

First Baptist Church of Apopka presents...

A Brighter Beginning



at Highland Christian Academy



Philosophy

The First Baptist Church of Apopka-**Highland Christian Academy Preschool** provides a structured educational program for young children. The philosophy is to instill a love of learning and to develop the “whole” child, not focusing just on academics, but also considering the child’s physical, social, emotional, and spiritual development. This philosophy is based in scripture; Luke 2:52 says, “And Jesus increased in wisdom (mental) and in stature (physical) and in favor (emotional) with God (spiritual) and man (social).”

Vision

Plant the child in the rich soil of Christ so that they may be able to grow into the mighty oaks of God. Psalm 1:3

Mission

Train the child in the knowledge of God so that he continues to grow in the way of Christ. Proverbs 22:4



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.

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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 – 8:00 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

Curriculum

Wee-Learn (Infants – Pre-k)

The Wee-Learn curriculum will help your child connect to a meaningful relationship with the Lord. As with all of our curriculums, the lessons are designed to meet your child's individual needs and are age appropriate. Spiritual development is a major emphasis in Christian schools. Time is allotted daily for spiritual development through Bible stories, songs, and prayer before meals, with a continual awareness of the needs of each child.



Pathways Preschool

Pathways for Learning is a curriculum that focuses on major areas of learning for the young child through thematic units. It is composed of five component parts, which correlate and combine to encourage development of new skills and to reinforce understanding through a variety of activities.

Footsteps for Fours

Footsteps for Fours presents interactive, hands-on learning with an emphasis on having fun together as a class. Daily math, phonics, and pre-reading lessons are interspersed with age-appropriate music, science, language arts, heritage studies, and handwriting segments.

Assessments

We currently are using the Learning Accomplishment Profile program for assessments. They are done three times during the school year for ages two and older. They are done in November, January and April. Parents are invited to have a conference with the teacher at that time to discuss your child's progress or concerns.



Child Care Food Program

We have partnered with the State of Florida to provide nutritious meals and snacks to the children. This program will enable every family to 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.

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 mat is needed for naptime and is to be taken home each Friday.



Two and Three Year Old Class

All children use cups rather than sippy cups. Parents must provide at least 2 sets of extra clothing in a clear ziploc bag, one small blanket or nap mat for naptime and an adequate supply of disposable diapers, wipes and/or pull-ups each day if still being potty trained. Toilet training is encouraged in the two year old classes and must be successfully completed before the child can be promoted to the three year old class. Teachers will partnership with parents toward the goal of helping your child become potty trained, an important developmental milestone. Teachers will lead structured activities that build on fine motor skills, gross motor skills and cognitive development. To ensure a bright start for your child, please have children in the preschool classes by 8:30am. Please call before 9:00 am if your child will be late or absent. Breakfast and lunch is provided for the children daily. A monthly menu (with a 4 week cycle) is posted; however, we reserve the right to make last minutes changes.



Preschool and after school children are also served an afternoon snack. All children should bring a complete change of clothing each day. A blanket, pillow or doll may be brought (for rest-time only), but it must be small enough to easily fit in the child's cubby or backpack.

Voluntary Pre-Kindergarten

Voluntary Pre-Kindergarten or **VPK** gives children a jump start by preparing them for school and enhancing their pre-reading, pre-math, language and social skills. By developing the skills children need to become strong readers and students at an early age, children are more likely to be successful in school. VPK classrooms offer high-quality programs that include high

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:

Lakeville - 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 once a week and participate in special activities such as cooking.



Enrollment

During Registration, complete the following forms and submit them with the applicable Fees:

1. Highland Christian Academy's Enrollment Package
2. Consent for Treatment (must be notarized)
3. Florida Department of Health Immunization (blue form) and Physical (beige form) Records
4. Photocopy of the child's Birth Certificate
5. A photograph of your child for our files

Payments, Fees and Registration

Payment can be made with cash, check or credit/debit card. Payment is to be received on the first day of service for your child/ren 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 you would like us to charge your credit card automatically each week, you can complete a credit card authorization form and turn it into the office. If we are unable to process your credit card for any reason, a late payment fee will be applied. 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 \$25.00 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 \$85.00 is charged in the beginning of each school year. This \$85.00 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.

