



**AGAPÉ EMBASSY  
CHRISTIAN ACADEMY**

**Parent-Student Handbook  
2022 – 2023**

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## ***Let's Go to School!***

Welcome to Agapé Embassy Christian Academy (AECA). Preschool is an exciting and fantastic time for everyone! Our teachers are excited to receive your preschoolers! We will provide a warm and nurturing preschool experience for your children. There may be a little separation anxiety but trust everything will be fine. If they shed a few tears, it is okay; if you shed a few tears remember that is okay too. Adjustments will be made in no time.

Parents, students, and teachers alike enjoy the wonderful atmosphere of a preschool classroom. Learning is at an all-time high. Your child's mind is ready to learn, and we are here to teach them.

If you have questions please check with your child's classroom teacher. She will be able to provide support or direct you to the school administrator.

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### **OUR PROGRAM**

For children three through five years of age, our program integrates the Classical Model of teaching and Christian education. Our curriculum uses active learning to promote cognitive, social, emotional, physical, and creative development. Children are taught to observe and live with Christian morals and values, always placing God in the center of every activity.

**Christ Centered** – In all levels of teaching and nurturing AECA will:

- Teach all subjects, activities, programs with Christ as an integral part of all activities.  
2Tim 3:16-17
- Encourage every student and point them in a direction where they can begin to develop a relationship with God the Father at a young age.  
Matt 11:25, Matt 28:18-20, 19:13-15
- Provide a clear model of the biblical Christian life through our staff and board members.  
Matt 22:37-40

**Classical** – In all levels of teaching and nurturing AECA will:

- Emphasize grammar, logic, and rhetoric in all subjects (definitions below).
  - **Grammar:** The fundamental facts and rules of each subject
  - **Logic:** The ordered relationship of particulars in each subject
  - **Rhetoric:** How the grammar and logic of each subject may be clearly expressed
- Encourage each student to develop a love for learning and live up to his/her academic potential.
- Provide an orderly atmosphere constructive to the attainment of the above goals.

Preschoolers are generally excited about learning and discovering new things. They want to touch, taste, feel, smell, and see. Imaginative and creative play is a must. At this age guided discovery is encouraged. We will sing, play games, enjoy movement and stories. A sampling of methods used to instruct our pre-grammar students includes the use of manipulatives, short creative projects, body movement and creative play. Our students begin to learn the fundamentals of math, reading, writing and social studies. At this pre-grammar age a child's mind is ready and capable of retaining a myriad of information.

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### **EDUCATIONAL PHILOSOPHY**

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren).

Therefore, below are the most important elements that we at AECA believe distinguish our unique approach to education.

- We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." (Ephesians 6:4) Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- We believe that God's character is revealed not only in His Word, but also in every facet of Creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.
- God wants us to love Him with our hearts, minds, souls and strength (Mat. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, through the century's old classical method, including instruction in pre-Latin.
- We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." (Colossians 3:23) Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical disciplinary principles.

Above all, our highest goal is to provide a rigorous educational environment that challenges our students to live and think from a Christian worldview.

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## STATEMENT OF FAITH

AECA is a non-denominational school which does not teach a specific denominational set of beliefs. The following is the foundation of beliefs on which AECA is based. They are also the key elements of Christianity that will be taught uncompromised in various ways. The substance of these statements is that which will be considered primary doctrine at AECA.

### We believe:

- the Holy Scriptures, as they were given to the Holy Prophets of old, are the infallible Word of God. It is our only authoritative rule for faith and practice (II Tim 3:16, II Pet 1:20, 21, I Thess 2:13).
- that there is one God, who gives life to everything and is eternally existent in three Persons: Father, Son and Holy Spirit. He is omnipotent, omnipresent, and omniscient (Mark 3:16; 17, 28:19; Luke 3:21, 22; Gen 1:1; John 10:30, 37, 38).
- in the bodily resurrection of both the just and the unjust; those who are saved to the resurrection of life, and those who are lost to the resurrection of eternal damnation (John 5:28-29).
- the good news is, that the Kingdom is ready for us to enter, when we change the way we think (Matt. 4:17,23; 24:14).
- that baptism by immersion is a requirement for every believer in the body of Christ (Matt 28:19; Acts 2:28; 19:3-5).
- that being filled with the Holy Spirit is necessary and the evidence is speaking in tongues and/or prophesying (Acts 1:8; 2:4, 38, 39; 8:14-17; 19:1-6; John 14:16, 17).

