



FIRST
CHRISTIAN
ACADEMY

***Preschool
Orientation
Handbook***

CHANGE OF CLOTHES

- An extra change of clothes (*including a weather appropriate top, bottom, underwear and socks*) needs to be brought in and kept available for each child.
 - These should be in a large Ziplock bag with your child's name on it.
 - If a child uses their "extra clothes", please send in a new set the next day. If there are no clothes available, FCA will provide a clean set that will need to be washed and returned back to school.
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CHAPEL

- Preschool Chapel is every Wednesday morning at 8:40 am, beginning August 14th in the main Sanctuary.
- Parents and families are invited to attend this, but please be advised you will not be able to sit with your child or their class.
- In addition, once a month we award several students an "I Made God Smile" award. This will take place during Chapel time and will also be posted to your classroom's private Facebook page.

COMMUNICATION

- We use a *communication folder* here at FCA to let you as the parent know what is going on in our classroom.
 - Please send the folder in your child's backpack *every day*.
 - The folder will be sent home every night with your child's daily report (*Infant-2's*), artwork, notes from the Teacher, etc.
 - You will receive a monthly Newsletter each month detailing all the special things ahead for that month!
 - Your child's class will also be utilizing a special private classroom group on Facebook. All parents received an email invitation to this group.
 - Our teachers will do their best to answer all emails and messages during business hours. We appreciate our FCA families respecting our staff's personal time outside of school, as well.
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CUBBIES

- Everything your child brings to school (*including backpack, lunch box & nap items-if applicable*) must fit into their cubby crate.
- Please ensure that your child does not bring any toys from home as we do not want anything to get broken at school.

- If your child is a full-day nap student, please only bring a crib sheet and small blanket/lovey. All items **MUST** fit in your child's cubby/crate.
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DROP OFF & PICK UP

- If your child is going to be absent, you **MUST** inform the teacher prior to the school day. You can do this through email, Facebook, or by calling the office. If we do not hear from you within the first hour of the school day, Licensing has mandated that we call you to confirm where the child is. If we cannot get ahold of you we have to begin calling emergency contacts.
- Doors open at 8:15 am and the Preschool door locks at 8:30 am.
- For your child to receive the high-quality benefits of this program, it is essential that your child be here on time every day. Drop off begins at 8:15 am every morning and children need to be here no later than 8:30 am when our school day begins. On occasional instances (*Dr appointments, etc*), we will allow late drop-offs. Drop off will not be permitted after 10:00 am each morning for half day students and 10:30 am for full day students, however.
- For 2's through VPK, drop off is through the front car loop where your child will be walked to their class by an FCA staff member OR

you can walk your child into school to their classroom door (*but not into the classroom*). At pick up, children are escorted to the front car loop by their teachers.

- *Children in the Infant & 1's Class must be dropped off and picked up at the classroom door.*

- **Parents are to remain with their vehicle and allow the teachers to direct pick up. * We do ask that Parents strap their child into their car seats. ***
- **If you have a child who also attends Elementary School at FCA, you must pick your preschool child up FIRST and then you will have to go wait in the Elementary car line through the parking lot and through the back of the property. Please see the Car Line diagram provided.**
- **For afternoon pick-up, our recommendation is to come as close to 2:30 pm as possible. All students who have not been picked up by 2:50 pm will be taken to Mrs. Fenech's desk at FCA's welcome area. If you are going to be late picking your child up (after 2:50 pm), you MUST park your car and walk up to get them as Elementary car line will have already begun at that time. Late fees will be assessed beginning after Labor Day.**
- **CAR LINE SIGNS ARE PROVIDED. YOU MUST PUT THESE IN YOUR WINDOWS DURING PICK UP. 😊**

FIRST WEEK OF SCHOOL

- We have provided name tags for each of our students. These are to be worn every day through the first full week of school (through Friday, August 16th). Please have your child wear this name tag every day when you drop them off as it will help us learn their name as well as get them to the correct classroom after carline.
- ***We know that a lot of our little friends have never been in Preschool. Please know that we EXPECT tears and are ready with loving arms to comfort your little one. It is very important that the drop off is quick, especially if your child becomes upset. Again, parents are not permitted into the classroom at drop off so a special hug and goodbye at the door is what you can prepare your child for! We highly recommend carline drop off after the first few days of school.***

SICKNESS POLICY

- Please do not allow children who are sick to come to school.
- Every student who enters the classroom will immediately wash their hands after unpacking their bag. Normal/frequent handwashing will continue throughout the day.

- If your child becomes ill or is injured at school, we will contact one of the parents or any others listed as emergency numbers given to us.
 - If a student becomes ill while at school with a fever of 100 or above, vomits for any reason, has more than two diarrheas in a school day, or carries a contagious disease, a parent will be called to pick up the child. Please cooperate by picking up your child promptly (within 30 minutes).
 - A child who has left for any of the reasons stated above must be **symptom free for 24-hours** before returning to school (fever free, vomit free, diarrhea free, etc).
 - A band aid may be applied for minor cuts; however, we are not allowed to apply medication. Accident/incident reports will be completed and the parent will be given a copy.
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SNACK/LUNCH

- Parents, you will need to provide a healthy snack and lunch for your child, **as well as a drink for both meal times.**
- Your child's water bottle, thermos or sippy cup, **MUST be labeled with their first and last name daily.**

- **Please LABEL your child's snack so we know which item to take out.**
- If you provide lunch items that need to be kept cool, you **MUST** put an ice pack inside your child's lunch box per Licensing. *We do not have a refrigerator for lunches (aside from the infant room), nor are we able to microwave any meals.*
- **Foods that are associated with young children's choking incidents must not be served to children 4 years of age or under, such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking.**

VOLUNTEERING

- FCA provides a lot of opportunities for families to volunteer. We have a very active Parent Teacher Board (PTB) that meets monthly. If you would like more information about being a part of our PTB, please reach out to Mrs. Wright.
- We are also looking for Homeroom Moms (or Dads) for each classroom! This parent will be the liaison between the teacher and

other parents for events, classroom needs, etc. The Homeroom Mom will also help rally the other parents when it is time for the teacher's birthday, Christmas, and Teacher Appreciation. If you want to volunteer for this for your child's classroom, please reach out to Mrs. Wright.

VPK: MONTHLY ATTENDANCE CONFIRMATION

- Part of the VPK program is verifying your child's attendance at the end of each month. This is done by signing a monthly attendance verification form.
- Teachers will notify you of signing days and encourage you to walk your child in that day in order for us to keep carline running as smoothly as possible.