



**PARENT/ PRESCHOOL HANDBOOK
PROGRAM'S POLICIES**

2017-2018

TREASURE OF KNOWLEDGE CHRISTIAN ACADEMY



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NOTICE:

The academy reserves the right to change, add or to delete any policies or provisions in this Parent/Student Handbook.

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PHILOSOPHY STATEMENT:

Teach the child in the way he should go, and when he is old he will never part from it. Proverbs 22:6 The preschool is an integral part of Treasure of Knowledge Christian Academy (TKCA) and provides a Christian based education. Our program integrates the general goals of early childhood education, primarily the development of the whole child, and we are committed to offering opportunities for balanced growth in all areas: social, emotional, physical, cognitive, creative and spiritual. Our faculty and staff strive to meet each child's developmental needs in terms of spiritual, cognitive, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving Christian environment. TKCA's parents and teachers work hand in hand to prepare our students to be life-long Christians and learners, and to apply their knowledge and skills in meeting life's challenges.

NON-DISCRIMINATION POLICY:

Treasure of Knowledge Christian Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

RELIGIOUS POLICY STATEMENT:

In keeping with Christ's command to "Feed My Lambs," our preschool program offers religious experiences to the children at their level of understanding. An age appropriate "Bible Time" with lessons, prayers, and songs based on the Bible will be taught. Preschool children will also participate in chapel services each week with students in kindergarten through 6th grade. Teachers will speak lovingly and naturally with the children about their own faith and love for the Lord in both formal and informal teaching times.

ADMISSION POLICY:

Treasure of Knowledge is open to all children who may benefit from this program regardless of race, sex, national origin, or religion. Enrollment is open to children who are 3 and 4 years old. All children must have current immunizations in accordance with the Florida Department of Health Services. All children must be toilet trained and able to attend their own toileting needs (excluding accidents or illness). Children are admitted on a one-month probation period.

Forms:

The following forms need to be completed and returned prior to your child starting school:

- Application and fee
- Admission Agreement
- Identification and Emergency Information
- Immunization Form (complete top portion only)
- Child's Pre-Admission Health History-Physician's Report
- Child's Pre-Admission Health History-Parent's Report
- Consent for Emergency Medical Treatment
- Notification of Parents' Rights
- Personal Rights Form
- Field Trip Permission Form
- Volunteer Sign-Up sheet
- Signed Agreement Form from Preschool Handbook

Days and Hours of Operation:

Preschool classes begin at 8:30 am and end at 3:00 pm. An all-day program from 7:30 to 6:00 is also available. Your child must be accompanied into the classroom by a parent or other adult. In accordance with state law, each child must be signed in and out each day using the child's FULL name and the parent's signature. Only those people authorized in writing by the parent will be allowed to pick up the child from school. No minors are allowed to sign a child in or out.

School Hours

Monday – Friday	8:30 a.m. - 3:00 p.m.
Wednesday	8:30 a.m. - 2:00 p.m.
Office Hours	8:00 a.m. - 4:00 pm

Extended Day

Monday – Friday	7:30 a.m. – 8:15 a.m. (morning hours) 3:15 p.m. – 6:00 p.m. (afternoon hours)
Wednesday	2:15 p.m. – 6:00 p.m. (afternoon hours)

Our regular school year runs August through June of each year, and we also offer a separate weekly summer camp program beginning in June.

Holidays:

Treasure of Knowledge Academy will be closed on the following holidays:

Labor Day	President's Day
Thanksgiving Day Week	Monday after Easter
Christmas Vacation (2 weeks)	Memorial Day
New Year's Day	Independence Day
Martin Luther King, Jr. Day	Good Friday

NOTE: If a holiday falls on a Saturday – TKCA will be closed on the preceding Friday. If the holiday falls on a Sunday – TKCA will be closed on the following Monday.