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## PURPOSE

AECA exists for the purpose of educating the next generation and developing in them a Christ-centered worldview. We are assisting parents with the task of bringing up children who put Christ first in all their endeavors. Spiritual and moral truths are taught through academics. The teacher is an imparter of knowledge, according to each child's needs. We educate so that children will be equipped with proper tools

to make a positive difference for Christ in the world and so that God can move them into a place of spiritual maturity at a young age.

*"All your children shall be taught of the LORD, and great shall be the peace of your children" (Is. 54:13).*

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## **NON-DISCRIMINATION POLICY**

AECA will admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate based on race, color, national or ethnic origin in administration of admissions policies, educational programs, and other school-administered programs.

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## **ADMISSION PROCEDURES**

1. **School Tour** – Prospective parents and students are welcome to visit our school for a tour of the facilities. This visit needs to be scheduled through the school office. A member of our staff will provide answers to some initial questions and will provide an admission packet with further information.
2. **Application** – Application for Admission forms, including a signed Statement of Belief and Parent Agreement form, must be submitted before a student can be considered for admission. A birth certificate is required for all applicants. The application and all required forms and fees must be submitted to the school office. Date of application is only one factor in the admission process and does not determine an applicant's place on the waiting list.
3. **Interview** – An interview appointment is made with the parents. This is an opportunity for us to get to know you better and answer any questions you may have.
4. **Acceptance & Registration** – Official acceptance (or non-acceptance) is communicated to parents in writing only if all admissions forms have been completed and submitted for review. Payment of the first month's tuition is required to hold the student's place upon receipt of your acceptance letter. Your signed agreement along with the first month's tuition payment must be received by the school office. Tuition payment is made through the Procure system.
5. **Fully-Potty Trained** – The independence of a "fully potty-trained" child is a *prerequisite* for acceptance for all AECA students. Independence means that the child must have the awareness to use the bathroom without reminders, be able to manage clothing without help and can wipe or clean themselves appropriately to maintain clean hygiene.
6. **Probation** – Students are accepted on a nine-week probationary period. Our priority is to minister to the needs of the child and family. A conference with the parents will be scheduled to determine the suitability of the student's continued enrollment. If the administration determines after nine weeks that the student or family would have greater success in a different program, the parents will be required to withdraw the child.
7. **Health Record** – Health information forms and immunization record must be submitted. A student entering our school for the first time must submit a Virginia physical Exam Form completed by a licensed physician within the last year. This form is found on our school website under admissions.
8. **Payment of Tuition & Fees** – Several payment plans are available for paying tuition. AECA offers a year around program with an on-going rolling enrollment. The school year begins the 3rd week in August and ends the 2<sup>nd</sup> week in June; a total of 44 weeks. AECA offers a 6-week Summer Bridge program designed to enrich our students by helping them to retain what is learned during the school year and maintain a learning routine throughout the summer.

9. **Calendar, Supplies & Uniform** – Parents will receive a list of school supplies needed, a calendar of events for the school year, and information regarding school uniforms.

## PAYMENT INFORMATION

### Non-Refundable Registration Fees

Registration Fee	\$175
Book & Materials/Curriculum/Activity Fee	\$135
Discount applied each additional child	10%
Summer Bridge Registration	\$75 Currently Enrolled AECA Student \$125 Non-enrolled AECA Student

### Tuition and Programs

Weekly	Program
\$270	5 Day Full Day Program
\$135	½ Day Program M-F
\$162	3 Day Full Day Program – M, W, F
\$108	2 Day Full Day Program – Tu, Thu

- The above tuition rates are for the regular school year and Summer Bridge.
- The regular preschool year consists of 44 weeks, Summer Bridge is 6 weeks.
- Families with more than one child enrolled in AECA for the school year receive a 10% discount for each additional child during the regular school year.
- Military & Tithing AEM members receive a 10% tuition discount for the regular school year.
- Fees are not refunded when a child is kept home from school for illness, holiday, vacation, snow closing, etc.
- Other fees that may be incurred during the school year for things such as school pictures and field trips.

