

Stories -promotes interest in books, builds vocabulary, new experiences, relaxation and fun sharing, and enjoying quiet times.

Coloring –promotes pre-writing, self-expression, spatial relationships, and fine motor skills.

Field Trips –promotes learning about their environment and the world around us.

### **PRE- KINDERGARTEN DAILY CLASS SCHEDULE**

7:00 - 8:00 a.m.      Early Morning care

8:00 - 8:30 a.m.      Free- play

8:30 – 8:45 a.m.      Circle time

8:45- 9:15 a.m.	Seatwork 1 (Language & Writing skills)
9:15 – 9:45 a.m.	Snack, quiet time
9:45 - 10:30 a.m.	Recess
10:30 - 11:00 a.m.	Seatwork 2 (math concepts)
11:00 - 11:45 a.m.	Art Project, science, cooking
11:45 - 12:00 a.m.	Bible & Story
12:00 –12:30 p.m.	Lunch
12:30 –12:45 p.m.	Clean up, nap prep.
12:45 – 1:15 p.m.	Movie, books, story quiet time on nap beds
1:15 – 2:50 p.m.	Nap, rest time
2:50 – 3:15 p.m.	Wake up, quiet table play & coloring
3:15 – 3:30 p.m.	Snack
3:30 – 6:00 p.m.	Afternoon program

\* Fridays @ 8:30 A.M. Chapel

\* Daily Computer Activities

### **EARLY KINDERGARTEN DAILY CLASS SCHEDULE**

7:00 – 8:30 a.m.	Good morning! free play
8:30 a.m.	Clean-up, circle...flag, calendar, weather, zoo-phonics, prayer
8:45 a.m.	Seatwork...language/writing, quiet time...books or puzzles

9:30 am.	Clean-up, bathroom break, snack, recess
10:30 a.m.	Bible verse, seatwork...math, art, and/or science, free choice plus computers
11:30 a.m.	Clean-up take roll, review, story and songs and bathroom break
12:00 p.m.	Lunch
12:30 p.m.	Recess
12:45 p.m.	Bathroom break
1:00 p.m.	Nap time...watch movie until 1:30 p.m.
2:45 p.m.	Start waking up from nap, bathroom break, puzzles, coloring books, manipulative activities
3:30– 6:00 p.m.	Transition to afternoon program
Friday's 8:30 A.M.	Chapel
Daily	Computer Activities

### **SNACK AND LUNCH**

Snack and lunchtime are wonderful opportunities for children to thank God for our food, enjoy social time, develop good eating habits, learn about food groups, and develop nice manners. Children eat their lunches between 12:00 P.M. to 12:30 P.M.

Lunches cannot be refrigerated or heated at school. Local supermarkets sell lunch box cold packs that will keep lunches cold. Hot foods, like soups and macaroni and cheese can come to school in thermos which will keep food warm until lunch. Please do not send soft drinks or candy in your child's lunch. . Thank You.

### **PERSONAL HYGIENE**

Children are taken to the bathroom at routine times during the day. However, a child must be able to take care of his own bathroom needs. The term "toilet trained" means that a child can go

by himself and take care of his/her own needs -- fasten and unfasten his/her clothes, clean him/her self, and wash and dry his/her hands before returning to the group. We understand that "accidents" do happen occasionally. If a child has "accidents" regularly, then we may ask you to withdraw your child until he is thoroughly trained.

We suggest that you put clothing on your child that can be easily removed when using the bathroom. Both your child and your child's teacher will appreciate your consideration.

## **DAILY CLOTHING**

Roomy, washable play clothes are best for school. Clothes should be easy for your child to fasten and unfasten so he/she can take care of his/her own bathroom needs.

Paint, clay, and sand sometimes get on clothes. Be sure all clothing, including jackets, are washable and are for play.

ALL REMOVABLE CLOTHING (jackets, hats, sweaters, mittens, etc.) LUNCHBOXES, AND BACKPACKS MUST BE PLAINLY MARKED WITH YOUR CHILD'S NAME. Often children have the exact same jacket, sweater, etc. Parents can donate old clothes of appropriate size.