Tuition and Fees:

Registration Fee	\$150.00 (nonrefundable)
Monthly Tuition	\$400.00
Morning Extended Day (7:30 a.m. – 8:15 a.m.)	\$100.00/month (\$25 weekly) months that have 5 weeks will be \$125
Afternoon Extended Day (3:15 p.m. – 6:00 p.m.)	\$100.00/month (\$25 weekly) months that have 5 weeks will be \$125
Morning and Afternoon extended day	\$ 175.00 / month
Lunch (Optional)	\$15.00 weekly or \$60 monthly \$3.00 a day

The first payment of the school year is due on August 1st. **Payment will not be pro-rated for the month of August.**

Late Fees: Any payment that is received five (5) days after the due date must include a \$25 fee. Students will not be permitted in school when tuition remains unpaid beyond 30 days.

Payments may be:

Made directly at the school office from Monday to Friday 8am to 3:30 pm. No checks allowed, only Cash, Cashier checks, money order, credit or debit.

WITHDRAWAL POLICY:

TEN (10) days notice must be given for withdrawing a child from TKCA. When a child is withdrawn with less than 10 days notice, an additional charge of two weeks of full time or part time preschool, beyond the notified withdrawal date, will be added to your account.

CLOTHING/UNIFORMS:

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at TKCA. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Preschool children need to be dressed for the weather. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground.

All children must meet Treasure of Knowledge uniform requirements.

Dress Code:

Appropriate clothing and dress encourages responsible behavior. We expect all children to comply with our uniform regulations. Any child, whose appearance does not meet school standards, will be sent to the office and required to call his/her parents.

Girls

1. White polo shirt, jumper and black closed shoes or black sneakers.
2. The jumper must cover the knees. (All girls must wear shorts underneath their jumper)
3. Must have a conservative hairstyle. Hair color must be a natural shade. Medium or long length hair must be tied in a ponytail.
4. Only a small pair of earrings is allowed.

Boys

1. Khaki pants and burgundy short sleeve polo. Pants shall be worn with a belt at the waist and the shirt tucked in at all times.
2. Black dress up shoes or black sneakers.
3. Must have a clean-cut hairstyle. No spiking or coloration of hair.
4. Only a watch is allowed.

Tattoos are not permitted, whether temporary or permanent.

If you would like to order uniforms, please contact the school office

OUTDOOR PLAY:

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

NAP TIME:

Supervised rest periods are provided for all children under five years of age who remain at TKCA for six or more hours a day, and for all other children who show a need for a rest time. A special blanket or stuffed animal from home is encouraged for use at naptime. Please bring a small pillow, clean blanket and sheet or slumber bag for naptime and take them home weekly for washing.

LAVATORY POLICY:

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the lavatory.
- The teacher/assistant will assist the child, if needed, **but will encourage the child to learn to wipe him/her**, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.
- Boys will use the boy's lavatory and girls will use the girl's lavatory.

FOOD SERVICES:

Lunches and snacks must be brought in a bag or lunch box with child's name on it. No glass containers, please. Your child must bring a snack from home for the morning and afternoon snacks; A sack lunch including a drink is to be provided by the parent. Please provide your child with a nutritious, hearty lunch including a sandwich or other main course along with fruit or vegetables, crackers, or something similar. Unfortunately, the staff is unable to heat up food or refrigerate food for children. Preschool children may participate in TKCA lunch program. TKCA lunch program is \$15 a week.

PRESCHOOL PROGRAMS DESCRIPTION:

Treasure of Knowledge provides an environment that is developmentally appropriate for the young child 3 to 5 years old. We offer learning centers in our program. These include art, manipulative, blocks, science, a library, and a listening center, as well as a bible based program. We use the Houghton Mifflin Preschool curriculum and are enriched with educational field trips, special visitors and special events for the families of the children.

