

## INTRODUCTION

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Dear Parents,

Welcome to Abundant Life Christian Academy Preschool! We are honored that you have selected our Preschool for your child's educational development. It is our passion to assist you in training a student of excellence.

This handbook is a reference guide for your use. It outlines policies and procedures that are important to the operation of our preschool. You are responsible to know and comply with the policies and procedures stated here. Clear and consistent attention to the items presented in this handbook will make ALCA Preschool a stable and harmonious place.

Please note that although our preschool is open year-round, it adheres to the following method of payment: Yearly tuition is paid from August through May for the traditional school calendar. Should you wish your student to attend Christmas and Easter Breaks, summer vacation, and other special days, Camp Eagle fees are paid additionally and separately. Once again, Welcome to our Preschool!

In Christ's service,

*Mrs. Stacy Angier, M.Ed.*

Principal

## NOTICE OF NON-DISCRIMINATORY POLICY

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Abundant Life Christian Academy admits staff and students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. Abundant Life Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, activities, or any other school-sponsored programs.

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## DISCLAIMER

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Abundant Life Christian Academy and Preschool are consistently striving to improve policies and procedures. We reserve the right to amend any policy or statement in this handbook at any time without prior notification. The handbook should not be misconstrued as a contract.

## ABOUT THE ACADEMY

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**Purpose and Vision** Abundant Life Christian Academy (ALCA) is passionate about helping children to discover their purpose and destiny and to position themselves to live out their God-given dreams as adults. ALCA is committed to advancing each learner spiritually and academically and seeing the Glory of God reign sovereign in the lives of its students.

**History** ALCA is a charismatic Spirit-led school and is a ministry of Abundant Life Christian Centre, which began in 1977 with eleven people under the leadership of Bishop W.W. Thomas and his wife, Sister Edith. Since that time, the congregation has experienced continuous growth and is now one of the larger independent churches in South Florida. Under the leadership of Bishop Rick Thomas, the church reaches out through a variety of ministries that include foreign and home missions, church planting, television, internet, music, singles, youth and children, as well as community efforts. With the theme "Reaching Our World with Life," a Christian school as part of the Centre was soon conceived. The vision of the Academy was birthed in 1990 with preschool through 3<sup>rd</sup> grade, enrolling seventy students. Over the years, the Academy has grown significantly and currently serves students from two year olds to eighth grade to fulfill their purpose and destiny in Christ.

**Core Values** We seek to impart these values into the decision-making processes of our students:

1. **Biblical Truth:** Applying the Word of God to all thought and deed
2. **Diversity:** Respecting everyone as a unique gift of God
3. **Excellence:** Executing all tasks with a high level of skill and competence, thereby glorifying God
4. **Integrity:** Holding oneself accountable to do the right thing even when no one is watching
5. **Unity:** Oneness of mind, action, and spirit in support of ALCA's mission and objectives
6. **Community:** Cultivating a family attitude and spirit of support towards one another while nurturing common interests.

**Mission** ALCA's mission is to provide a quality Christian education for the Glory of the Lord Jesus Christ in fulfillment of the Great Commission. We seek to promote the development of the whole child spiritually, academically, physically, socially, and emotionally, as we partner with our families to help our students reach their full potential in Christ. It is through this Godly approach that ALCA's students receive an education that is committed to teach the issues of life based on biblical truth inspiring our children to make a difference as they reach their generation with life in Christ.

**Mission Statement** Building a Legacy of Christian Excellence One Student at a Time: Heaven-bound & College-minded

**Building Foundation** Students will learn through the following foundation principle:

- God is a good God; He loves you, and He wants to bless you. (John 10:10)

**Philosophy** Our educational philosophy is based upon the following principles:

1. We acknowledge God as Creator, the Source of a truth, and the Sustainer of all things.
2. We believe that true education is Christ-centered and relies on the Holy Spirit to illuminate and guide.
3. The Bible is God's written Word and revelation to mankind.
4. We believe that true education is the biblically integrated process of developing students spiritually, academically, physically, socially, and emotionally.
5. Utilizing a contemporary approach to education, students gain knowledge and understanding through revelation, reason, experience, and investigation.
6. Through the cooperative interaction of home, church, and school, students cultivate self-discipline enabling them to develop into effective Christians.
7. The role of the faculty and staff is to stimulate learning by equipping students with the tools necessary to internalize learning and encouraging them to fulfill their divine destiny.