Children must wear socks and close-toed shoe. Thongs, "Jellies", slick bottom "party" shoes, and boots are not safe to wear at preschool. Tennis shoes are the most comfortable and safe and allow for uninhibited outdoor active play.

Since we don't encourage Super Hero play or the emulation of movie stars, T.V. stars or rock stars, we ask that no clothing with super Heroes or other media stars (Superman, Pokemon, Power Rangers, Powder Puff, X-Man, etc.) be worn. Disneyland characters are acceptable as long as they do not promote violent play. Please use these guidelines when choosing lunch pails and show-and-tell items, as well.

### Extra Clothing

All Preschool-age children need to have a change of clothes at school at all times. This includes a shirt, pants, underwear, and socks. It is a good idea to place all these items in a "zip-lock" type bag, labeled with your child's name. When soiled clothes or bedding is sent home, please send them back laundered the next school day. We keep several changes of clothing in Preschool Daycare for accidents, too. Please launder and return "school clothing" the next day.

## JEWELRY

Jewelry is not allowed at school. When it does come to school it gets lost, broken or played with at inappropriate times. The only exception to the rule (girl's stud pierced earrings.)

## NAPTIME NEEDS

Children who stay all day must bring a sheet and a blanket for their cot. Please label your child's sheet and blanket with their names. **Please send blankets on Mondays, and take them home to wash on Fridays.**

## TOYS FROM HOME

Personal toys, candy or gum may not be brought to school. Toys need to be kept at home to insure against loss or damage. If a toy is brought, we will keep it and return it at the end of the day. Gum is not permitted at school. Candy is permitted at school only during special occasions.

## BIRTHDAYS

Your child's birthday is special to us and you may celebrate their birthday at school with their friends. Birthdays are celebrated on the closest school day to your child's birthday. Summer birthdays are celebrated the last week of school.

Please let your child's teacher know if you wish to send a "special birthday snack". (A few days notice will be greatly appreciated.) Please furnish your own paper goods: plates, napkins, cups, utensils, etc.

**If you want to have a party and invite children from your child's class, we can hand out invitations at school ONLY if you invite your child's entire class. We cannot hand out invitations to selected children.** The other children ALWAYS notice and feelings are hurt so to avoid this we have this as our firm policy.

## CHANGES IN ROUTINE

**Please telephone us when your child will not be attending.** (Preschool number 422-4788) If there is a serious change in routine at home (i.e., illness, death, divorce, etc.), please let us know so we can help at school. When you need to talk with your child's teacher, please call her or ask her to call you when she has time to give you her full attention. When the children are present, they are her first responsibility. Any time you would like to have a conference with your child's

teacher, please give us a call and we will arrange it for you within 24 hours. (If you call on a Friday, Monday might be the earliest conference time available.)

### Addresses and Telephone Numbers

**It is necessary that you notify your child's teacher and the school office when there is a change in your address or phone number. This is extremely important so that we keep your emergency information up-to-date.**

### **Field Trips**

Our teachers conduct several well-planned field trips during the school year. **Please do not send checks for field trips or other social functions.**

**\*\*NOTE\*\*** It is understood that every parent who assists as a driver on a field trip must have a valid California Driver's license and also possess evidence of legal minimum insurance. Applicable seat belt regulations apply. Children under 6 years of age or under 60 pounds must be in a car seat. SCA takes stringent precautions to care for the safety and well being of all students but assumes no responsibility in the unlikely event of loss, injury, etc., on field trips/activities.

### Driver Guidelines:

All drivers are expected to follow the school guidelines and adult supervisor examples on all field trips including:

1. No Smoking at any time.
2. No inappropriate language or talk.
3. Only G-rated movies are permitted.
4. Parents need to follow each other as a caravan. Do not leave the caravan unless you have asked the teacher prior.

The teaching staff has expressly requested that only children specifically enrolled in the class that is sponsoring the field trip attend the trip. Children from other grades, such as younger/older brothers and sisters, are not permitted to attend the field trip.