Preschool Goals:

Our goals for the child:

- To provide a positive initial school experience.
- To provide opportunities through play that is based on individual needs, interests and abilities.
- To create a desire to learn.
- To develop a positive attitude towards self and others.
- To provide social, physical, intellectual, emotional and spiritual growth.
- To provide activities that is both self and teacher directed.
- To develop readiness skills for the Treasure of Knowledge Academy Kindergarten program.

CURRICULUM:**Rationale**

Treasure of Knowledge preschool program promotes the spiritual, emotional, intellectual, physical and social growth of young children. The curriculum is developed using a “hands-on” approach to learning. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit.

Language

Language is the development of communication skills that enable a child to share his/her world with others. At the preschool level, these skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feelings in various, appropriate ways. An awareness of the five senses stimulate a child’s curiosity as to different ways his/her body receives information about life in his/her environment. Visual discrimination and memory, auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry and finger plays enhance the love of language. An awareness of the written word is developed through alphabet activities and writing classroom stories about field trips, events, etc.

Math Readiness

Math at the preschool level involves the development of cognitive skills. Piaget calls the way in which a child perceives relationships between two objects “logic-mathematical knowledge”. This knowledge comes from the understanding of colors; shapes; quantitative concepts, such as size differences; basic counting skills through practical application; classifying; forming sets and recognizing numerals. These concepts are taught through manipulative and play experiences.

Motor Skills

Motor skills are a vital part of the young child’s development and are crucial to the learning skills s/he will need in the future. The preschool child learns with his/her body. These motor skills are not to be overlooked in cognitive skills.

Gross Motor

Body coordination, as appropriate to the child’s physical development, is enhanced through large muscle activities of walking, running, jumping, hopping and skipping. Throwing a large ball or beanbag, catching, or aiming at a target attains arm-eye coordination. Rhythm and movement provide an outlet or creative expression and the joy of using the body in dance, games and organized play.

Fine Motor

Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, painting, pouring, lacing, and using crayons and scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although

hand dominance is not achieved yet. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

Personal-Social Development

Personal development includes knowing name and age, eventually learning address, phone number and birth date; caring for toileting needs and washing hands; separating from parents with relative ease; caring for one's belongings and respecting others.

Social Development

Social development includes cooperative play, sharing, following directions, initiating conversations and play situations with peers; entering into group activities; developing a positive relationship with teachers and caring about others.

Art

Art at the preschool level should be a joyful, creative experience full of self-expression. Creative art activities will come from the use of manipulative that develops fine motor skills: clay, paint, paste and crayons. Art lessons are given on a weekly basis. Also, sand and water play are excellent activities that encourage multi-sensory learning.

Music

Music is a channel of creative expression in two ways: the manner in which sounds are communicated by the music maker, and the emotional and physical response that music evokes from the listener. Singing, dancing, and other rhythm instruments and making instruments are ways of developing a love and appreciation of music.

Cooking Experiences

Cooking provides many learning experiences in the areas of math, language, and fine motor skills. The children will pour measure and stir. They will observe changes that occur during cooking, and note what senses they are using to detect changes: smell, taste, touch, and sight.

Play is the work of children. The value of free play indoors and outdoors cannot be overstated!

PRESCHOOL GUIDANCE POLICY

The goal of guidance is to teach the child self-control. Through role modeling, dialogue and explanations, we will help the children learn appropriate ways to resolve conflicts and channel energy.

- Positive reinforcement will be used to guide behavior. Corporal/punitive punishment will never be used.
- Inappropriate behavior will be redirected.
- Excessive inappropriate behavior may lead to a parent conference. Continued inappropriate behavior may indicate a lack of readiness for our preschool program. Serious emotional or behavioral problems which endanger other children or which take excessive time away from the teacher's ability to instruct the entire class may result in the student's dismissal. After consultation with the teacher, the Director and the Principal, a student may be asked to leave the program. Students may be asked to leave the program due to lack of parental support of school policies.

