

AMITE CHRISTIAN ACADEMY

A Ministry of Amite Baptist Church

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Preschool & Daycare Student and Parent Handbook 2025-2026



These policies have been approved by the Amite Christian Academy School Board.

Therefore, any complaints against these policies must be addressed to the school board in writing.

Such complaints will be reviewed at their monthly meetings. Submissions can be submitted to acaschoolboard@amiteacademy.com . Once a decision is made, the one who made the complaint will be informed of the school board's decision.

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Calendar

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|---|---|
| Teacher Meet & Greet | August 10, 2025 from 1:00pm - 2:30pm |
| First Day of Preschool | August 11, 2025 |
| Labor Day - Preschool & Daycare CLOSED | September 1, 2025 |
| Grandparent's Day | September 9, 2025 |
| I55 Book Fair | To Be Announced |
| Book Fair Family Night | To Be Announced |
| Fall Break (Preschool Out / Daycare Open) | October 9 - 10, 2025 |
| Red Ribbon Week | October 27 - 31, 2025 |
| Veteran's Day Program | November 11, 2025 |
| Trike - A - Thon | November 21, 2025 |
| Thanksgiving - Preschool CLOSED | November 24 - 28, 2025 |
| Thanksgiving - Daycare CLOSED | November 27, 2025 and November 28, 2025 |
| Christmas Program | December 16, 2025 at 10:00am |
| Christmas Parties | December 18, 2025 at 10:30am |
| Polar Express Day | December 19, 2025 |
| In House Registration Begins | December 22, 2025 |
| Christmas and New Year - Preschool CLOSED | December 22, 2025 - January 6, 2026 |
| Christmas - Daycare CLOSED | December 25, 2025 and December 26, 2025 |
| New Year - Daycare CLOSED | January 1, 2026 and January 2, 2026 |
| Open Enrollment Begins | January 19, 2025 |
| Martin Luther King Day - Preschool CLOSED | January 19, 2026 |
| Heart Month: Fundraiser for LPCF | More Info to Come Closer to Date |
| Mardi Gras - Preschool CLOSED | February 16 - 18, 2026 |
| Mardi Gras - Daycare CLOSED | February 17, 2026 |
| Louisiana Week | February 23 - 27, 2026 |
| Easter Parties | March 27, 2026 at 10:30am |
| Easter - Preschool CLOSED | March 30, 2026 - April 3, 2026 |
| Good Friday - Daycare CLOSED | April 3, 2026 |
| Cafeteria / Custodial Appreciation Day | April 10, 2026 |
| Administration Appreciation Day | April 22, 2026 |
| National Prayer Day | May 7, 2026 |
| Teacher Appreciation | May 4 - 8, 2026 |
| End of Year Program | May 12, 2026 at 10:00am |
| Last Day of School | May 15, 2026 |

Administration Directory

Lisa Perkins – Principal

lperkins@amiteacademy.com

Jennifer Baker – Preschool and Daycare Director

jbaker@amiteacademy.com

Laura Jones – Preschool and Daycare Assistant Director

ljones@amiteacademy.com

Jennifer Dier – Administrative Assistant

acainfo@amiteacademy.com

Shawn Wilson – Financial Administrator

swilson@amiteacademy.com

Sabrina Edwards – Afternoon Daycare Supervisor

supervisor@amiteacademy.com

Frances Edwards – Nursery Supervisor

fedwards@amiteacademy.com

Don Moore – Kitchen Supervisor

Preschool Teacher Directory

PreK3 Teachers

Jessica Pitts

Mae Richardson

Angel Ryland

Nicole Parker

PreK4 Teachers

Wendy Griffis

Cindy Hetrick

Bridget Roberts

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. 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 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 polices, 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 guidebook. 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 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 businessmen, 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 ACA Policies

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 whether 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 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 childcare provider. The Statement of Deficiencies may be found on the Department of Education's website @ 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

P.O. Box 94064

Baton Rouge, LA 70804-9064

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)

Abuse and Neglect

Any suspected abuse and / or neglect of a child in our school / daycare must be reported in accordance with Louisiana Revised Statues 14:403

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.