**Field trips are a part of our planned curriculum children are closely supervised. If you choose not to let your child attend a field trip, you will need to find alternate care for your child.**

### **LOST AND FOUND**

We try to take care of the children's personal belongings. **However, we cannot be responsible for damage to personal property or lost articles.** Again, we remind you to plainly mark your child's name on all backpacks, lunch boxes, blankets, pillowcases, and removable clothing. Check in the Director's office and with teachers if your child has missing items.

## **HEALTH**

The State Department of Social Services (our licensing agency) requires a physical examination when enrolling. A physician's report must be in our files within two weeks of your child's first day at school. It must be updated each year, with evidence given of up-to-date immunizations for diphtheria, tetanus, pertussis, polio and measles.

Children are to be kept at home if they show any signs of the following:

Severe cough/red throat	Tonsillitis
Red eyes	Listless behavior
Earache	Swollen neck glands
Any behavior noticeably out of the ordinary	Unexplained rash/skin eruptions
Diarrhea	Vomiting
Fever	

Children will be examined daily upon arrival and admittance will be refused any child with the above symptoms. If your child is sent home ill and a doctor's visit is NOT necessary, your child must remain home for a 24-hour get-well period. If you expect to be returning to SCA the next day, you will need a doctor's note stating that your child is not contagious. SCA reserves the right to refuse a child's attendance if we feel the child is too ill to be here.

### **The following guidelines are used when determining if a child should be sent home:**

Fever	Heavy or excessive coughing
Colored discharge from nose or eyes	Vomiting or Diarrhea
Any unusual rash	

Please inform SCA if your child is experiencing allergies or has recently received any immunizations.

In general, if a child comes to school, he/she should be well enough to participate in the total school program. Children not well enough to play out-of-doors with the class should not be in school. There is no provision at school for special supervision of the sick child.

The policies are designed and implemented to protect all the children in our care.

## **Description of Communicable Diseases**

### Ringworm of the Scalp

Incubation period is 10-14 days. Symptoms - scaly, bald patches on the scalp. Exclusion from school - special regulations are made by the county Health Department.

### Chicken Pox

Incubation period is 14-21 days, usually 16-18 days. Symptoms: small water blisters on back or chest, slight head cold, may or may not have a fever. Exclusion from school is seven days after spots appear and all crusts are dry.

### Colds and Influenza

Incubation period is 1-3 days. Symptoms: fever, chills, aches and pains in back and limbs, sore throat and cough. (Exclusion from school for three days) Returning to school depends upon recovery. Child should be free from heavy cough and throat and nose discharge. NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.

### Conjunctivitis (Pink Eye)

Any inflamed or discharging eye is considered to be contagious and the child will be excluded from school until fully recovered or until released by a doctor.

### German Measles

Incubation period is 14-21 days, usually 16 days. Symptoms: mild fever, rash, enlargement of glands behind ears and back of neck at hairline (Exclusion from school until fully recovered.

### Hepatitis

Incubation period is 10-40 days, usually 25 days. Symptoms: fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort, later there may be jaundice. (Exclusion from school until your child is fully recovered.) Permission to return to school must be signed by family doctor or the Health Department.

### Measles

Incubation period is 9 - 11 days. Symptoms: rash on 13-15th day, cold with watery eyes, cough and fever, rash on face which spreads down body. (Exclusion from school for seven days after appearance of rash and the absence of fever or other symptoms.

### Mumps

Incubation period is 12 -26 days. Symptoms: fever, swelling of one or both glands in front of ears (occasionally glands under jaw swell). Exclusion from school until all swelling is gone, usually about 10 days.

### Impetigo

Incubation period is five days. Symptoms: crusted, moist sores, usually on face and hands. Exclusion from school - may attend school if under doctor's treatment and sores are covered.

### Ringworm

Incubation period is 10-14 days. Symptoms: flat, spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school unless under treatment and sores can be covered. We prefer ringworm is covered for the safety of others.

### Head Lice

Small, egg-like modules accompanied by small lice in hair. Itchiness occurs. Prescribed head treatment is necessary initially with home-school areas treated (such as bed linens, desk area). A repeated treatment for the larvae is required in approximately 2 weeks.

