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STATEMENT OF FAITH

THE DOCTRINAL BASIS OF PATH CHRISTIAN ACADEMY

The items below are from the Path Christian Academy Articles of Incorporation. They represent core doctrinal views of the church. Path Christian Academy, as a branch of that ministry, affirms these beliefs as stated below. As such the parents and students must also acknowledge these doctrinal and theological views.

Accordingly, parents and students of Path Christian Academy must know that these doctrinal views are to be taught accordingly when they are addressed in the curriculum. Personal views which run contrary to those stated below are incompatible to our stated ministry goals and we reserve the right to discontinue contractual obligations of or to parents and students, should those differences become a matter of contention.

We desire our parents and students to hold these values and understand these doctrines for themselves. We realize with age and maturity these matters will become more understandable. Any teaching about these matters will be age appropriate and in line with curriculum. It is our hope that they are also reinforced at home, thus our entire reason for providing the ministry of this school is to provide education based upon these common beliefs.

Rejecting the essentials of these beliefs and doctrines may lead to dissent and lack of unity which exists everywhere outside of the faith. Our intent is to preserve unity based upon shared doctrinal and theological views, thus we request you carefully read, acknowledge and affirm, individually, each item below.

1. We believe that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all things. (Genesis 1:1; Deuteronomy 6:4; Isaiah 44:8 and 48:16; Matthew 28:19-20; John 10:30; Hebrews 1:3)
2. We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which this church operates and is the basis for which this church is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. We believe that the King James Version of the Bible is the most accurate translation from the original ancient text. It is from this translation that we establish our doctrine and Statement of Faith. (Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:3-4 and 1:21)
3. We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ. (Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 3:16 and 4:24; 1 Timothy 1:17; Titus 1:3)
4. We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth. (Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2, 8:58 and 11:25; 1 Corinthians 15:3-4; 1 Timothy 3:16; Hebrews 1:8; 1 John 1:2; Revelation 1:8)
5. We believe in the person of the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13,16; Hebrews 9:14)
6. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. (John 6:13, 14:16-17 and 16:8-11; Romans 8:26)
7. We believe in the present ministry of the Holy Spirit and in the exercise of all Biblical gifts of the Spirit according to the instructions given to us in 1 Corinthians 12-14. (1 Corinthians 14)
8. We believe that all people are sinners by nature and, therefore, are under condemnation; that God saves and regenerates based upon faith by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord. (Acts 8:15-17; Ephesians 2:1-3 and 8-9; Romans 3:23 and 5:8; Titus 3:5)

9. We believe Sanctification is part of the Christian life and is ongoing and demonstrable. We further believe that demonstrating that changed life is incumbent on every believer not as a work of the flesh, but of the Spirit. As such, believers should make it their practice to display holy conduct and not bring reproach against their professed beliefs or The God whom they represent. This includes but is not limited to participation in public actions, social networking, internet based programs and moral or spiritual compromise. (Deuteronomy 18:9-14; Romans 13:11-14; Galatians 5:13, 16; Philippians 4:8-9; I Timothy 4:12; II Peter 1:3-11; II Peter 3:11)

10. We believe in the universal church, the living spiritual body, of which Christ is the head and all who are born again are a part of the Body of Christ. (1 Corinthians 12:12-13; Ephesians 4:15-16; John 3:1-21)

11. We believe that the Lord Jesus Christ instituted two ordinances for the church: (a) full immersion water baptism of believers, and (b) the Lord's Supper. (Matthew 28:19; Luke 22:19-20; Acts 2:38; 1 Corinthians 11:23-26) We also believe that the Lord Jesus Christ validated the ordinance of marriage. (Matthew 19:4-5 and John 2:1-11)

12. We believe in the Second Coming of Jesus Christ which is His personal, visible return to earth and the establishment of His millennial kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless separation of the wicked. (Matthew 16:27; Acts 1:11; Revelation 19:11-16, 20:11-15)

13. We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Psalm 9:17; Matthew 5:3, 5:22, 18:9 and 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23; 1 Peter 1:4; Revelation 14:10-11 and 20:11-15)