**Objectives** It is the goal of ALCA Preschool to prepare students to:

1. Become acquainted with the tools of learning and communication
2. Develop moral, ethical, spiritual, physical, and academic intelligence
3. Develop a sense of Christian citizenship
4. Develop an appreciation for worship by participating in it
5. Develop an understanding of the world in which they live

6. Advance developmentally appropriate cognitive skills
7. Grow spiritually by instilling a love for the Lord Jesus Christ, God the Father, and the Holy Spirit
8. Participate in wholesome forms of play and recreation
9. Nurture a servant's heart

**Statement of Faith** The following truths are held in agreement by administration, faculty, and staff of both Abundant Life Christian Centre and Abundant Life Christian Academy. **Stakeholders understand and accept that the guiding truths stated below drive our instruction.** We believe:

1. **The Scriptures Inspired:** The Bible is the inspired, infallible, and authoritative written Word of God. (1Thess. 2:13; 2Pet. 1:21)
2. **The One True God:** There is one God, eternally self-existent, in three Persons: God the Father, God the Son, and God the Holy Spirit. (Matt. 28:19; Luke 3:22)
3. **The Deity of Christ:** Christ Jesus is the eternal Son of God. The Scriptures declare His:
  - a. Virgin birth (Matt. 1:23; Luke 1:31, 35)
  - b. Sinless life (Heb. 7:26; 1Pet. 2:22)
  - c. Miracles (Acts 2:22; 10:38)
  - d. Vicarious and atoning death (1Cor. 15:3; 2Cor. 5:21)
  - e. Bodily resurrection (Matt. 28:6; Luke 24:39)
  - f. Ascension to the right hand of the Father (Acts 1:9; Phil. 2:9; Heb. 1:3)
  - g. Personal future return to earth in power and glory to rule a thousand years (Rev. 20:1-6)
4. **The Fall of Man:** Man was created in the image of God. However, man by voluntary transgression fell and thereby incurred eternal separation from God. (Gen. 1:26; Ro. 5:12-19)
5. **The Salvation of Man:** Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. (John 3:3; Eph. 2:8)
6. **Sanctification:** We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Ro. 12:1-2; Heb. 13:12)
7. **Divine Healing:** We believe the redemptive work of Christ provides healing for the human body. (Matt. 8:16-17; James 5:14-16)
8. **Baptism in the Holy Ghost:** We believe the Baptism of the Holy Spirit is given to believers who ask for it. (Acts 1:4, 8; 1Cor. 12:1-31)
9. **The Blessed Hope:** We believe in Christ's return – the rapture of the Church. (1Thess. 4:16-17; Ro. 8:23)
10. **The Millennial Reign of Christ:** We believe in the visible return of Christ with His Saints to reign on earth for one thousand years. (Matt. 24:27, 30; Rev. 1:7; 19:11-14; 20:1-6)
11. **The Final Judgment:** We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation. (Matt. 25:46; Mark 9:43-48)
12. **The New Heavens and the New Earth:** "We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness." (2Pet. 3:13; Rev. 21, 22)

**Accreditation** ALCA's Preschool is accredited by International League of Christian Schools (ILCS), and its state affiliate, Florida League of Christian Schools (FLOCS). ALCA is also a member of Florida Association of Academic Nonpublic Schools (FAANS) and Broward County Nonpublic School Association (BCNSA). These organizations promote continuous spiritual development, academic credibility, and the education of the whole student under God's authority.

## ACADEMICS

ALCA Preschool is a place of excellence that strives to educate its little ones to the best of their ability. The preschool works diligently to provide a quality Christian education while developing the whole child in partnership with church and family spiritually, academically, physically, socially, and emotionally. It is through this Godly approach that our students receive a truly unique education. It is our prayer that as our preschoolers grow and mature, they will make a difference as they reach their generation with life in Christ Jesus. Our program, with its specialized, age-appropriate curriculum, offers a Christian alternative to child care centers. Daily Bible lessons, literacy development, enrichment programs, number concepts, and basic reading readiness are advanced throughout our students' preschool years.

