

First Baptist Church of Apopka presents...

A Brighter Beginning



Highland Christian Academy



The Highland Christian Academy Preschool and Day Camp are staffed by a team of caring Christians who are dedicated and trained in the guidance and nurturing of children. Their ministry is to teach, love and care for children so that parents can go to work each day knowing their children are safe and happy. The Academy accepts all children regardless of race, nationality or creed, from 6 weeks of age to 5 years for preschool and grades K-5 for Day Camp.



History

First Baptist Church of Apopka opened its child care facility in November 1990 with a preschool program for infants through 5 year olds. Six years later, the ministry expanded to offer before and after school care for grades K-5. In January 1997, the church reorganized the programs and adopted the following Statement of Purpose:

***Ministry in the name of Jesus Christ
through loving children and their
families and by providing Christian
education and child care.***

In 2005, we became Highland Christian Academy and began to see the opportunity for growth for our preschool program. In August of 2007, we introduced the Voluntary Pre-School program which allowed us to reach out and help our community. In June 2009, we became one of the first schools in our area to be ACSI Accredited. We are looking forward to our future with Brighter Beginnings.

General Information

The Preschool offers a full day for infants through Pre-K which is geared toward families with working parents. Unless previously notified, no child will be permitted after 10:30 am. Breakfast, lunch and an afternoon snack are provided by the Academy daily. Breakfast is served between 7:30 – 9:00 am, lunch is served from 11:00 am to 12:00 pm. Afternoon snack is at 2:30 pm. We do not allow outside food and it is not permitted in the classrooms (unless approved for a special occasion). Please give any instructions concerning food allergies to the Director in writing. Each month a newsletter with a calendar of events are distributed. Please keep it for reference during the month. Each child will have their own folder in the classroom for important information regarding your child or school events. Please be sure to check your child's folder daily for any documents, news or scheduled activities.

Hours of Operation

Preschool and School Age care hours of operation beginning dates for the Academic Year and Summer Session are published yearly and follow the calendar of Orange County Public Schools. The Academy is closed for major holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving, and the following Friday, winter holidays are subject to change and will be announced at the beginning of the month. Normal hours for full day care are from 6:00am to 6:00pm Monday-Friday. School Age care is offered before and/or after school and full days on school holidays as well as during the summer.

Activities

Weekly, the 2 through 5 year old classes enjoy the following activities:

Chapel - Arts & Crafts - P.E. - Library - Music - Science - Cooking - Praise & Motion

participate regardless of income. Breakfast, lunch and an afternoon snack is provided for the children daily. A monthly menu (with a 4 week cycle) is posted; however, we reserve the right to make last minute changes. Breakfast cut off time is at 9:00am.

Infant and Toddler Information

Each day parents must supply an adequate supply of disposable diapers, ointments for diaper changes (with medical release), baby wipes, and at least 3 bottles. Linens are provided for cribs but you may bring some from home, if you prefer. The Academy provides Good Start formula. If your child has dietary restrictions, you must bring formula from home with a doctor's note. Infants should bring at least 2 complete changes of clothing each day. Pacifiers are allowed only at naptime and are highly discouraged in the toddler class. All bottles, clothing and personal items should be marked with the child's name. Infants will be promoted to the toddler class when they have had their 12th month birthday and are developmentally ready. Sippy cups are allowed in the toddler class and must be supplied by the parents. A blanket, crib sheet or nap map is needed for naptime and is to be taken home each Friday.



literacy standards, developmentally appropriate curricula, manageable class sizes, and qualified teachers. Parents must provide at least 2 sets of extra clothing in a clear ziploc bag and one small blanket or nap mat for naptime, which must be taken home each Friday.

School Agers

Before and after school care is a place where children can relax from school, receive help with their homework, have fun with friends and be safe until Mom and Dad return from work. We provide daily help with homework for the children plus their own special Bible club. Children have access to computers as well. There is plenty of time for games, activities and crafts too. Before-school children should arrive by 7:35 am. We currently pick up at the following elementary schools, provided that 5 children attending our academy are also enrolled in our before/after school pick-up service:

Wolf Lake - Rock Springs – Apopka – Dream Lake

If your child becomes ill during the day and leaves school, please call our office immediately so that the driver can be notified not to pick up your child. A full-day program is available when school is out for the summer and for holidays.