## **Allergic Reactions**

**Should your child have an allergic reaction to bee stings, pollen or anything else where they must have immediate attention, please send a card with the procedure to be followed to assist your child to the office, Daycare, and your child's teacher.**

## **MEDICATION**

Medication of any kind can only be given to a child with written instructions and parent's signature. Medication given must be in its original container, with the child's name and dosage instructions clearly visible. Medications are given as charted by the teacher assigned to this task.

The parent must sign in the medication and specifying dosage. All medicines **must** (by Law) go home at the end of the week. They may return on the following Monday if they are needed. We will not keep medications on hand if they are not needed or if they are not signed in.

Please do not medicate the children and bring them to school, not showing symptoms, and when medication wears off, they are sick again. This affects other children and staff.

## **REST & NUTRITION**

Proper rest and proper nutrition are vital to learning. We urge you to make sure that your

children get sufficient rest each night. Regular bedtimes are crucial to academic success and proper behavior at school. Please make every effort to provide a well-balanced breakfast and nutritional lunch every school day so that your child will be alert and ready to learn when he/she begins the day.

The pediatrics department recommends the following amount of sleep:

Infant:	<u>9 - 12 hours</u>	K-5	<u>8 - 10 hours</u>
Preschool:	<u>8 - 11 hours</u>	JH	<u>8 - 9 hours</u>

## **DISCIPLINE POLICY**

At S.C.A the Bible is our authority for teaching and training children. Discipline is part of that training which is always positive even though at times it may seemingly have a negative side to it. Discipline, when applied correctly is always positive and is carried out in the following manner:

1. **Positive Reinforcement:** This is discipline brought about by reinforcing what is acceptable and right. Many different kinds of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, a trip to the treasure chest, verbal praise, and public recognition. Good behavior is well recognized at S.C.A.
2. **Non-Reinforcement Training actions in students:** Those done out of childishness because of immaturity, and those done out of foolishness or rebelliousness. Immature acts are handled with helping the student recognize acceptable behavior and training the student positively. These inappropriate acts are handled with time-out or loss of privileges.

Consequences are part of our training and discipline process, and teaching responsibility. These are administered consistently and are clearly defined to the student beforehand. They are used to correct unacceptable behavior. They are always administered in love with firmness. For offenses deemed less serious, the process is carried out as part of the normal teaching process in a given day (time-out, loss of privilege). In more serious offenses, the parents are notified with a written referral. For serious offenses, or repeated offenses a parent/teacher or parent/teacher/director conference may be called. For extremely serious offenses, or repeated offenses the child will receive an administrative referral and/or suspension.

**Suspension** is used for serious rebellious acts to staff, continuous disobedience, bodily injury, property damage, serious inappropriate behavior and outright and deliberate acts of rebelliousness. Children who have one or more suspensions will probably be placed on a behavior contract.

**Behavior Contracts** are used to clearly define unacceptable behaviors and to implement a plan of action to correct the behavior. Behavior contracts are reviewed after two weeks and again after four weeks. Children who improve on the contract are moved to probationary status for the remainder of the school term.

**Expulsion** is the loss of the student's placement at SCA and is for the most serious acts that cannot be worked with by our school. Students who receive two or more suspensions in a year may be subject to expulsion, depending on the circumstances. Students who fail to improve over a two to four week period of time on a Behavior Contract may be subject to expulsion.

Our goal in discipline is to train children to use self-control, develop respect for authority, and learn to express themselves in socially acceptable ways.

### **Biting**

We consider biting to be a serious offense. If your child **bites**, we will investigate the circumstances regarding the offense and make our determination accordingly.

The determination of consequences depends upon the seriousness of the event. Consequences could include a warning, suspension, removal of your child from the program or other consequences we deem appropriate. In the spirit of cooperation, if your child should break the skin, we reserve the right to request appropriate testing for communicable diseases.