Provisionally Employed Staff Monitoring

Our center follows strict procedures regarding staff who are employed on a provisional basis while awaiting full background clearance.

Provisional Employment – A staff member may be provisionally employed after receiving a satisfactory fingerprint-based criminal background check while additional components are pending. When ACA has a provisionally employed staff member the following policies must be followed.

- Provisionally employed staff can be counted in child-to-staff ratios.
- ACA will assign a monitor to each provisionally employed employee. The monitor will be an adult employee for whom ACA has received a CCCBC-based determination of eligibility for childcare purposes.
- The monitor will accompany the provisionally employed staff member at all times while the provisionally employed staff is present at the center. Provisionally employed staff will never be left alone with children while provisionally employed.
- ACA will maintain a written or electronic log documenting the monitoring of all provisionally employed staff members. This log will identify the provisionally employed staff, their assigned monitor, and the times of all required visual observations.

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 basis 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

FACTS System

You are required to set up a FACTS account with ACA upon applying to any ACA program. You will set up a personalized username and password during the application process. Once you have been accepted into any of our programs and have finished the enrollment process, FACTS offers an APP through the APP store for convenience on mobile devices for a small month fee. The FACTS website is an effective way for you to remain updated on payment plans.

Registration and Emergency Contact Information

It is the responsibility of parents or guardians to keep all information listed in the student's enrollment current and up to date. Please contact the school office immediately to make any necessary changes. Please call 225-665-2060 ext. 2 for all changes.

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

Tuition and Fees

Your enrollment fee will be due at the time of enrollment. This fee will cover all your child's workbooks, craft, art, and school supplies associated with their curriculum for the year. This also includes the music and art class fees. The enrollment fee is **NON-REFUNDABLE**. All tuition payment plans are selected during the enrollment process and finalized after the initial enrollment package is completed. Once finalized, you will be able to have access to these plans in your FACTS account as well as see all future scheduled payments. The FACTS system provides personalized flexibility to budget your payments however you choose. The payments are scheduled to auto-draft on a certain day each month, however you can log in and pay any time or any amount you would like toward your plan. If you would like to pay weekly, you can pay online manually every week and only the unpaid balance for that month will be auto drafted on its' scheduled due date.

- PreK Half Day - each monthly tuition payment will be automatically withdrawn on the 7th day of each month beginning in August and ending in April.
- Before and Aftercare - each monthly tuition payment will be automatically withdrawn on the 7th day of each month beginning in August and ending in May.
- PreK Full Day and Nursery - each monthly tuition payment will be automatically withdrawn on the 7th day of each month beginning in August and ending in July.
- Summer Camp – 3 equal payments will be automatically withdrawn on May 20th, June 20th, July 20th.
- If the automatic draft is unsuccessful, you will be assessed a \$25 late fee. FACTS will make a second attempt to auto- draft 15 days after the first failed attempt.

- NSF Policy-FACTS charges an NSF Fee of \$30 for every unsuccessful attempt to auto-draft from your account. This is paid directly to FACTS and ACA has no authority to waive this fee.
- Student accounts must be current and not in arrears at the beginning of each month or you risk your student not being able to return the next month.
- Student accounts must be settled by the last day of school, or you will be restricted from finalizing enrollment for the following year. Even if you already enrolled your student during priority open enrollment, you will not be able to retain your spot for the following year if your account is NOT in good standing by the end of the current school year.
- Excessive delinquencies (unsuccessful auto-draft attempts) in a given school year will result in limited payment plan options for the following school year. For example, you will only be allowed to do a Payment in Full or Semi-Annual Payment Plan option the next school year.

NOTE: Rate changes occur only when the child is promoted to the next school year / class.

Vacation Days for Nursery, Full Day Preschool, and Daycare Parents Only:

Once your child has been enrolled at Amite Christian Academy for one full year you will be allowed **one-week vacation**. This week must be used consecutively, Monday through Friday. This time does not accumulate. All vacation credit requests require a 2-week notice to be granted the credit. Only 1 week credit is allowed per school term (August 1st – July 31st) per child.

*** Vacation benefits **are not** available for students who drop from our program for any length of time. If you drop from our program and then decide to return, your count toward one full year starts over.