### Before and After Care Fees

Monthly	Yearly	Program	Total Weeks
\$100	\$1,200	Before Care	50
\$167	\$2,004	After Care	50
\$267	\$3,204	Before & After	50

### Tuition Payment Plans

Enrolling in a tuition payment plan allows you to select a payment option that best suits your financial needs. Available options are:

School Tuition Payment Options	Due By
a. Full Tuition Payment	Upon acceptance of registration \$11,880 full day 5 day program, \$5,940 half day 5 day program
b. Monthly	5th of each month
c. Semi-Monthly	Every other Monday by 5:00PM

<b>Summer Bridge Payment Options</b>	<b>Due By</b>
<b>a.</b> Full Tuition Payment	Upon acceptance of registration \$1,620 full day 5 day program, \$810 half day 5 day program
<b>b.</b> Weekly	Mondays by 5:00PM

### **Payment Methods**

Payment methods offered are credit card, debit cards, e-check or automatic bank draft that can be processed through our online Procure Child Care System. All payments must be received on or before the due date. Teachers are not allowed to accept payments.

#### **Notes:**

- Payments made using a credit card are assessed a **2.75%** processing fee.
- A student will not be allowed to attend class if an account is delinquent, and arrangements have not been made with the school office.

Parents enrolled in Before and After Care are billed monthly for this service. A late fee of **\$2** will be charged for **each minute** you are late picking up your child.

### **Returned and Delinquent Payments**

- \$50 fee will be assessed for all returned payments.
- \$50 fee will be assessed for all delinquent accounts.

Tuition payments and fees are non-refundable.

### **Enrollment Withdrawal**

If for some unforeseen reason a student must withdraw, a parent or guardian is responsible for notifying the school office by means of an **Intent Not to Return Form**. AECA requires a minimum **30 days notice** of this intent. The student's account will be billed, and a parent or guardian held responsible for the amount equal to one month's tuition. If an Intent Not to Return Form is not submitted to the office, the parent/guardian will be billed and held accountable for any tuition fees.

*Policies and procedures regarding fees for AECA are subject to change anytime during the school year upon posted and written notice.*

## **HEALTH AND WELLNESS**

### **VIRGINIA SCHOOL HEALTH ENTRANCE FORM**

Each child is required to have a current physical examination (within the past 12 months) signed by a physician, and an up-to-date certificate of immunization prior to attending school. If your child has a known medical condition (such as allergies, asthma, diabetes, seizure disorder, etc.), please notify the administrator verbally and in writing. Please notify the administrator if there are any special instructions or procedures for the care of your child.

### **DAILY HEALTH CHECK SCREENING AND EXCLUSION POLICY**

We depend on the parent's assessment of their child's health before sending him/her to school. Germs can spread quickly in childcare environments. **Listed below are guidelines for AECA:**

- Parents must keep their child home if there has been a fever, vomiting, or diarrhea within 24 hours of a school day.

- If a child has a fever of 100° or higher, the child must stay home until fever-free for 24 hours without the use of fever-reducing medications.
- If the child develops a fever of 100° or higher or becomes ill at preschool, the child will be separated from the group and cared for in a quiet area, and the parents/guardians contacted to pick up the child.
- Parents will be notified immediately when a serious illness or injury occurs.
- Accidents of any kind will be reported verbally and in writing to families.
- If your child or any member of your household becomes ill with a communicable disease as defined by the State Board of Health you must notify the center within 24 hours. Immediately if the disease is life threatening.
- If there is an occurrence of a communicable disease, a notice will be posted outside the main entrance door of AECA. The notice will include the communicable condition, the symptoms associated with the condition and the period of communicability.
- If a child has head lice, scabies, impetigo, ring worm, pink eye, etc., the child cannot return to preschool until 24 hours after treatment has begun.

Throughout the year it is important that AECA staff be informed of illnesses, injuries, allergies, changes in family situations and any other information that will help make the child's preschool experience a positive and beneficial one.

Every day, a trained staff member should conduct a health check of each child. This health check should be conducted as soon as possible after the child enters the child care facility and whenever a change in the child's behavior or appearance is noted while that child is in care. The health check should address:

- a. Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- b. Reported or observed changes in mood or behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at child care;
- c. Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- d. A daily temperature – fever or elevated body temperature;
- e. Reported illness in child or family members;
- f. Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill);
- g. Signs of suspected abuse.

The caregiver/teacher should gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.

### The Reason

Daily health checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases in child care settings by identifying children who should be excluded, and enable the caregivers/teachers to plan for necessary care while the child is in care at the facility.