14. We believe in the Pre-Tribulation Rapture of the Church where all believers will meet the Lord in the air and be taken out of this world prior to the Tribulation that will come upon the earth. (Isaiah 26:20; Matthew 24:29-31; Luke 21:36; Romans 1:18, 5:9; 1 Thessalonians 1:10, 4:13-16 and 5:9; 2 Peter 2:7-9; Revelation 3:10, 5:7-10 and 7:13-14)

15. We believe in the God granted restoration of the nation of Israel to their ancestral land and right to govern the land God gave to them. Therefore we reject the doctrine of Replacement Theology (Supersessionism) and maintain that God is fulfilling His Covenant with Israel as scripture records. (Genesis 12:1-3, 15:18; Joshua 1:3-6; Jeremiah 30:3; Hosea 1:10-11; Zechariah 8:13)

16. We believe in the creation and God as the Creator. We believe that God created man and that He created them male and female. As such He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason homosexuality, and all other "sexual preferences" or "orientations" are unnatural, sinful, and unacceptable to God. Accordingly, this ministry will not condone or recognize such same-sex marriages, civil unions, or domestic partnerships even if the state passes laws that provide for recognition of such unions.

We believe that marriage is exclusively the legal union of one genetically born male and one genetically born female sanctioned by the state and evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia and bestiality are inconsistent with the teachings of the Bible and the Church. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness. (Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; I Timothy 1:9-11)

STATEMENT OF PURPOSE

*Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22:6*

Our educational program deals with each student's spiritual, intellectual, cultural, physical, and artistic needs. We attempt to equip Christian young people with a biblical view of life and train them for a life of service to God. Our goal is to help them grow, "in wisdom, in stature, and in favor with God and man" (Luke 2:52) with Christ as the example.

Path Christian Academy functions in cooperation with the home and church in providing a Christ-centered education. It is our desire to promote a strong relationship between family, church, and school.

Because we believe that all children are created in the image of God and are placed on earth to serve God and our fellow man, we, therefore, do not discriminate on the basis of gender, race, color, or national origin.

Our objectives for Christian education are as follows:

- To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins and that it is necessary to be born again by the Spirit of God, by receiving the Lord Jesus Christ
- To teach that growth in the Christian life depends upon an intimate fellowship with God through reading the Bible and through prayer
- To provide the student with the skills and knowledge necessary to achieve academic excellence, thereby bringing glory to Jesus Christ
- To provide motivating and challenging experiences that will develop the creative skills, the talents and the abilities that the Lord has placed into each student.
- To teach the student his/her civic responsibility and to prepare him/her for adult responsibility as a citizen of our nation and as a citizen of heaven

Our expectations for all school families:

- To have an active church life
- To support the school's standards, policies and procedures and work together with it to provide Christian growth
- To support the school in prayer and by being active in school affairs and functions
- To faithfully meet all financial obligations

ADMISSION PROCEDURE

1. Information concerning the enrollment of a child at Path Christian Academy can be obtained in the school office.
2. To begin the enrollment process tour the school. At that time, any questions may be asked concerning our program, staff or special needs of the child. The following must be completed to enroll a child into the program.
 - A. Conference and school tour (new student only).
 - B. Returning students are required to enroll each year. Space year to year is not guaranteed.
 - C. Enrollment packet containing the following:

NEW STUDENT

*RETURNING STUDENT

1. *Preschool monthly fee schedule
 2. *Explanation of payment procedures
 3. *Registration check list
 4. Spiritual and church life information
 5. Statement of faith
 6. Statement of purpose
 7. Pastor's questionnaire
 8. Application for admission
 9. *Preschool contract
 10. Emergency information
 11. *Monthly park permission
 12. Non-prescriptive medication authorization
 13. Legal custody letter
 14. Parent's rights form
 15. Personal rights form
 16. Child's health history
 17. I.D. and emergency information
 18. Immunization record
 19. Physician's report
 20. *School calendar
3. Completion of the above forms with the fees and tuition paid constitutes enrollment in Path Christian Academy.
 4. The registration and curriculum fees are **Nonrefundable**.

WITHDRAWAL PROCEDURE

Parents/guardians will be liable for all continuing fees and/or tuition until **a one month**, advance, and written notice of intent to withdrawal is received by school accounting office personnel. Verbal notification will not be accepted unless confirmed by written communication. There will be no reimbursement for partial month tuition if it becomes necessary for you to drop your student from our school during the month.