Discipline Policy

“Discipline” is not punishment for misbehavior. Rather it is teaching a child how to relate to others and how to work or behave in a particular environment. We attempt to teach acceptable behavior through lovingly administered correction of inappropriate behavior. “Rewards” may include hugs, smiles, or words of praise and an occasional prize such as a sticker for the older children. We do not use spanking as a corrective measure. Usually a child misbehaves for an underlying reason such as a need of more attention. We attempt to determine the child's need as we show him or her correct behavior. Corrective measures may include, but are not limited to, counseling, sitting in a “time-out” chair or being separated from the group for a short time. If a preschool child continually misbehaves, a parent-teacher conference will be necessary. If a child’s continual misbehavior is a disruption to the Preschool’s program, and/or we feel that a child’s physical aggression has become dangerous for other children, and a workable solution has not been found after parent-teacher conferences, the Academy reserves the right to remove the child from the roll without prior notice to the parents. Parents of school age children will be notified in writing of significant discipline problems. When a child has

received three “Discipline Referrals”, within 12 months, the child may be removed from the roll. In the case of an “extreme” discipline problem, the child may be removed from the roll more 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 with a cold, or is very congested with a heavily running nose (yellow or greenish), he or she may not attend. Children with heavy coughs or with difficulty or rapid breathing may not attend. In children, breathing difficulties could indicate a serious condition.

8. No child with head lice will be permitted to attend for at least 72 hours.

9. When the Orange County Public Schools excludes a child for illness (including lice), he/she will also be excluded from the before/after school program until the child is no longer contagious and has a note from the doctor to return to school.

*** In cases of extreme sickness outbreak, we will follow the Health Department guidelines***

Medicine: Prescription/Over-the-Counter Administration

Prescription medicine may be administered under the following conditions:

1. The medicine is in the original container with the name of the physician, the child and the medication written on the label and has a current date.
2. The parent or guardian has signed an Authorization for Medication form stating the time, dosage and name of the medication as well as the day(s) the medicine is to be administered. Form must be completely and correctly filled out or we will be unable to administer the medication to the child.
3. If the medication calls for 4 dosages, we will only administer 2 of the 4. If the medication calls for 2 or less dosages a day, we will not administer.
4. Medicine is administered between 12:00 pm - 2:00 pm, unless otherwise prescribed by doctor.

5. Over-the-Counter medicine (*e.g. Tylenol, Motrin*) may be administered under the following conditions:

a. Will only administer the amount as directed by doctor or on label.

b. We will only administer over the counter medicine for one week, if the child is still ill after a week then further medical attention is recommended.

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 clothing must be clearly marked with the child's name. All personal items (i.e. backpacks, blankets, art work, etc) must be taken home on Wednesdays and Fridays so they do not interfere with church activities which share classrooms. For your child's safety and care please refrain from your child bringing personal items such as toys, candy or gum to the Academy. **If your child is wearing inappropriate shoes, they will not be permitted to play on the playground or participate in any activities.**

Parent Advisory Board

In 2008 Highland Christian Academy asked its parents to create a Parent Advisory Board. This board meets once a month for the following reasons:

- Discuss any concerns that arise from a parents perspective and provide suggestions
- Help the school with fundraising to show support to the staff of Highland Christian Academy
- Volunteer their time to help with any special events or activities that may be held

All parents are encouraged to attend these meeting to stay in touch with what will be going on in your child's life.

Vacation Policy

After 3 months of attending, you will be able to use up to one week of your vacation time. Vacation time consists of 4 pro-rated weeks of half the price of your child's tuition. You may only use vacation time when your child is not present for the entire week.

First Baptist Church of Apopka

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Weekly Services

Sunday

9:00 a.m. Bible Study

10:30am Worship

10:30am Kid Zone (Children's Church)

6:00pm Worship

Wednesday

6:30pm Prayer Meeting

A nursery and children's activities are provided.

Highland Christian Academy

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