### The How

The daily health check will be performed in a natural manner that respects the family's culture as well as the child's body and feelings. The child care health consultant should train the caregiver/teacher(s) in conducting a health check. The standards listed can serve as a checklist to guide learning the procedure until it becomes routine.

The obtaining of information from the parent/guardian should take place at the time of transfer of care from the parent/guardian to the staff of the child care facility. The center should use written notes or electronic

communications – Procure, to communicate between parents/guardians and staff when face-to-face is not possible.

#### **EXCLUDING CHILDREN DUE TO ILLNESS**

*If illness arises or is noticed during the school day for the safety and comfort of your child as well as the safety of the student/staff population a parent/guardian will be asked to pick-up your child from preschool as soon as possible. If AECA is unable to reach you, the persons listed as emergency contacts will be notified and asked to retrieve your child for you.*

#### Reasons for exclusion

Temperature of 100 or higher.

Recurrent vomiting/diarrhea.

Communicable disease as listed in the Virginia Health Guidelines or Virginia Department of Health Guidelines.

Poses a risk of spread of harmful diseases to others

Child's condition is such that staff are unable to care for ill student without compromising the rest of the children in the classroom.

The child has greater need for care than the staff can provide.

The child's illness prevents them from participating comfortably.

#### Steps to be taken

Separate the child from other children

Provide care and observe

Call 911 if necessary

Have parents to pick-up child ASAP

Inform parents of observed symptoms

Notify all other families if communicable condition is diagnosed

Clean and sanitize items and classroom affected

Document actions in the child's file with date, time, symptoms, and actions taken (and by whom); sign and date the document.

A child must be free of elevated temperature and diarrhea for 24 hours before returning to preschool without the use of fever-reducing or digestive relief medication. There are specific exclusion timeframes for exclusion. Please consult AECA as well as your pediatrician for specific exclusion timeframes as needed.

#### **COVID 19 MODIFICATION**

Screening criteria may change as we learn about the different symptoms of new variants.

Children who are experiencing any of the symptoms/exposures/testing listed below should not enter the program.

- COVID-19 symptoms most likely seen in children:
  - Congestion, runny nose or other allergy like symptoms
  - Sore throat
  - Headache
  - Fever (100.4° F/38° C or higher); feeling feverish (chills, sweating)
  - Refer to the complete list Symptoms of COVID-19 | CDC
- Have had close contact (within 6 feet for at least 15 minutes or more over a 24-hour period of time) with someone who is COVID-19 positive
- Are waiting for results of a COVID-19 test
- Have been recently diagnosed with COVID-19 and not yet cleared to discontinue isolation
- If experiencing any of the COVID-19 symptoms above, get tested.
- 

There is overlap between COVID-19 symptoms and other common infectious childhood illnesses. Therefore, follow the program illness exclusion guidelines and refer to COVID-19 guidelines for modifications.

## MEDICAL RELEASE FORM

A Medical Release Form must be on file giving AECA permission to seek medical attention on the behalf of your child if a situation occurs requiring immediate medical attention, and the school is unable to reach the parent or guardian.

The release form does not allow staff to authorize treatment but only to seek emergency care. The staff will continue to try to contact the parent/guardian.

## ADMINISTERING MEDICATION

It is the policy of AECA not administer medication whether it is prescribed or over the counter. If your child has a medical condition which requires medication, please try to adjust the child's medication schedule around school hours. We apologize for any inconvenience that this may cause.

***Exception:** Prescription medication will be administered only with the diagnosis of a chronic disease or illness. Chronic conditions: a medical condition that persists for more than three months and requires prescription medication. A doctor's note must accompany the medication. The doctor's note must be updated every three months. At the end of the three-month period medication will be returned to parents/guardians unless a new medical form is submitted. Emergency medications may be kept for a longer period of time. The proper forms can be picked up in the school office.*

This same policy will apply to sunscreen, diaper ointment, and insect repellent.

## EMERGENCY EVACUATIONS/FIRE SAFETY

Children and teachers will have practice fire drills once a month. Children and teachers will evacuate the building using the closest exit, keeping the proper distance from the building.

In the case of an actual emergency, emergency procedures will be acted upon, and parents will be called as soon as all staff members and students are out of harm's way. The staff and children wait in a safe place until families can pick up their children.

Shelter in place drills are also practiced.

Parents will be notified of school emergencies via telephone, the Procure System and/or text message.