NOTE: All outstanding tuition fees/fines must be cleared before student records/awards can be released.

PAYMENT SCHEDULE

Monthly tuition payments are due the first day of each month. Payments received after the 5th of each month are assessed a 10% late fee. If there remains an unpaid balance as of the **10th of the month, your student may be temporarily suspended or dropped until all outstanding amounts are paid in full unless other arrangements have been made previously with the accounting office at P.C.A.**

RETURNED CHECK POLICY

There will be a \$25.00 service charge for each check returned as well as late payment fees assessed to tuition (multiple returns constitute multiple charges). The account will be deemed cash / money order only after three returned checks.

REIMBURSEMENT POLICY

If it becomes necessary for you to withdraw your student during the month/year or if your child is absent for any portion of the month (including illness), there will be no reimbursement for a partial month. Parents are responsible for the entire monthly tuition to hold their position in preschool. P.C.A. has a NO reimbursement policy.

LATE PICK UP POLICY

A fee of \$10.00 for the first quarter hour and \$1.00 per minute after will be charged for any students remaining on campus after 6:00 PM or after the end of their scheduled program. Not to exceed past \$45.00 per day per child. Chronic lateness may result in dismissal from our preschool program. **Note: These fees also apply to all ½ day programs.** Students not picked up by a parent/authorized adult who remains unreachable by 7:00 PM will be considered abandoned and taken to the Cypress Police Station.

VACATION POLICY

Each child will be allowed to take a two week vacation after they have been enrolled for 12 consecutive months. The tuition for that month will be prorated. The school must be notified no later than 30 days in advance of the dates of vacation. Upon receipt of notification, the office will send a letter of confirmation which will also include information regarding the amount owed for that month. No spot will be held without payment with the exception of vacation which is prearranged.

EXPLANATION OF PAYMENT PROCEDURES

The school accounting is managed from our in-house accounting department. All monthly school payments must be paid directly to Path Christian Academy. Path Christian Academy (P.C.A.) allows a 5 day grace period for payments. All monthly school payments are **due on the 1st of each month and are late after the 5th of each month.** Payments received on the 6th will be assessed a late fee. There is no allowance made if the 5th of the month is on a weekend or holiday; a late fee will be assessed as of the 6th of the month. P.C.A. charges a 10% late fee for any payment received after the grace period (5th of the month) expires.

Please make all checks payable to: **P.C.A.** and
write your child's name in the memo of the check

There are two ways to make your payments to (P.C.A.):

1. **(PREFERRED)** Bring your payment directly to P.C.A. Place your payment in the payment drop box located in the hallway in preschool. Payments are collected each morning at 8:30 AM.

2. You may mail your payment to P.C.A. Please send it to:

P.C.A.
P.O. Box 769
Cypress, CA 90630

Your payment must be postmarked by the 1st and arrive at the school by the 5th to avoid the late fee. If your payment is postmarked the 2nd or later, and arrives later than the 5th it will be considered late and the fee will be assessed.

DAILY PROGRAM

A carefully supervised and balanced program is offered to assist the child in his/her learning process. This includes varied activities of play, perceptual motor activities, pre-math skills, reading readiness, music appreciation, stories, language development, creative art, science, and personal health (all of which provide educational, developmental and social experiences of lasting value). To enhance the program we will be using Spalding Total Language Arts Early Learning Abeka and Excell Math programs to enhance the learning environment.

DEVELOPMENTAL AND ACADEMIC ACHIEVEMENT EVALUATION

Each child will be evaluated each year in the following areas:

1. Academically
2. Developmentally
3. Socially

These evaluations will be available to parents through parent / teacher conferences held in May or upon request.

OBJECTIVE OF EDUCATION

We believe that the objectives of a Christian educational program are:

1. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins and the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
2. To teach that growth in the Christian life depends upon a close intimate fellowship with God through reading the Bible and with consistent prayer.
3. To develop and increase the creative skills of each child, and to develop a joy for learning through self discovery.
4. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins and the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
5. To teach that growth in the Christian life depends upon a close intimate fellowship with God through reading the Bible and with consistent prayer.
6. To develop and increase the creative skills of each child, and to develop a joy for learning through self discovery.