NOTE: You may not use your vacation week toward your 2-weeks withdrawal notice

Withdrawal Policies

Two-Week Notice - Parents/ Guardians are **required** to provide a minimum of two weeks' notice in writing prior to the student's intended date of withdrawal.

Completion of Financial Obligations - All outstanding financial obligations must be settled before the student's departure.

Communication - Written communication regarding withdrawal, including the intended date of departure, should be submitted to the administration.

Please Note:

- The process to stop automatic withdrawals requires a standard processing time of 2-weeks. The auto-draft payments will be stopped starting the next scheduled payment AFTER the 2-week notice is honored. You are financially responsible for the 2-weeks' notice period whether your child does or does not attend during that time.
- If you choose to withdraw your child from our program for any length of time you will **forfeit** your enrollment fee and your child's spot in our program.
- We are not able to keep spots open during the summer or at any other time. Holding spots open places a tremendous financial burden on ACA. To adequately meet our budget needs we must keep all 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 enrollment fee.

Before and After Care / Summer Camp Withdrawal Policy

Elementary age children (children who have completed Kindergarten through 5th grade) may withdraw for the summer and return for the first full week of school in August. We do require your financial account to be in good standing. If a balance exists, we reserve the right to fill your student's position, due to lack of payment. If we fill the spot before the balance is paid in full, your student's spot and enrollment 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 and 3- & 4-year-old preschool daycare programs. Our current year-round policy is still in force for those students. *

Daycare Hours

Days Open: Monday through Friday, except for 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

Children **must** be signed in and out daily by a parent / guardian or an authorized individual listed on the child's enrollment records. **Identification is required for pick-up.**

Drop off – 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 who is dropped off after 8:30am will need to be checked in at the school office before they may proceed to their classroom.

After Hour Charges: \$2 per minute

The closing time is promptly 6:00pm. A late fee charge of \$2 per minute will be made/charged to your FACTS account, for a child who remains in the center starting at 6:01pm.

Preschool Half Day Drop Off and Pick Up Procedure

Half Day Preschool Drop Off and Pick Up Procedure

Morning Carpool Drop Off - PreK 3 & PreK 4 - 8:10am - 8:25am

Afternoon Carpool Pick Up - PreK 3 - 11:30am - 11:45am

***PreK 3 carpool parents will line up in **line ONE**

PreK 4 - 11:45am - 12:00pm

***PreK 4 carpool parents will line up in **line TWO**

Cell Phone Policy - For the safety of all students, staff, and drivers we ask that all drivers refrain from cell phone usage during the entire duration of carpool line. This includes talking, texting, browsing, or any other form of mobile device usage while in the line.

Drop Off and Pick Up Safety

- **Students are not allowed to be dropped off in our parking lot and sent unattended to class under any circumstances**
- **Students are not allowed to walk out into the parking lot without a parent for pick up**
- Do not use drop-off and pick-up time to have a conference with your student's teacher. If you need to communicate something in detail to your student's teacher, please do so in writing or call to set up a parent-teacher conference.
- A student walkway exists between the D building and the gym. This is designed specifically for the safety of our students. The center parking areas will contain limited parking and through access will not be available.

Pick Up Arrangements for Students

A written notice **MUST** be submitted to the office by the student's parent / guardian if they are to be picked up by someone not on their pickup list. This notice must contain the date, the pickup person's name, relationship to child, phone number and parent's signature. **WITHOUT** a written notice to the office, we **WILL NOT ALLOW** your child to be checked out by someone not on their pickup list. **NO EXCEPTIONS!** 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 student on time, it is your responsibility to call the school office to advise our staff of who will be picking up your child.



Please be PROMPT! Preschool half day parents, if your student has not been picked up at their allotted carpool time, we will try contacting you. If we are unable to reach you, we will begin calling the emergency contacts listed in your student's file. If we are unable to reach anyone, we will take your child to daycare, and your FACTS account will be charged \$8.00 per hour that your student is left in our daycare.

We understand circumstances beyond your control happen, but we will in no way allow excessive misuse of this policy.