## ADMISSION

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**Student Selection** In the spirit of Christian unity and the love that Christ shows to all mankind, ALCA Preschool does not discriminate on the basis of race, color, national or ethnic origin. However, administration reserves the right to utilize appropriate selection criteria in fulfillment of its stated objectives. Additionally, administration reserves the right to refuse admission to any child whose educational status might create a student ratio hardship or require special training of staff. Finally, administration reserves the right to dismiss any child whose behavior is disruptive and/or harmful to self, other children, or adults.

**Programs** The following programs are available:

1. Half-day Preschool: 8:30 a.m. – 11:30 a.m.
2. School-day Preschool: 8:30 a.m. – 2:45 p.m. (Lunch included)
3. Full-day Preschool: 7:00 a.m. – 6:00 p.m. (Lunch included)

**Registration** As part of the application process, parents submit the following:

1. Completed application along with registration, matriculation, and wrap-around fees for the School-day/EXS VPK student
2. Copy of student's birth certificate
3. Student's social security card
4. Original current Well Check Up (Form DH3040) within last two years
5. Original Certificate of Immunization (Form DH680) or record of religious exemptions
6. Recent photo
7. Certified copy of any court orders as applicable showing custody, visitation, etc.

A parent interview shall be scheduled prior to acceptance. Students may not begin ALCA Preschool, until all applicable fees have been paid.

**Tuition and Tuition Payment Plans** Non-refundable registration and matriculation fees are payable, before a student can be enrolled in class. Payment of these fees reserves a student place in the class pending acceptance into the Preschool. Tuition may be prepaid in full by August 1<sup>st</sup> for a 3% discount or divided into monthly payments as follows:

1. Nine monthly payments: August 15<sup>th</sup> – April 15<sup>th</sup>
2. Ten monthly payments: August 1<sup>st</sup> – May 1<sup>st</sup>

**Tuition and Extended School (EXS) Payment Policy** ALCA Preschool adheres to the following method of payment:

1. The monthly statement will be emailed (Parents may request a hard copy from the school office).
2. Payments are due on the appropriate date of each month. Post-dated checks are not accepted.
3. Payments may be made in the school office, online, or through the mail.
4. A receipt will be issued for cash payments.
5. Tuition payments are late after the 5<sup>th</sup>, and for those on the nine-month plan after the 15<sup>th</sup>; a \$30.00 per student late fee will be charged.
6. EXS and/or Camp Eagle fees are billed separately from to tuition and are to be paid in advance of service.
7. The student's name must be clearly marked on all payments.

**Delinquent Payments, Returned Checks, and Non-Payments** Tuition payments are considered late after the 5<sup>th</sup>, and for those on the nine-month plan after the 15<sup>th</sup>; a \$30.00 per student late fee will be assessed. Delinquent payments of 25 days or more will result in the student's removal from class, until all payments and late fees are paid in full. Once processed by the bank, returned checks will not be re-deposited. Parents will be notified of the returned item. Accounts will be billed a \$40.00 returned-check fee and late fees may apply. Afterwards, returned checks must be replaced with cash or money order within 48 hours of notification. After a second returned check, all payments must be made by cash or money order. Non-payment of accounts will result in collections (including any incurred collection fees), if necessary.

**VPK Students** VPK students adhere to different criteria for wrap-around payments, purchase of pictures, yearbook, and uniforms. A signed Attendance Policy and Preschool/VPK Discipline Policy must be submitted by all VPK applicants with the completed application form. Regular dismissal time for VPK students is 11:30 a.m. A late

fee will be charged for late pick-up after 11:45 a.m. Additionally, a monthly Parental Choice Form, recording all days a student was present or absent, must be signed at the end of each month for all VPK students.