OUTLINE OF PRESCHOOL CURRICULUM

I. SPIRITUAL

- A. Know who Jesus Christ is
- B. Bible Stories
- C. Scripture memory through songs and finger plays

II. SOCIAL

- A. Love one another - obeying school rules
- B. Getting along with others through group play
- C. Classroom behavior/attention

III. SELF HELP SKILLS

- A. Dressing
- B. Gross motor
- C. Perceptual motor

IV. MOTOR DEVELOPMENT SKILLS

- A. Fine Motor
- B. Gross Motor
- C. Perceptual Motor

IV. COGNITIVE SKILLS/LANGUAGE DEVELOPMENT

- A. Pre-Reading Skills (Visual perception, memory and phonic based programs)
- B. Pre-Math Skills (Number recognition and numbers, conceptualization)
- C. Pre-Writing Skill (Visual Motor)
- D. Cognitive Development (reasoning skills)
- E. Children's Literature/Music
- F. History/Science Activities

V. SPEECH SKILLS

- A. Eye Contact
- B. Enunciation / Pronunciation
- C. Express needs and wants in sentences

VI. SUBJECTS

- A. Bible

B. Skills

1. Color, Shapes, Letters, Number Recognition
2. Listening, Language Skills
3. Science / Discovery Skills
4. Arts & Crafts
5. Music & Children's Literature

Path Christian Academy
Room One
18 Months to 2 1/2 Year Olds
(non-potty trained)
Daily Classroom Schedule
SAMPLE

6:00 - 7:00 AM	Opening Room 4	Center Activities
7:00-8:00 AM	Opening Room 2	Center Activities
8:00-8:30 AM	Room 1	Self Help & Circle Time Games/Story Time
8:30-9:00 AM	Room 1	Bible Story/Activities/Art
(Friday's Only)	Chapel	Worship / Bible
9:00-9:15 AM	Outside Table Area	Morning Snack
9:15-9:45 AM	Sandbox Area	Free Play / Organized Large Motor Activities
9:45-10:00 AM	Sandbox Area	Clean Up
10:00-10:30 AM	Room 1	Self Help/Story Time/Game Time
10:30-11:30 AM	Room 1	M-Share Day & Thematic Activities
		T-Science & Pre-Math
		W-Pre-Reading & Pre Math Activities
		Th-Pre-Reading & Thematic Activities
		F-Game day, small motor, cognitive development activities
11:30-11:45 AM	Room 1	Self Help/Story Time
11:45-12:15 PM	Outside Table Area	Lunch Time
12:15-12:30 PM	Room 1	Self Help/Story Time
12:30-2:30 PM	Room 1	Nap Time
2:30-3:00 PM	Room 1	Wake up time/table centers
3:00-3:30 PM	Outside Table Area	Afternoon Snack Time
3:30-4:15 PM	Grass Area	Free Play/Organized Large Motor Activities
4:15-4:30 PM	Grass Area	Clean Up
4:30-5:00 PM	Room 2	Group Activities (music, games, story)
5:00 - 5:30 PM	Room 2	Table Activity
5:30-6:00 PM	Room 4	Center Activities

Path Christian Academy

Room Two

2 ½ to 3 Year Olds

(potty trained)

Daily Classroom Schedule

S A M D F

6:00 - 7:00 AM	Opening Room 4	Center Activities
7:00-8:00 AM	Opening Room 2	Center Activities
8:00-8:30 AM	Room 2	Self Help & Circle Time Games/Story Time
8:30-9:00 AM	Room 2	Bible Story/Activities/Art
(Friday's Only)	Chapel	Worship / Bible
9:00-9:15 AM	Outside Table Area	Morning Snack
9:15-9:45 AM	Sandbox Area	Free Play / Organized Large Motor Activities
9:45-10:00 AM	Sandbox Area	Clean Up
10:00-10:30 AM	Room 2	Self Help/Story Time/Game Time
10:30-11:30 AM	Room 2	M-Share Day & Thematic Day
		T-Science & Pre-Math & Computer Day
		W-Pre-Reading & Pre Math Activities
		Th-Pre-Reading & Thematic Activities
		F-Game day, Computer Day
		small motor, cognitive development activities
11:30-11:45 AM	Room 2	Self Help/Story Time
11:45-12:15 PM	Outside Table Area	Lunch Time
12:15-12:30 PM	Room 2	Self Help/Story Time
12:30-2:30 PM	Room 2	Nap Time
2:30-3:00 PM	Room 2	Wake up time/table centers
3:00-3:30 PM	Outside Table Area	Afternoon Snack Time
3:30-4:15 PM	Grass Area	Free Play/Organized Large Motor Activities
4:15-4:30 PM	Grass Area	Clean Up
4:30-5:00 PM	Room 2	Group Activities (music, games, story)
5:00 - 5:30 PM	Room 2	Table Activity
5:30-6:00 PM	Room 4	Center Activities