Breakfast, Lunch, and Snacks

Cafeteria Hours

- Breakfast hours:
 - Nursery - breakfast ends promptly at 8:00am
 - Full Day Preschool and Daycare - breakfast ends promptly at 7:30am

* If your student is going to eat breakfast, have them arrive to breakfast at least 10 minutes before breakfast ends. This will ensure they have time to eat before breakfast is over.

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

Cafeteria Meals

We will NOT provide 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. (See Allergy Policy for EpiPen Information)

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

Bulletin 137 – Early Learning Site Licensing Regulations – Chapter 19 Section 1919 Item D.2 states the following:

“Children under age four shall not have foods that are implicated in choking incidents. Examples of these foods include, but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, hard chips with the exception of puffs, peanuts, popcorn, whole marshmallows other than when melted in other foods or found in boxed cereals, spoons of peanut butter, and chunks of meat larger than what can be swallowed whole.”

DO NOT send these items to school for your student to eat unless you have cut the food appropriately according to the regulations above. Your student will not be served or allowed to eat any food that does not meet these regulations.

Infant and Nursery

- Parents are required to provide enough already mixed formula and / or baby food for their child for the entire day. If your child does not have enough formula and / or baby food for the entire day, the parent will be contacted to either bring the formula and / or food or pick their child up.
- **Everything MUST be labeled** with your child’s first and last name: bottles, bottle cap, food jars, etc.
- 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 open baby food will be discarded at the end of the day.
- In the 6-to-12-month room we begin to offer ACA’s lunch when your child is ready for table food.

NOTE: The State Health Department regulations state that all bottles must be mixed by the parent.

Pacifier clips are NOT allowed, according to the Department of Education.

DAYCARE

Physical Activity

Children are provided with daily opportunities for active play to support their growth. Children under 2 years of age are provided with at least 60 minutes of age-appropriate physical activity each day, both indoors and outdoors, while children aged two and older participate in a combination of teacher-led activities and free play for a minimum of 60 minutes daily, both indoor and outdoor, weather permitting.

Parental Access and Involvement Policy

We believe in open communication and transparency. Parents / guardians are welcome to visit our campus at any time during regular hours of operation when children are present.

ACA will offer a minimum of two opportunities each year for parent involvement which will include our open-house event, book fair literacy night, holiday parties, and preschool end of the year program.

Nap Time

- Nursery
 - Infants are allowed to sleep according to their individual schedules
 - Toddlers and 2-year-olds are provided with a daily rest period of at least 75 minutes.
 - When children enter the toddler class they transition from a crib to a nap mat for their daily rest period. When children enter the two-year-old class they will no longer be able to use a pacifier.
 - Your child is only allowed to have one stuffed animal or blanket to sleep with. Your child will only be allowed to have his/her stuffed animal during nap time. All nap time items including the stuffed animal **MUST** stay at ACA in their nap mat bag all week.

- Preschool

- Three and four years old are provided with a daily rest period of at least 75 minutes
- Three years old and four years old nap on a nap mat.
- Your child is only allowed to have one stuffed animal or blanket to sleep with. Your child will only be allowed to have his/her stuffed animal during nap time. All nap time items including the stuffed animal MUST stay at ACA in their nap mat bag all week.

- Items Needed

- 1 in. folding mat or roll-up nap mat – due to space; anything larger will not be allowed.
- Light weight blanket
- Travel size pillow – anything bigger will not be allowed.
- Mat cover - body size pillowcase to cover entire mat.

- The State Health Department has recommended that all sleeping mats be placed in individual drawstring garbage bags that are labeled with each child's first and last name. This is for sanitary purposes.

Mesh or laundry bags are not allowed to store nap mats.

- Parents are required to place their student's preassembled nap mat, pillow, and blanket into a drawstring garbage bag labeled with their student's first and last name. Each Monday, the office and nursery will have large garbage bags and markers available for parents to use.
- Each Friday, your child's things will be sent home in the same bag. For sanitary purposes, do not re-use the same bag for the next week. This procedure will be repeated each week.