**Withdrawal and Withdrawal Refund Policy** All registration, matriculation, and re-enrollment fees are non-refundable. Attendance of any portion of the month requires full payment of that month. All tuition payments must be current, before any student records will be released. If for any reason a student is withdrawn from ALCA Preschool, a Student Withdrawal Form must be filled out in the school office. Tuition through the end of the current month must be paid.

## ATTENDANCE

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**Preschool Hours** Preschool begins at 8:30 a.m. After 8:45 a.m., students must be brought to the school office for sign-in, before they can attend class. The following Dismissal Policy will be observed:

1. Half-day Preschoolers will be dismissed at 11:30 a.m. from carline, where teachers will bring them directly to the car.
2. School-day Preschoolers will be dismissed at 2:45 p.m. from carline, where teachers will bring hem directly to the car.
3. Full-day Preschoolers must be signed out at the school office electronically by 6:00 p.m.

**Arrive Late/Leave Early** If at any time a child needs to arrive late and/or leave early, the parent/guardian must come to the school office to sign in and/or out. For safety reasons, it is Preschool Policy that any student that has not been picked up by the scheduled afternoon dismissal time, will be sent to EXS automatically; parents will be billed the EXS daily rate. The late fee for evening pick-up from EXS is \$1.00 per minute per child after 6:05 p.m. In case of planned absence or late arrival, parents are encouraged to contact the teacher via email or phone.

## DIRECTORY ASSISTANCE

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**Hours of Operation** ALCA observes the following regular school hours:

- School Office: Mon. – Fri. 8:00 a.m. – 4:30 p.m.
- Extended School: Mon. – Fri. 7:00 a.m. – 6:00 p.m.

Parents are asked to call the school office at 954.979.2665 for the department or person, if assistance is needed in any of the following areas: absences, change of address or telephone number, contributions, discipline, field trips, Info-Direct, records, progress reports, report cards, tuition & fees.

## DISCIPLINE

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**Disciplinary Philosophy** The primary goal of the disciplinary program at ALCA Preschool is to provide a safe and wholesome Christian environment where children are nurtured and true learning can take place. The Academy sets specific behavior standards to ensure that students are accountable for their actions, respectful, and obedient:

1. Holding students accountable for themselves instills Christ-like character (Ro. 14:12 NIV).
2. Respect teaches students the value of meaningful relationships (Ro. 12:10 NIV).
3. Obedience to rules and guidelines is essential for intellectual and spiritual growth (Ro. 13:1-2 NIV)

ALCA Preschool believes that by teaching accountability, obedience, and respect, students will develop Christ-like attitudes. The partnership of home, church, and school is instrumental to accomplish these goals. ALCA preschoolers will participate in a classroom behavior plan with rewards, special recognition, and correction as necessary. Since preschoolers are merely in the process of learning Christian principles, the Preschool will do its best to acknowledge and reward positive behavior and deal with improper actions in a biblical manner. School staff and parent interaction are essential in appropriating corrective measures. Each classroom teacher will adhere to the following procedure:

1. Teacher will inform student of proper behavior and lovingly re-direct
2. Time-out with age-appropriate limits will be employed
3. An 'office visit' will mean a call to parents

Extreme behavior or repeated office visits may result in suspension and will necessitate an administrative conference to determine continued enrollment. Repeated suspensions may lead to dismissal from the Preschool for the remainder of the school year.

## DRESS CODE

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ALCA preschool requires all students to wear uniforms. School shirts with logo must be purchased from the designated uniform company only:

- Boys: Brass polo shirts
- Girls: Brass polo shirts; no skirts, skorts, or leggings allowed
- Boys and girls: Navy blue pull-on pants or shorts from a store of your choice; no sweatpants allowed
- Boys and girls: Navy blue sweaters, sweatshirts, or jackets without print or big logos

### Hair, Jewelry, and Shoes

Students must be clean and neatly groomed:

- Boys and girls: Extreme haircuts, colors, and/or styles are not permitted
- Boys and girls: Boys may wear no earrings; girls may wear small posts or dime-sized hoops
- Boys and girls: No necklaces or bracelets are allowed for safety reasons
- Boys and girls: Socks and closed sneakers or rubber-soled shoes must be worn at all times; sandals or clogs of any kind are not allowed at any time (dress-down days included)

## DROP-OFF, PICK-UP, AND SPEED LIMIT

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**Arrival, Dismissal, and Speed Limit** Broward County has recognized ALCA with an official school zone on the west side of the property. Parents are expected to obey the 15 miles per hour speed limit off campus during required times and the **10 miles per hour speed limit on campus!** Arrows must be followed at all times. Investing a few extra minutes will secure safety for all!