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## STUDENT FILES

To meet the guidelines for the Department of Education and Social Services each child at AECA Preschool has a file containing the following information:

- Accident Reports
  - Application Form
  - Emergency Contact/Child Release Form (Pick up and drop off permission form)
  - Medical Release Form
  - Parent Volunteer Hours
  - Physical Health Form signed by a physician or public health official
  - Proof of completed/up to date immunizations
  - Proof of student's ID
  - Signed Letter of Acceptance (signed by parent/legal guardian) /Payment Plan Option Form
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## DRESS CODE

Uniforms are required for all students.

- **Girls:** Khaki and Navy skort or trousers, polo shirt, and solid color tennis shoes. Navy or khaki shorts may be worn during the warm seasons.
- **Boys:** Khaki and Navy trouser, polo shirt and solid color tennis shoes. Navy or khaki shorts may be worn during the warm seasons.

- Navy blue standard school sweaters may be purchased and worn over the polo shirt.
- Solid color tennis shoes. No sandals or open-toe shoes permitted. ***Tennis shoes only.***
  - If children wear boots during the winter weather or on rainy days, *please arrive at school early enough to help your child get into his/her tennis shoes before the school day begins.*

Dress code violations will result in a note or telephone call to the parent/guardian. After the **second** uniform violation the child's parent/guardian will be called and asked to immediately pick-up their child and/or correct the uniform infraction.

### **SUMMER BRIDGE DRESS CODE**

- Summer Bridge T-shirt with shorts or trousers, and solid color tennis shoes.

### **DISCIPLINE**

Discipline is viewed as a process of learning self-control, respect for others, and responsibility. To help children learn this process, the following guidelines are in place at AECA:

- Teachers redirect inappropriate behaviors.
- Teachers remind children of expectations, rules and limits.
- Teachers help children use words to express anger, resolve conflicts, and express needs and desires.
- Teachers will assist children in the conflict resolution process.
- Teachers may remove a child from an activity if inappropriate behaviors persist. The teacher will help the child to find an appropriate activity to engage in.
- If a child physically hurts another child, he/she will be removed from the activity, the hurt child will be comforted, and the children will then be assisted with the conflict resolution process. The parents will be informed at the end of the school day by written note or verbal communication.
- If a child needs an opportunity to regain control of his/her emotions or is demonstrating inappropriate behaviors, they may be asked to sit in the Self-control Chair. Using the Self-control Chair removes the child from the moment and allows them time to regain control. At AECA, our end goal is to move our students to being self-managed with the help of Holy Spirit, as they receive instructions from the teachers to help them learn how to master their impulses.
- A conference will be held with parents if serious inappropriate behaviors continue.

### **DISMISSAL FROM PRESCHOOL**

AECA reserves the right to dismiss a child from preschool if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his/her needs. A problem-solving meeting will be held with the administrator and parents to help develop a plan to resolve the issue.

If the problem cannot be resolved and the child's needs are not being met, the child will be removed from AECA Preschool.

### **DROPPING OFF & PICKING UP YOUR CHILD**

**Parents must sign their child in and out daily.** A child will only be released to the parent, guardian, or persons listed on the **Authorized Permission for Dismissal Form**. Additional names may be added to the list at any time during the school year by notifying the school administrator of any changes.

If there is an occasional change in persons picking up or dropping off your child, please notify the preschool teacher in writing, stating the date and name of the person picking up or dropping off your child.

This person must present photo identification during afternoon/evening pick up. The administrator must be informed in writing with the proper supporting documentation of any court orders regarding visitation or pick up. Our regular school day is from 8:45am -3:15pm. Half day programs are 8:45am – 12:15pm.

## VEHICLE SAFETY PLAN

All children must be accompanied into the building by an adult or sibling 16 years of age or older. As a safety precaution please utilize the parking spaces to the immediate side of the building when possible so children may walk along the sidewalk with an adult without crossing through the parking lot. If you do not park and use the sidewalk please hold your child's hand while in the parking lot. Do not allow children to run in the parking lot but instruct them to walk alongside you.

For student safety and consistency of routine please teach your child awareness of moving cars, if you must cross the parking lot, teach them how to cross properly by holding your hand and looking both ways. Review outside safety procedures with your child daily when dropping off and picking up from AECA.

All children should be restrained in the proper safety seat, car seat or booster seat.