Toilet Training

ACA's definition of "fully potty trained" is when a child can control the bowel and bladder and use the bathroom for elimination. A child is considered 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 the two-year-old class. Your child's teacher will keep you informed about what is needed. Your child, if enrolled, will be promoted to the three-year-old class at the beginning of August. Your child may not have turned three-years-old by their promotion date; however, they are still required to be potty trained to be promoted. It is the parents' responsibility to work with their child's teacher throughout the school year to ensure success in potty training. Working together closely will ensure quick success.

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

Four years old- MUST BE FULLY POTTY TRAINED

Extra Clothing

Please send a full set of extra clothing, including undergarments for your child. Be sure to label ALL your child's items with their first and last name. Put the extra set of clothing in a gallon zip lock bag with their first and last name on it. This is for all age groups except school-age children.

Television, Electronic and Computer Policy

Computers:

- Currently, children at our center do not have access to computers while on campus. If access to computers become available, all computers accessible to children will be equipped with monitoring and filtering software.

Television Programming:

- Television, DVD, or video viewing is limited to no more than 1 hour per day.
- All programming must be suitable for the youngest child present
- "PG" rated programming is not permitted for children under age five. Children age five and older may only view "PG" rated programming with written permission.
- Any content rated above "PG" is prohibited.

Video Games / Electronic Devices:

- Currently, ACA does not allow video games / electronic devices on campus. If video games / electronic devices are allowed on campus, the following policy must be followed.
 - All video games must be appropriate for the youngest child present.
 - Children under the age of five shall not be permitted to use electronic devices or play video games.
 - Children five and older are limited to no more than two hours of electronic device per day.
 - "E10+" games are permitted only for children 10 and older and with no younger children present.
 - "T" and "M" rated games are not permitted.

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. Makeup is not allowed to be worn to school or brought on the premises.

Shoes/Socks/Tights

- No Crocs
- No platform shoes or roller blade shoes. Shoes with laces must be tied and fit safely. Velcro shoes are encouraged until students can tie their own shoes. Due to sanitary reasons, teachers will not tie students' shoes.
- Sandals are allowed but must be securely attached to the ankle with a buckle and nothing between the toes.
- 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

- All student backpacks must have the student's first and last name written on them.
- Toys and purses are not allowed at school/daycare, unless instructed by a teacher.

Hair Styles

- Boys' hair styles must be appropriate. Hair must be clean and neat.
- Girls' hair must be clean, neat, and well groomed.

- Feathers or beads in the hair are not allowed. Extreme hair colors and hairstyles are not allowed.
- Boys are not allowed to wear earrings.
- Girls are allowed earrings only in the earlobe.

SUMMER DRESS CODE

All girls, preschool – 5th grades, 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 always worn over the swimsuit.

*** We will allow flip flops to be worn **ONLY** on swim days for all age groups. ***

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

Level One – Classroom Discipline

Teachers are expected to implement all steps of the Level One Behavior Management Plan, including verbal warnings, behavior charts, parent / guardian communication, and in-class interventions.

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

Level Two – Referral to Supervisor’s Office

A student will be referred to the supervisor’s office only after all steps in the Level One Behavior Management Plan have been exhausted without successful resolution of the behavior. If the supervisor is not on campus the student will be referred to the assistant director / director’s office and they will follow all steps in the Level Two Management Plan.

- Verbal Reminders – reminds child of rules / reminds them of the better decision they can make.
- Behavior Support Plan – Works with the teacher to develop an individualized behavior chart

- Parent / Guardian Communication – Communicates with parents / guardians about the child’s behavior and the steps taken to address it.
- Behavior Report – The child will be written up only after all Level One and Level Two interventions have been exhausted with no resolution, unless the behavior causes or can cause harm to other students and staff, in which case, he / she may be written up without going through all steps in Level One or Level Two of the Management Plan.

Level Three – Referral to Assistant Director / Director’s Office

A student will be referred to the assistant director / director’s office only after all steps in Level Two Management Plan have been exhausted without successful resolution of the behavior.