Drop-off and pick-up will take place at designated carline locations at specific times according to grade level. Because students are expected to complete a full day's instruction, early dismissal is discouraged. During the hours of 7:00 – 8:30 a.m., and 2:30 – 6:00 p.m., parents should park in the rear parking lot ("Horseshoe"). The Horseshoe is for parents who choose to walk their children to class. Middle school students shall not be dropped off in the Horseshoe but at their designated location.

School will be locked between the hours of 8:40 a.m. and 2:30 p.m. Parents needing to access the building during those times shall park in front of the school office and sign in at the school office. **For security purposes students are not permitted in the hallways/classrooms unattended and are not allowed to roam the parking lot unsupervised at any time!** The following procedures shall be adhered to:

1. Students arriving before 8:00 a.m. must be accompanied by a parent directly to the designated EXS room.
2. Students arriving between 8:00 and 8:30 a.m. shall report directly to their classrooms.
3. Students arriving after 8:45 a.m. must be accompanied by a parent to the school office to sign in before reporting to class.

**Cell Phones** As a safety precaution, **cell phone use by drivers is prohibited on school property!**

## EXTENDED SCHOOL (EXS)

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EXS is open daily from 7:00 – 8:00 a.m. before school and 2:45 – 6:00 p.m. after school. All EXS students, even occasional users, must pay a registration fee in addition to daily, weekly, monthly fees. Hourly rates are not available. Any part of the day will be charged the full day fee.

Any child picked up after 6:05 p.m. shall be subject to a late fee of \$1.00 per minute per child. Any child not picked up by 6:30 p.m. shall be subject to being submitted to the authorities.

## FACULTY

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ALCA Preschool employs qualified spirit-filled teaching personnel. They are the 'Living Curricula' that serve as role models for our impressionable children. We believe our staff members make ALCA Preschool the quality environment it is.

## GIFTS & MEMORIALS

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ALCA is a 501C3 non-profit organization. Contributions and donations are tax-deductible. Parents may wish to donate new items such as books, CDs, classroom equipment, or funds, etc., in memory of a loved one or someone's birthday. Please contact administration.

## GUESTS & VOLUNTEERS

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Volunteers are an important part of the Preschool and are very special to us. Volunteers and visitors are welcome at any time but must sign in at the school office and secure the appropriate badge to wear while on campus. Before leaving, badges must be returned to the school office for the next time.

## HEALTH

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Students who become ill or are injured will be taken to the office for an assessment of the problem. Parents will be called with all serious concerns, and first-aid may be administered as needed. The school office must have current emergency contact information for all students. Parents are expected to provide updated contact information as applicable.

**Communicable Diseases** ALCA maintains a healthy school environment and has implemented controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness or transmissible health hazard that arises as a result of contact of a susceptible host or infected person with other persons. An ALCA staff member who reasonably suspects that a student has a communicable disease shall notify administration immediately. Students with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while contagious. Students with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease or circumstance warrant, ALCA may require an independent physician's examination of the student to verify the diagnosis of the disease. Parents must submit a written physician release, before students can be permitted to return to school. ALCA reserves the right to make all final decisions necessary to enforce its policy and to take all necessary action to control the spread of disease within the school. A student must be on medication and symptom-free for 24 hours before returning to school from the following:

- Fever (child must be fever-free for 24 hours before returning to school)
- Diarrhea (frequent, watery and/or green-colored bowel movements)
- Sore Throat (hard cough and/or heavy, discolored, or green nasal discharge)
- Respiratory difficulty (wheezing cough with a whooping sound)
- Vomiting (continual throwing-up)
- Undiagnosed rash (other than diaper rash)