Please make use of parking spaces and do not double park in non-parking areas. Turn your car off. Do not allow it to idle during drop off and pick up. Remain with your child at all times until you release them to the appropriate AECA staff member.

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## BEFORE AND AFTER CARE

As a convenience to parents, we offer **Before** and **After Care** to our students for a fee. The before and after care program is **not** a drop-in program. Students must be registered to participate. If your child is in the before or after care program, please pack an extra snack in their backpack.

- **Before Care Hours:** 7:15am – 8:45am
- **After Care Hours:** 3:15pm – 6:15pm

**Late Pickup:** If you are going to be late, please notify the school. A **\$2 per minute** late fee will be assessed to your account for every minute beyond the **6:15 pm** pickup time.

If your is not enrolled in the AECA After Care Program and you fail to pick them up by 3:15PM, you will incur the After Care fee, plus a \$25 late fee.

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## SCHOOL CLOSINGS

### INCLEMENT WEATHER POLICY

AECA follows the policy of Fairfax County's School System. Listen to your local news station for updates. If Fairfax County Schools close because of weather related issues, AECA will close also. If at all uncertain, please call the school to verify closing or check the Procure message System.

### NON-WEATHER-RELATED CLOSINGS

There are occasions when it is in the best interest and personal safety of the staff and students for the office to be closed. Such circumstances will include man-made failures, loss of heat or power, etc. Communication will be initiated through the Procure System.

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## PARENT INVOLVEMENT

*Your involvement helps to make great things possible at AECA!*

As with everything we do at AECA, the way we view parental involvement is based on our comprehensive philosophy of education, grounded in the Word of God. Therefore, we reiterate our school's educational philosophy below:

*We believe that the Bible clearly instructs **parents**, not the Church or State, to “bring up children in the discipline and instruction of the Lord.” The church’s commission is essentially to spread the Gospel and train believers (Matt 28:18-20). The State has been directed to enforce God’s laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The **family** raises and educates children (Eph 6:1-4). Therefore, under the **delegation of the family**, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.*

## VOLUNTEER REQUIREMENTS

### Why a Parent Service Program?

Parents provide valuable service to our school and an opportunity for parents to meet each other and build community. Additionally, AECA gains access to the talents and abilities of our parents to enhance the learning environment of our students.

### What are the requirements?

Participation in the Parent Service Program requires a minimum of **16 hours** of service *per school year* from *each* family in a **two-parent** household and **8 hours** for **single parent** and **senior households** (parent or guardian over age 65). Participation is a condition of attendance in the school. Volunteer activities include things inside the school as well as things which can be done at home.

**NOTE:** *Parents who fail to meet their annual volunteer requirements will be assessed \$150 at the end of the school year.*

### Who may perform the service hours?

Only parents or guardians may serve hours for the family.

### Who keeps track of service hours?

Volunteer hours will be tracked using the Procure Child Care Management Software System. Parents are encouraged to keep track of volunteer hours served.

## Parent Service Opportunities

Opportunities are frequently listed in the electronic school newsletter. In addition, there are standard areas that can always use a helping hand. Please sign up for the following at any time:

- Art Helper
- Art Preparation
- Computer
- Hot Lunch Program
- Library
- Memory Verse Recitation
- Photocopy
- Recess Helper
- Science Helper
- Picture Taking Day
- Picnic Planning Team
- Lunch Helper
- And more!

Please contact the school administrator or classroom teacher to schedule volunteer hours.

## PARENT-TEACHER CONFERENCES

Parent teacher conferences are scheduled by appointment. Progress reports and progress folios are sent home to show each child's growth and development during the school year. The school staff and families

work together as a team to make the preschool experience beneficial for the child. We are happy to schedule meetings at any time upon family request.

#### FAMILY COMMUNICATION

Families are emailed AECA's newsletter using Procure. Please take time to read it. It will contain important information about curriculum activities, upcoming events, field trips and important dates. The school administration as well as the classroom teacher may communicate with our school families via text, email, Procure, written correspondence and verbal communication.

If you need to contact ACEA you can do so at any time by using Procure or the AECA main number at 703-719-0342. Your classroom teacher or the Administrator will be able to assist you.

#### ATTENDANCE

Attendance on a regular basis is expected of all students. If your child is going to be absent or late, please notify the school office. A written note must be submitted to the office upon a student's return to school when an absence has taken place.