We practice the "4 B" throughout behavior Treasure of Knowledge Academy

- Be Safe
- Be Responsible
- Be Respectful
- Be Here to Learn

PARENT-TEACHER CONFERENCES AND COMMUNICATIONS:

Please relate important information to your child's teacher. Changes within the family or home environment, medications the child is taking or planned trips or visits can affect your child. Please talk with the teacher privately, away from your child. Parents are the primary and most important teachers of their children. We believe we are in a partnership with parents to provide a strong foundation for the children. In our school website you will be able to log in into the new **THINKWAVE ACCOUNT**. Log in and check your kid's grades, attendance, homework and much more. Formally scheduled conferences are held twice a year in order to share insights and information regarding children's progress. Conferences may also be requested any time the parent or teacher feels it would be beneficial for the child. We welcome parents at any time, in any area of our school. We encourage parent involvement, especially on field trips and helping with class parties.

PARENT RESPONSIBILITIES:

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s) may take a child from TKCA. If those persons are not known to current staff, identification will be required.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home TKCA staff cannot be responsible for lost or broken personal toys. One exception to this is a stuffed animal for use during naptime by full day preschool children.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and **read** the notices and information left for you in your child's folder.
- Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.

Single Parents/Non-Custodial Parents:

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

EMERGENCY SCHOOL CLOSURES:

In the event of severe weather, TKCA may close. If TKCA is closed, the full day and part day preschool will also close. Announcements of school closure can be heard on: WFTV CHANNEL 9 NEWS. In general, if the Orange County Public Schools are closed, TKCA will be as well. In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents' arrival.

SICK OR ILLNESS POLICY:

The problem of communicable disease is prevalent in every group and TKCA is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at TKCA the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend TKCA.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which Medic I is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, TKCA staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center.

Children in full day care are required to have a yearly physical examination. This must be included in our health records. Please inform TKCA when this examination takes place.

MEDICATIONS:

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember children must feel well to be able to enjoy their educational experience.

If medications need to be administered at school, the following conditions must be met:

- ❑ **Prescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

FIELD TRIPS:

Preschool classes will have field trip occasionally during the school year. Summer camp will often have field trips weekly. Transportation for field trips will be by school van/bus or personal cars. Parents will be notified in writing of any field trips requiring transportation by van or car.

TRANSPORTATION POLICY:

Florida State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Florida State Drivers License.
- There shall be at least one (1) adult supervisor, other than the driver, when there are more than five (5) preschool aged children in the van/bus.
- Each child must use a car seat/ booster seat (provided by the parent).
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Children shall be protected by family liability and medical insurance.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

Treasure of Knowledge staff are **REQUIRED** by Florida State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

MISCELLANEOUS INFORMATION:

Birthday

We encourage children to celebrate with peers in their class. Please make arrangements with the teacher one week in advance. A simple treat may be brought to school to share with classmates.

Bringing Items from Home

Children are not allowed to bring toys or electronic devices from home.

We are not responsible for any lost or stolen personal items. Children must be responsible for their belongings.

ACKNOWLEDGEMENT AND RECEIPT OF PARENT HANDBOOK

I acknowledge that I have received a copy of the Treasure of Knowledge Christian Academy Parent Handbook. I understand that it contains important information on the School's general policies. I understand this Parent Handbook is not intended to cover every situation that may arise, but simply is a general guide to the School's policies.

I understand that it is my responsibility to familiarize myself with the materials and that I agree with the provisions and any other policies or rules of the School.

I further understand and acknowledge that the School may change, add to or delete any policies or provisions in the Parent Handbook from time to time, in its sole discretion, with or without prior notice. I also understand that the School may make exceptions to interpret, depart from and apply the provisions in the Parent Handbook as it sees fit in its sole judgment and discretion.

I further understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name

Parent's or Guardian's Signature

Date

PLEASE SIGNED AND RETURN THIS RECEIPT TO THE SCHOOL OFFICE.