**Diseases and Conditions Prohibiting Attendance** Parents must not bring students to school when sick, ill, or with fever. Students may return to school, if they have been symptom and fever-free for 24 hours. At the school's discretion, a student may be requested to bring a written consent from a physician prior to returning to school after having the following disease or condition:

- Chicken Pox (lesions are dry and crusted)
- Head lice (following medical treatment, nits must be removed)
- Hepatitis (physician's release required for student to be re-admitted)
- Impetigo (blisters covered with honey-colored crust)
- Influenza (any kind)
- Measles (seek medical attention immediately)
- Mumps (seek medical attention immediately)
- Pink eye (redness of eye with thick discharge)
- Pinworms (seek treatment right away)
- Pneumonia (seek medical attention immediately)
- Ringworms (seek treatment right away)
- Scabies (seek medical attention immediately)
- Whooping Cough (seek medical attention immediately)



**Medication** If students are on medication (prescription or over-the-counter) and still able to attend school, a medical authorization form must be filled out by their physician and signed by their parent. The medicine, in its original container, must be submitted to the school office. Student's name, name of medication, and dosage must be clearly readable on the original label. The school office does not accept medication that is not in its original container or medication without an approved measuring spoon or cup. Office personnel will administer medication as long as an authorization for medication form is signed and on file.

**Student Accident Insurance** Students are covered by a school time accident insurance policy which is considered secondary to the parents' primary insurance. In the event of an accident during school hours, parents must report the injury and pick up a claim form from the school office within 48 hours of the incident. However, a claim should first be filed with the parents' primary insurance company. Parents are responsible to submit the remainder of the claim to the student accident insurance company. Additional student accident coverage is available for parent purchase. Information is included in the orientation packet.

## **LOST & FOUND**

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Parents should label all possessions with the student's first and last name and grade level; permanent markers work best. Labeled items, when lost, will be returned to the child's teacher. Unlabeled items will be donated to a local charity.

## **LUNCH**

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Lunch will be provided for School-day preschoolers on regularly scheduled school days (see school calendar). If a student does not like what is scheduled on the lunch menu calendar, it is the parent's responsibility to send in a lunch for that day. ALCA Preschool does not offer an alternate lunch menu. Lunches will not be provided during Christmas vacation, Spring Break, Camp Eagle, or early dismissal days. ALCA Preschool does not heat lunches for students. Anything that needs to be kept warm may be sent to school in a thermos. Morning and afternoon snacks are not provided; parents are asked to send in nutritious snacks labeled with their child's name. Nutritious snacks help produce a positive preschool experience.

## **ORIENTATION**

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A Parent Orientation meeting is held prior to the first day of school and is mandatory. Important information is shared and handed out in a general session. One parent is required to attend; no children are permitted.

## **PARENT CONTACT INFORMATION**

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We request that all parents/guardians keep emergency contact information current. In case of a change in address, telephone number, etc., parents are expected to submit the new information to the school office as soon as possible. We covet our parents' patience, if, in the event of an emergency, information cannot be disbursed as one might expect. All efforts will be made to keep parents informed as speedily as possible.

## **PARENT TACHER FELLOWSHIP (PTF)**

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We welcome all parent involvement in the Preschool's activities. However, we do require parents to sign in at the school office and obtain a visitor's badge. Our PTF is designed for parental input and support of ALCA's faculty and staff. All parents are encouraged to pray for the Academy on a daily basis. PTF meetings will be held periodically. At least one parent is expected to attend. Some of the projects that PTF engages in are:

- Career Day
- Classroom Parties
- Grandparent's Day
- Reading Committee
- Room Parents
- School Pictures
- Special Events & Fundraisers
- Teacher Appreciation

## PARENT TEACHER MEETINGS

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It is our goal to help give all children the best education possible. Teachers are available on Mondays, Thursdays, and Fridays for conferences after school. All conferences with teachers and/or administrators require an appointment. Please contact the school office or teacher directly to set up an appointment. We will do our best to accommodate our parents' time.