## **SAFETY RULES ON CAMPUS**

Rules are for everyone, even parents. **Please close the playground gate each time you enter or leave the grounds.** Please drive slowly and carefully on campus. Our speed limit is 5 miles per hour. When you are not inside the fenced area, please keep your child close by your side. Children are not allowed to open the gate and walk out to the car unless they are with an adult.

## **SCHOOL RULES**

- Prompt and cheerful obedience to all school staff is expected at all times.
- 
- Common courtesy and respect for other people, their person and their property, must be shown at all times. SCA has a hands-off policy to all students including no wrestling, karate-type play, etc., for the protection of the students.
- Students must remain in their appointed places, under proper supervision, at all times. Running from teachers will not be tolerated.
- Students, and parents of students, who cause damage, whether by accident or on purpose, will

be expected to make full restitution.

- Students must get their teacher's permission before bringing anything to school that is not normally used in the school program (such as breakable or live "shares").

### **S.C.A. COMMUNICATION PROCEDURE**

Organizational Authority:

As a general rule it is best to handle all problems at the lowest level possible. See Matthew 18:15 for an explanation of this concept.

SCA desires to handle all concerns in a Biblical, efficient manner. Please help us to handle problems or concerns effectively and in a Christian manner by following the scriptural guidelines. This complaint procedure is part of each parent's contract at SCA and is a necessary part of us working successfully together at SCA. This procedure is widely used in Christian Schools:

#### **If You Have a Complaint or Concern:**

1. Express it promptly. Keeping it to yourself may cause ill feelings and friction which would decrease our effectiveness as a Christian. Jesus says we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23 & 24). Get it out of your system if it needs to be dealt with; express it promptly.
2. Tell it to the right person. Complaints about school policy or operations should be expressed directly to the person in charge of the department you are concerned or have a complaint with. Example: Preschool, Daycare, Office, Administration, Bookkeeping, etc. If you have a complaint about discipline, see the teacher. **All classroom situations should go through the teacher first.** If you have gone through this procedure and the situation cannot be resolved, then see the director of the department. Complaints against specific individuals should be expressed first to the individual in question, and should be expressed to the Administrator only if you cannot work it out between yourselves.
3. Don't broadcast it. Express your complaint *only* to the person who should hear it. It is sinful to gossip about our complaints. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
4. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school.

### Resolving Problems:

We ask that should your child have a problem, or be in trouble with other children, or you observe a problem, do **NOT** complain to other parents, but in the love of Christ and with prayer, please register the necessary complaints with the teacher first.

General Concerns/Ideas/Suggestions that involve the whole school or a department can also be given through our suggestion drop box outside of the director's office. Please sign your name so we can adequately solve the problem and follow through properly. Violations of the SCA complaint procedure will jeopardize your child's placement at SCA. We want to satisfactorily handle each problem but know that it can only happen through proper communication and support.

### **NOW THAT I'M ENROLLED, WHAT WILL I LEARN THIS YEAR?**

I will learn about God, that He made me, and loves me and sent His Son to be my Savior. I will learn that God made this beautiful world for me to live in. I will learn that God wants me to love and obey Him and to love and be kind to my neighbor.

I will learn about trust, kindness, sharing, friendship, problem solving, spatial relationships, cooperation and coordination. Each day I will explore my environment and make many fresh discoveries. I will experiment with colors and create many artistic masterpieces, although you might not be sure exactly what they are. Just tell me you like it and ask me to tell you about it. Depending on my language skills I will do my very best to share my school day with you.

I will learn and play, for school is my "work." I will learn to use my words to express myself whether I am happy or sad, silly or mad. And I will learn God's word and learn to "hide it in my heart so I will not sin against Him."

If I'm big enough I will learn to count, say my letters and the sounds they make. If I am really big in Prekindergarten, I will learn to print my name and the alphabet.

I will learn that my teachers love me almost as much as you do, and that they treasure each moment we spend together, just as you do. I won't comprehend or appreciate the many hours my teacher spends at night to prepare special new adventures for me to journey through at school, but I guess you will.

Right now I'm too young to understand the sacrifices you are making so that I might spend my early development in a Godly loving learning place, but perhaps I will by the time my own child is the age I am now.