Path Christian Academy

Rooms Three & Four

Pre-Kindergarten

Daily Classroom Schedule

SAMPLE

6:00 - 7:00 AM	Opening Room 4	Center Activities
8:00-8:30 AM	Opening Room 3/4	Opening Activities
8:30-9:00 AM	Room 3/4	Bible Story/Activities/Art
(Friday's Only)	Chapel	Worship / Bible
9:00-9:30 AM	Room 3/4	Phonic Activities
9:30-10:00 AM	Outside Table Area	Morning Snack
10:00-10:30 AM	Grass Area	Free Play / Organized Large Motor Activities
10:30-10:45 AM	Grass Area	Clean Up
10:45-10:55 AM	Room 3/4	Circle Time
10:55-11:55 AM	Room 3/4	M-Share Day & Thematic Day T-Science & Pre-Math & Computer Day W-Pre-Reading & Pre Math Activities Th-Pre-Reading & Thematic Activities F-Game day, Computer Day small motor, cognitive development activities
11:55-12:05 PM	Room 3/4	Clean Up
12:05-12:15 PM	Room 3/4	Self Help/Story Time
12:15-12:45 PM	Outside Table Area	Lunch Time
12:45-2:45 PM	Room 3/4	Self Help/Nap Time
2:45-3:15 PM	Room 3/4	Wake up time/Table Activities
3:15-3:30 PM	Outside Table Area	Afternoon Snack Time
3:30-4:15 PM	Sand Box	Free Play/Organized Large Motor Activities
4:15-4:30 PM	Sand Box	Clean Up
4:30-5:00 PM	Room 4	Group Activity (music, games, story)
5:00-6:00 PM	Room 4	Center Activities

STAFF

Each member of the staff has been employed as a qualified and competent person to provide loving, understanding care as well as a well round educational experience which meets or exceeds the basic developmental guidelines, in preparations for a successful transition into the elementary education system governed by the National Common Core Standards.

Each staff member has been trained to perform his/her duties to the best of the abilities. Each member of the P.C.A. staff holds a valid CPR and First Aide certificate. All staff has been fingerprinted through both the state and federal agencies.

COMMUNICATION

Parent to Teacher: If a parent needs to speak with their child's teacher, they may leave a message with the school office, place a message in their teacher box located in the preschool hallway or send an email to mrs.hillccs@yahoo.com. Teachers will attempt to contact parents during nap time or at the end of their shift. Teachers are not available for phone calls or conferences during classroom hours. Teachers will not be available for unscheduled appointments. Please allow the teacher 24 hour response time.

School to Parent: Student's name will be highlighted on the sign in/out sheet if there is mail to pickup before or after school. The office /teachers also will send information via email address. School information will be placed in monthly newsletter (Newsflash), the school web site, and /or emailed weekly.

SPECIAL EVENTS

Park Days - The last Friday of various months, see yearly calendar (a sack lunch is needed).

During the course of the school year, you will be notified in advance through special announcements or teacher's letters of the trips/assemblies that will be taking place.

Two to three field trips and various on campus assemblies will be schedule in accordance with the school curriculum. The trips/assemblies will be tentatively outlined on the school yearly calendar. Updates and reminders will be sent home via monthly teacher letters and the monthly NewsFlash.

Due to insurance requirements a special permission slip is required and students will not be allowed to attend a field trip/assembly without the return of the permission slip.

Students will be required to wear their school shirt on all off campus events and may be required to bring a sack lunch with a drink.