- Parents will be called to possibly pick up their child, immediately.
- Parent conference with director(s) to discuss further actions that will be taken if behavior continues.
 - Phone conference
 - In –person conference
- Behavior Report – The child will be written up only after all Level One and Level Two interventions have been exhausted with no resolution, unless the behavior is threatening or harmful to other students and / or staff, in which case, he / she may receive a behavior report without going through all steps in Level One or Level Two of the Management Plan.

Suspension and Dismissal

Given that all steps outlined in Level One, Level Two, and Level Three Management Plan have been exhausted without successful resolution of the behavior, there will be grounds for suspension and or dismissal.

- Behavior Reports will be filed and logged as follows:
 - 3rd behavior reports your child will receive a referral to EarlySteps, Child Search, and / or mental health consultant if appropriate and a mandatory 1-day suspension from school / daycare.
 - 5th behavior reports your child will receive a mandatory 2-day suspension from school / daycare.
 - 8th behavior reports your child will be dismissed from Amite Christian Academy.

The director has the right to use her discretion to dismiss a child from Amite Christian Academy due to behavior that is threatening or harmful to other students and / or teacher.

Bulletin 137 – Early Learning Site Licensing Regulations states that an early learning center shall provide a referral to EarlySteps, Child Search, and/or mental health consultant if appropriate as a behavior support strategy.

Biting Policy

Children biting other children are one of the most common and most difficult behaviors in group childcare. 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 have developed the following plan of action to be used when biting occurs in any of our classrooms.

Biting Consequences are as follows:

- 3rd biting reports – the biter will be suspended for 2 days from the center.
- 5th biting reports – the biter will be suspended for 3 days from the center.
- 8th biting reports – the biter will be dismissed from Amite Christian Academy.

Teachers and staff will be required to make judgment decisions on whether behavior is inappropriate, while carefully 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 1st – July 31st and will be renewed August 1st of each year. When a student **ENDS** the current school year, all Behavioral/Biting Report counts will return to zero.

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 except for daily signature. Childcare 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.

ACA will NOT provide 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.

Medications shall not be kept at the childcare facility (excluding emergency medications) overnight. All unused medication shall be sent home with the child when he / she leaves the childcare facility for the day.

Students cannot be on campus without proper medication.

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.

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 staff 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, Chapstick, hand sanitizers, lotion, breath mints or breath strips.

Health and Safety

Immunization:

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.

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.

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 4th 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 4th 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.

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

EXCLUDE UNTIL:

Meningococcal disease (Neisseria Meningitis)

Well and proof of non-carriage

Hib disease (Hemophilus influenza)

Well and proof of non-carriage

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

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

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

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

Chicken pox completely. Requires written clearance from physician.

Skin lesions (blisters) scabbed over

Hepatitis A fever gone.

One week after illness started and

Aids (or HIV infection)

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

Conjunctivitis/Pink eye

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.

Strep throat

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.

| | |
|--------------------------------|---|
| Any contagious illness or rash | Requires written clearance by physician before returning to school/daycare. |
| Fifth Disease | 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. |
| Head Lice | All children may return to school/daycare after: <u>Dr. recommended chemical treatment</u> has been done and has a written release from the Doctor’s office. Any remaining eggs/nits must be more than 1 cm (½ 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 |

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: Luke Hand
School Administrator: Lisa Perkins
Daycare Director: Jennifer Baker
Assist. Daycare Director: Laura Jones
Property Manager: Phil Jenkins

All within the Chain of Command are directed to act according to the above plan if any situation occurs during their time on campus and the person(s) above them in the Chain-of Command is/are not present to give needed directions. 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.

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 LPPS are closed, ACA will close both the school and daycare. You can determine if we will be open or not by listening to Local News Channels. If bad weather conditions 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 Amite Christian Academy has the means to open, we can choose to open our facility. Due to staffing issues under this particular circumstance, we will not be able to receive before and after care students from any live oak schools due to space and staffing.

Power Outages

In the event of a power outage on our campus, the following policy 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 the power has not been returned by 8:30 AM, we will shut down the school and daycare, and you will be required to pick up your children immediately.
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 in our facility.
3. Once school starts, depending on the 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.

Extenuating Circumstances Policy

In the event of closure due to unforeseen events, the following policy applies.

1. Our yearly budget is based upon the accumulation of tuition from 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.