

K4 PROCEDURES AND POLICIES

ATTENDANCE

Arrival / Dismissal

All K-4 children should be dropped off by the elementary office every morning. The building opens at 7:10 where a teacher will be on duty in the commons area to watch them until 7:35. Due to the high traffic flow, cars should not be parked behind the elementary building or beside the kindergarten sidewalk during arrival and dismissal. The principal, counselor, and possibly a teacher will be there to escort your child into the building at the beginning of the year. As the year progresses, the children will be in a routine and will do this independently.

When picking up your child, please place the paper with their name on it in the front window of your car. This will allow the announcer to call your child's name over the intercom and your child will be assisted to the dismissal area. If you park, it must be in the parking lot in front of the band building or high school and you may come meet your child on the porch at 3:15. No parents will be allowed to come to the classrooms. Students must be picked up by 3:20. At 3:30 any child that has not been picked up will have their name recorded and given to Mr. Black.

Please follow proper arrival and dismissal procedures. Children should not be walked to or picked up from the classroom door.

Attendance

School attendance affects performance. Regular attendance is encouraged; however, please do not send your child to school if he/she is not feeling well.

The children may enter the classroom at 7:35 and dismissal begins at 2:55.

Tardies: The front entry doors will be closed at 8:00 a.m. After this time, please walk into the office and sign in your child.

Check Outs: Parents must come to the office to check out a child. If you know in advance that your child will be checking out, please send a note listing the date and time. This will help us to have your child ready to leave.

Before School

Students may enter the building using the elementary front doors at 7:10. Teachers are on duty in the Commons Area for K-4 through 5th grade until 7:40. Then they may proceed to their classroom. Students may NOT use this time to eat breakfast. Great behavior is expected during this time.

Illness

If your child is not feeling well, please do not send him/her to school. Fever, vomiting and diarrhea must not occur for a period of 24 hours before returning to school. This will ensure a safe learning environment for all students. Additional details regarding student illnesses are given in the ACA parent handbook found on our school's website.

BACKPACKS

Each day your child will need to bring a backpack. The backpack needs to be large enough to hold the Friday folder and a change of clothes.

Change of Clothes

Each K-4 child is required to have a change of clothes in his/her backpack. The change of clothes should include a khaki-colored bottom and a solid white top, underwear and white socks. Remember to change these clothes according to the season. These do NOT have to be uniform pieces. If your child has an accident, the soiled clothes will be put into a bag and sent home in their backpacks. Please remember to replace the clothes for the following day.

Home and School Notebook

Each child will be given a notebook labeled with his/her name. You will find a zipper money pocket in the front. Please put all money sent to school into the pocket. **We will not look through their backpacks for**

money or papers. All money and correspondence should go through this notebook system. It is vital that you keep up with this notebook the entire year and return it daily in the backpack.

Medication

Parents and physicians must sign medication forms provided by the school before any medication will be given at school. These forms can be found on ACA's website under the "Nurse's Corner." This includes prescriptions and nonprescription medications. Teachers are not allowed to give medications, including cough drops. All medications must be in original containers and turned into the school nurse. *Please read in greater detail the section in ACA's online handbook regarding student illnesses and medication guidelines.*

Money

All lunch money needs to be turned in on **FRIDAY** in the zipper pocket of your child's Home to School notebook. Lunch orders for the week must be **turned in on Friday with the money.** If your child orders for a day and then is absent, no credit or refund can be issued because the lunches are ordered on Monday for the entire week. Lunch money and order forms for K-4 are due on Friday; however, should your child be absent on a Friday, then Monday by 9:00a.m. is the very latest orders and money can be accepted. All money must be clearly marked with your child's name, the amount and specifically what the money is for. We will not be able to make change. We prefer checks because they ease record keeping. All checks should be made out to ACA. We **WILL NOT** go through their backpacks to look for lunch money. Please plan to follow this schedule. This policy is designed to reduce the amount of time spent with accounting and increase our teaching time.

Supplies

Periodically you will need to replenish your child's school supplies. A note will be sent home when this is necessary. Any supplies not listed on the supply list should not be brought to school. (Ex. Individual pencil sharpeners, note pads, pens, mechanical pencils, etc.)

SPECIAL OCCASIONS

Birthdays

The birthday child will have the opportunity to provide snacks for all the class. These will be eaten during our snack time or lunch time. Doughnuts, cookies, cookie cakes, or rice krispie treats are all suitable options. (If you have other ideas, please feel free to ask.) You may send decorative plates and napkins. Goody bags may be sent for every child but will not be opened at school.

Field Trips

K4 is no longer allowed to leave the campus on the school bus due to the lack of seat belts. We will be bringing in special guests and other things in place of going on field trips.