## PERSONAL ITEMS

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Preschoolers shall not bring personal items such as toys, game, electronics, etc., to school unless requested by the classroom teacher for special event days or Show & Tell. Any items brought to school are the parents' and students' responsibility during transit and while on campus. Unauthorized items will be placed in the child's lunch box or backpack and sent home. ALCA Preschool is not responsible for damage or loss of any item brought to school.

## PHOTOGRAPHY

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ALCA brings in professional photographers at various times of the year to photograph the children. Students are photographed for fall, spring, and class pictures, yearbook, and K through high school picture packets, as well as for the website and advertisement purposes. As part of the student application and upon enrollment, parents sign a picture release form that permits the Academy to utilize student photos for advertisement purposes. If parents do not wish their students' photos to be used for advertisement purposes, they must specify their intent on the appropriate form. Unless otherwise indicated, Fall picture packets and yearbooks for K through high school are included in the matriculation fees for all classes except the 4 Year old students. All other packages are purchased separately.

## PLEDGES

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The following pledges must be memorized by all students:

- Pledge of Allegiance to the American Flag  
"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."
- Pledge of Allegiance to Christian Flag  
"I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior crucified, risen, and coming again with life and liberty to all who believe."
- Pledge of Allegiance to the Bible  
"I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God."
- Pledge of Honor  
"We, the students of Abundant Life Christian Academy, pledge to work hard, respect each other, and accept responsibility for our own actions. With Christ at the center, we will do our part to make our school a caring, constructive, and safe place to be."

## PROGRESS REPORTS

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Preschoolers are observed and evaluated on an ongoing basis. They will be assessed on developmental skills, work habits, motor skills, social skills, and readiness skills. Progress reports will be issued three times a year, in October, February, and June, with the following grading scale:

1. "DC" = Demonstrating Consistency
2. "E/P" = Emerging/Progressing
3. "ND" = Not Demonstrating

**Age Parameters** Two year old students must be completely potty-trained before entering the PK3 program. Three year olds may not wear diapers or pull-ups, must be self-sufficient in the bathroom, and well able to take care of themselves after using the restroom. A child must have reached the 3<sup>rd</sup> birthday by September 1<sup>st</sup> in order to be enrolled in PK3, subsequently PK4, and Kindergarten.

## SAFETY/EMERGENCY MANAGEMENT

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In any emergency situation, student safety is of primary concern. As a result, ALCA is a lock-down facility and employs security staff. Emergency Preparedness Guides are posted in every classroom. Teachers and students follow a strict emergency preparedness routine. Parents are reminded that emergency contact information for students must be current at all times and are expected to provide updated contact information as applicable. In case of actual emergency, teachers or office personnel will contact parents as quickly as possible.

**Fire & Emergency Drills** The Academy observes strict monthly fire drills. Teachers will familiarize students with the proper exit routes and train them to follow the prescribed protocol.

**Severe Weather** The following procedures will be followed as applicable:

- **Thunderstorm & Tornado:** At first sign of lightning, all students should be inside the building. If conditions warrant protective measures to be taken, students will be ordered away from windows to appointed shelter areas. Release of students will be discouraged, until severe weather passes. Parents may contact the school office for information.
- **Hurricane:** School will be closed. ALCA follows Broward County Schools' closure policy; post-storm inspection of the facility will be conducted, before students return to school. Reopening of school may follow Broward County Schools' policy when possible and will be posted on [alca eagles.com](http://alca eagles.com). When possible, families will be contacted by phone.
- **Flooding:** School will be closed. If the flooding occurred before 7:00 a.m., parents will be notified by teachers or school officials of EXS closure as applicable.

**Storms and Inclement Weather** Students will not be dismissed early due to inclement weather or storm warnings. However, parents, guardians, or other designated adults may pick up students early. ALCA & Preschool general follow the closing decisions of Broward County Public Schools. Please check local news for updates.

## SCHOOL CLOSURE POLICY

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Should Abundant Life Christian Academy Preschool close its doors permanently, parents will be notified in writing and student records transferred to parents/legal guardians.