Summer Camp

A summer program is offered for children in Kindergarten through 5th grade. Breakfast, lunch and snack are offered. During the summer, school age children have quiet time for one hour each day. During this time they can write in journals, read a book or listen while the teacher reads aloud. The children have the opportunity to attend field trips throughout the week and participate in special activities such as cooking.



Payments, Fees and Registration

Payment can be made with cash, check or credit/debit card. You may also pay online via our website: highlandchristianacademy.org. Payment is to be received on the first day of service for your child/children before 6:00 pm. Payments must be made before Monday at 6:00 pm. If your payment is not made on time a late fee of \$10.00 will be charged to your account. If payment is not made by Wednesday at 6:00 pm, and additional late fee of \$10.00 will be charged. If payment is more than 2 weeks behind, your child will not be permitted to attend until payment arrangements have been made with the office. If you have made a payment by check and it is returned for any reason, you will be charged a returned check fee of \$30.00 to your account. If your check is returned more than 3 times, we will be unable to accept personal checks as a payment method for your account. A registration fee of \$100.00 is charged in the beginning of each school year. This \$100.00 registration fee is also charged for all school age children attending summer camp.

Weather Policy

Severe Weather- In the event of a hurricane or other severe weather, the Academy will follow the lead of Orange County Public Schools and will close when the school system closes. Please watch the local news for the school system's announcements regarding closing. When closed due to severe weather for only one day, there will be no prorating of tuition. When closed due to severe weather for more than one day, the Academy will determine whether or not tuition should be prorated for each specific closing. In the event that OCPS is closed more than one day, Highland Christian Academy may choose to open if able. During inclement weather, our school buses will pick up children if at all possible; however OCPS may not release the children immediately.

In Case of Illness

For the protection of all the children in attendance, children who are in the contagious stage of any illness may not attend. If your child becomes ill during the day, you will receive a phone call. Children must be picked up within the hour. Please make advance arrangements to have an alternate sitter for your child when he or she is sick and you are unable to be away from work. Following is a more specific policy regarding illness:

Sick Child Policy

1. A child will not be permitted to attend if the child has been sick the night before with a fever.
2. No child will be permitted to attend who has fever of 101.5 degrees (oral equivalent) or higher. The child will only be able to attend if the child has been fever free for 24hrs.
3. No child in the contagious stage of any disease may attend.
4. A child with any contagious disease (i.e., strep throat, tonsillitis, bronchitis, pink eye, etc) must have a note from the doctor to be readmitted to school.
5. A child who has diarrhea (3 loose stools) or is vomiting may not attend. When the diarrhea or vomiting has been complete for 24 hours, the child may return. If the child has a particular diarrhea germ diagnosed, please immediately notify the Director.
6. A child with a suspicious rash (other than a diaper rash or a common allergic rash) should be checked by a doctor or the Health Department to determine if the rash is contagious, and a note from the doctor will be required to readmit the child. In the case of chicken pox, the child may return 1 week after the rash began, and when all the chicken pox are scabbed over. Please notify the Director immediately if chicken pox or measles are diagnosed. If the child receives a chicken pox vaccination, the child will not be able to attend at least 24 hours after vaccination was received.
7. Colds spread very easily among the children. Children with mildly stuffy or clear runny noses and no fever will be permitted to attend. When a child becomes listless or is having fever

Emergency

Unfortunately, when groups of children play together, there is the possibility of an accident. In the event that your child is involved in an accident, we will first attempt to notify you or a member of your family. If there is a question about the seriousness of the child's condition, we will contact 911 even before calling parents. The Consent for Treatment form will be used for obtaining emergency medical treatment. Florida Hospital Apopka Emergency Room will be used for emergency treatment unless parents require a specific hospital. All children should be covered by their family's health insurance or school insurance as the primary coverage in the event of an accident or injury while in our care. For your child's safety and that of the Academy, we carry second-coverage accident insurance.

Security

The Academy provides a safe and nurturing environment that promotes learning and child development. As a safety feature, the Academy has a security key pad system for access to the school. All authorized guardians will have a code for entry. Parents must sign children in and out through the Academy before proceeding to classrooms. Children will be released only to those persons authorized on the registration form. Any other arrangements must be made in writing or through the Director. Picture identification will be required of persons not known by the staff. Authorized person must be 16 years of age or older to pick up any student.

Dress Code

Children should dress in comfortable clothing, appropriate for the weather and play. Please remember that children will get dirty when they play. For safety reasons, only closed-toed, rubber soled shoes are permitted (i.e., no sandals, flip flops). All personal items and