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#### LUNCH AND FRUIT SNACK

Lunch and snack time are opportunities for children to share socially, practice manners, and experience a variety of nutritious foods. **Families are to provide lunch and fruit snack for their child daily.**

Snacks must be healthy—fruit or vegetable only. No cookies, candies, fruit snacks, fruit roll ups, etc. Acceptable fruit snacks are items such as carrot sticks, strawberries, applesauce and cut fruit.

Lunch and snacks must be in a form your child can handle on his/her own. Cut fruit, sandwiches, etc. in the proper portion size for your child.

A small reusable water bottle is also needed.

AECA will offer a special hot lunch from time to time. The cost of lunch is \$8 per meal. A hot lunch form will be sent home to be completed for permission and payment. The completed form along with payment should be returned to your child's classroom teacher.

**Please no glass items.**

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#### BIRTHDAY CELEBRATIONS

Birthdays may be celebrated at school. Children may bring their favorite snack (cake, cupcakes, etc.) at that time. If the child's birthday falls outside the school calendar, a half-birthday may be celebrated. A half-birthday would be 6 months after your child's actual birthday. Please make the appropriate arrangements with your child's teacher before bringing your treat to class.

Before deciding on your snack or treat please check with the classroom teacher for food allergies. If food allergies are present discuss with your classroom teacher what is deemed appropriate.

If your child is having a birthday celebration outside of school, please **do not** send invitations to school to be passed out by the classroom teacher or by your child. If invitations are brought to school, they will be sent back home with your child.

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## **PERSONAL BELONGINGS**

ALL items brought into school should be labeled with permanent marker with the child's name. This includes backpacks, lunch boxes, supplies, extra clothes, show-and-tell items etc. This will ensure that all items can be identified, and lost/found items may easily be returned their rightful owner.

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## **PUBLIC DISCLOSURE STATEMENT**

The Code of Virginia Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption for licensure by meeting documentation and other requirements specified with the religious exemption law. In compliance with the Code of Virginia this center Agape Embassy Christian Academy overseen by Agape Embassy Ministries is religiously exempt from licensure and is classified as a "religiously exempt child day center." Our staff position descriptions are posted for your review in the center located at 5775 Barclay Drive, Suite 9, Alexandria, VA 22135. Our facility is 6,236 sq. ft. with 7 rooms which is covered by liability insurance.

We have a cold/warming kitchen. We do not offer food services for students. Our play equipment consists of both indoor and outdoor equipment – playground, balls, parachute, puzzles, blocks, manipulative, games, kitchen set, hopscotch, and stem toys.

The maximum number of students our center will enroll is 75. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 75.

Our staff are certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at our facility.

Full Day Program	8:45am -3:15pm	Monday - Friday
Half Day Program	8:45am – 12:15pm	Monday - Friday

Our ratio for the 3-5 age group is 1 teacher to 10 students.  
Full Public Disclosure is available at AECA.

As deemed by 63.2-1509 Code of Virginia our staff is required to report suspected child abuse.

As deem by 22.1-289.054 Code of Virginia our staff will follow the custodial parent's right to be admitted to the center.

## BACK TO SCHOOL CHECKLIST



### To Do

- Complete all registration forms
- Get all recommended immunizations
- Purchase School Uniforms
- Meet the teacher
- Tour AECA
- Help your child memorize your home phone, work phone, and home address
- Arrange transportation and practice the route
- If carpooling, introduce your child to all carpool drivers prior to the start of school
- Arrange for Before/After Care, if needed if necessary
- Plan breakfasts, packed lunches, and after-school snacks
- Prepare a school calendar of important events
- Slip a note or photo into your child's bag for reassurance on his/her first day



### SUPPLY LIST

- School Uniforms
- Small Backpack
- Lunch Box
- 1 box dry erase markers
- Two-Pocket Folders (3) 1 – red, 1- blue, 1-yellow
- Glue Sticks (4)
- 1 box facial tissues
- 1 bottle pump hand sanitizer
- 1 box gallon size zip-lock bags
- 12-inch Wooden Ruler
- Art Cover-Up (an over-sized old shirt is fine)
- 1 Small Blanket (*full-day students only*)
- Extra uniform (to be kept at school, send in a zip lock bag labeled with Child's name; include all items necessary to redress your child if needed -trousers or skort, shirt, undergarments, socks, etc.)

We make learning challenging and  
enjoyable (fun)

We teach students to be independent  
thinkers

We unite Godly truths and love in all  
subject matter