I won't learn all of these things at once. In fact, I'll just be learning a little bit every day, until all

of a sudden I will really surprise you. School is going to be a lot of fun, so please don't worry about me when you're not with me. Just treasure each minute we are together, and remember, even though I will love my school, I will always love you more

## **IS YOUR CHILD READY FOR KINDERGARTEN?**

If your child has a summer or fall birthday, he or she is likely to be six months to a year younger than the rest of the class. The younger your child, the more likely he/she is to be a follower rather than a leader.

If your child has a short attention span, or is immature, another year in Pre-Kindergarten may be the best choice.

If your child has trouble following verbal directions or doesn't respond well to correction, consider these may be signs of immaturity.

If your child has not developed fine motor skills such as holding a pencil, or if he/she has trouble with hand/eye coordination, he/she may not be ready for Kindergarten.

It is our goal at SCA to provide each student with the opportunity to do his/her best to excel, not to merely "get by".

If a child is mature and a self-starter, capable of working on his/her own, able to finish tasks, and can take correction well, then he/she is probably ready for Kindergarten. These indicators of emotional and social readiness or maturity should weigh more in your decision than just your child's academic skills alone. Your child's teachers' recommendation is needed before testing for Kindergarten here at Solano Christian Academy.

## **EFFECTIVE PARENT TEACHER CONFERENCES**

Be sure in your own mind about the purpose of the conference. Whether the conference is one in a regularly scheduled series of meetings to discuss your child's academic progress, or has been requested to discuss a problem or concern, remember that you and the teacher meet as adults mutually concerned about your child's achievement and their well-being.

Talk with your child before you go. Ask what she likes about school, what she dislikes or would like changed. What are her feelings about the teacher, the class environment, herself?

Write down things that would be helpful for the teacher to know, such as: Any unusual stress at home; your child's relationship with brothers, sisters, and others at home; what he likes to do in free time at home; organized activities in which our child participates; your perception of your child as a learner and as a person; previous school experiences if you think it would be helpful.

Write down questions you have about your child such as: How is my child doing compared to her potential? How is my child doing socially? Does he get along with others? What does she like?

### During the Conference

Tell the teacher the things you have listed in your notes from home that you think would be helpful for her to know.

Ask the questions on your list. Ask other questions that come up during the discussion, make sure you discuss your child's achievements and development -- academically, socially, emotionally, and spiritually.

If you do not understand something, immediately ask to have it explained.

Ask the teacher what specific activities you can do at home that would help your child's progress. Sometimes an "action plan" can be worked out to tell you what to do to help your child at home and what the teacher will do at school.

Take notes during the conference so you can remember what was said.

Assure the teacher of your continued support. State your appreciation for the opportunity to discuss your child's education.

### After the Conference:

Share what occurred at the conference with your child by:

- Stressing positive points brought out by the teacher
- Giving praise for achievement
- Discussing the action plan on which you and the teacher agreed
- Following through with the action plan, and keeping in touch with your child's teacher.

## **SEVERAL WAYS TO HELP YOUR CHILD**

1. Provide a quiet, unrushed home atmosphere (as much as possible). Send your child to school with a happy feeling.
2. See that your child has regular hours of sleep and has a good breakfast before coming to school. Provide your child with a nutritional lunch.
3. Give your child a Christian heritage -- attend church and pray with your child.
4. Have a common agreement on discipline between mother and father, and be consistent in your discipline from day to day.
5. Show an interest in what your child is doing in school. Take time to discuss the work he/she brings home to show you.
6. Plan trips to places in which your child is interested.
7. Take your child to the library occasionally.
8. Give your child the responsibility for certain chores at home.
9. Help your child to respect the rights and property of others.
10. Have a definite place in the home where your child's work may be displayed. We would suggest a bulletin board in a hallway, kitchen or family room, or in the child's room.
11. Read stories together with your child regularly. Fathers, as well as mothers, can enjoy this time with the child.
12. Supervise the television programs your child watches.
13. If your child brings home a "referral" from school, talk to your child about the behavior you are displeased with. Always remind your child he/she is loved, but it is the behavior that is not acceptable.