K-4 POLICIES

Discipline

We will follow the school-wide discipline plan. Our classroom rules are as follows:

1. Be Kind
2. Be Safe
3. Let Everyone Learn
4. Obey the Teacher

Both K-4 classes will use the following behavior procedures:

1 st warning	Student moves his name to yellow.
2 nd time	Student moves to red and loses 10 minutes of center or learning tub times. Treasure chest privileges are also lost.
3 rd time	Student loses above privileges, plus a note is sent home.

- Some first time behaviors may be severe, such as kicking, spitting, biting, etc and will result in an immediate note home. The teacher may also have the student spend some time with Mr. Black. Parents will be contacted. This is especially applicable if the behavior continues on a regular basis.

Repeated misbehavior at the end of the day (nap or carpool time) will result in the loss of going to the treasure chest. If severe, the teacher may have the child miss recess or center time the next day as well.

Dress Code

Students are expected to follow the uniform dress code. K-4 and K-5 students are to have full elastic waist pants and shorts. No belts are to be worn. Shirts should be tucked in when the child arrives at school. Please practice this skill at home. Bike style shorts must be worn under jumpers. All jumpers, skorts and shorts must be no shorter than the top of the knee. Socks and hair accessories must coordinate with the uniform colors. Tennis shoes must be worn each day. Tennis shoes should not have cartoon characters or light up. K-4 tennis shoes must have Velcro. Please be sure to put your child's name on all sweaters and jackets. Refer to the elementary student handbook for additional details.

Emergency Information/Changes in Information

When completing the information cards, please include cell phone/pager numbers if you have one. If during the year anything causes your information to change (moving, change of jobs, new cell phone numbers,) please send the new information to your child's teacher or go by the office so the information cards can be updated.

SPECIAL INTERESTS CLASSES

Chapel

We will have chapel each day except Monday. We will share this time (11:10-11:20a.m.) with the K-5 thru 1st grade classes. We will build on our school theme this year "iLove" (I Corinthians 13). Our

chapel time includes not only a Bible lesson, but also application lessons and service projects built around our school theme.

Enrichment Classes

K-4 students will have the opportunity to participate in Art, Music, Library, P.E. and Manners classes each week.

Mrs. Sanderson is the elementary art teacher. Your child will go to the art room for art class for 30 minutes per week. There will be an art show in the spring to showcase their work.

Your child will go to Mr. Kaye, our music teacher for music class 30 minutes a week. They will enjoy singing, playing rhythm instruments and learning other music related skills.

Mrs. Turner is our P.E. teacher. She provides a wonderful and fun physical education program for our kids each day. Tennis shoes are required for P.E. Shorts must be worn under jumpers. Please have your child come to school dressed to participate in P.E.

Mrs. Patterson is our librarian. Our class will go to the library once a week for thirty minutes. We are not allowed to check out books; however, we always enjoy having a story read to us.

Rest Time

This is a quiet time and every child will lie down quietly at this time. All mats must be cloth or cloth covered. Students may bring a sleep friend (blanket or stuffed animal) in their backpacks. Sleep friends must remain in the backpacks until rest time. Sleep friends may not be distracting (noisy, light-up) and must remain still during rest time. If a child plays or distracts others with his sleep friend, it will be taken away. If this problem persists, you will be notified and your child will lose the privilege to bring a sleep friend to school. Nap mats will be sent home on Friday to be cleaned and returned on Monday.

Juice and Snack

We will have a morning snack break each day. We will have snacks such as goldfish, cheez-its, cereal, graham crackers, animal crackers, pretzels or Ritz crackers. Occasionally, we have a special snack that goes along with a theme or letter we are studying. We may ask you periodically to provide these special snacks.

The business office will bill for the snack fee. The fee includes snack plus juice daily. No snacks or drinks may be brought from home unless you have a medical reason. Your child may bring a clear translucent water bottle from home for snack and recess. It should only contain water.

Lunch

Students have the option of purchasing a catered lunch or bringing a lunch from home. **NO** lunches will be refrigerated or heated. Please make sure your child can independently open all containers. (We will help them at first.) Please no canned or carbonated drinks.

Lunch for any day of the week **MUST be ordered on FRIDAY.** Ordered lunches cost \$4.25 per day. Students who bring lunch from home may purchase orange juice or white milk for \$0.50. If a lunch has been ordered and your child misses lunch for that day, there can be no carry over credit. If a child forgets to bring a lunch, he/she can have cereal and milk. **NO** “fast” food may be brought in for lunch unless a parent plans to sit and eat with his/her child.

You are welcome to come and enjoy lunch with your child.

We are looking forward to a wonderful year! We welcome your input and assistance as we strive to teach your child and set a proper Christian example.