The student cost of the trip and assemblies are included in the monthly tuition. Parents wishing to attend and/or bring siblings will be required to sign up in advance with the teacher and pay any fees associated with that event to the school.

Parents who wish for their student to attend a trip/assembly that does not fall on their program day may sign up and pay any fees associated with the event. Parents must be able to attend the trip/assembly with their child.

Special Theme Days - See the teacher's monthly letter/weekly information packet for more information.

HOURS OF OPERATION

Path Christian Academy will be open in accordance with our school calendar. Regulations will not permit any child on the property before 6:00 AM or after 6:00 PM. .

Each family will be provided a yearly calendar that will outline school closures, special events, tentative field trips etc. The yearly calendar can also be accessed on the school web site

The preschool program will run from September 1st – July 31st. The new school year will begin as of August 1st.

PARENT INVOLVEMENT

The preschool campus is open to the parents (parents with custody) of enrolled students. We encourage you to come and spend as much time with your child as your schedule allows. Path Christian Academy preschool will be offering several special occasions in which the parents may come and join their child(ren) for special luncheons, play times, and performances. If you have time in your schedule to volunteer in your child's classroom please inform the teacher as to the times and days you are available.

Each teacher will make the classroom needs known at Back to School Night. Parent volunteers are needed throughout the year for larger school events such as theme days, field trips etc. Read the monthly Newsflash newsletters and weekly emails for upcoming needs

Your assistance, no matter how short, is highly enjoyed and desired.

VISITING P.C. A./CLOSED CAMPUS

For the safety and security of your student, the preschool program is a closed campus for anyone who does not have an enrolled student. Therefore, we have established the following:

- Access to the campus is restricted to the following supervised areas:
 - 6:00 AM - 8:00 AM Preschool doors only
 - 8:00 AM - 4:00 PM School office entrance
 - 4:00 PM - 6:00 PM Preschool doors only
 - On Fridays the preschool doors will be open at 3:30 PM
- Visitors staying on campus must stop at the school office. They will be asked to sign in, to wear a visitor's pass while on campus, and to sign out when leaving campus.
- No one other than Path Christian Academy employees will be allowed on the school campus without following the above procedure.
- If a parent needs to speak with their student's teacher, they may leave a message with the school office. The teacher will contact the parent as soon as possible.
- All school and church staff will either be wearing a blue staff shirt/jacket or an ID badge.

DRESS CODE

*"Let all things be done decently and in order."
1 Corinthians 12:31*

*"Let your moderation be known unto all men."
Philippians 4:5*

*"...in like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but which is proper for women professing godliness, with good works."
1 Timothy 2:9-10*

Basic Rules:

1. All clothing must be modest, neat, clean, and in good taste.
2. All tops must cover the shoulders, (thick shoulder straps are okay) back and midriff area. Spaghetti straps, halter tops or tube tops, etc. are not permitted.
3. Slogan or picture clothing which show or speak of activities not in line with Christian principles are not permitted; tank tops must cover at least 2/3 of the shoulder.
4. **Shorts, Skirts and Dresses:**
Walking shorts, skirts and dresses should be modest and should extend a minimum of two inches past your finger tips when arms are held down along body. Shorts may be worn throughout the year, at the parent's discretion, regardless of weather conditions or temperature. However, spandex, short-shorts and mini skirts are not acceptable at any time.
5. It is recommended that girls wear shorts under their dresses.
6. Shoes or sandals **must be worn with socks**. If sandals are worn, they must have a heel strap.
7. Hair must be a natural hair color, neat, clean, and well-groomed.
8. We strongly urge that parents put initials on clothes and personal items that could possibly be lost. P.C.A. is not responsible for lost or damaged items.
9. **School shirt must be worn on all field trips (no exceptions).**

Noncompliance with the dress code will result in no admittance to school until the necessary changes are made.

EXPECTED CONDUCT

School Rules - Path Christian Academy is governed by three phrases easy to remember and easy to apply to our every action.

Jesus said to "*Love the Lord...*" and to "*Love one another*" ...

In school we show God's love by:

1. Talking in turn

Talk in Turn - The Bible says that our tongue is the hardest part of our body to control. (James 3). How true that statement is! There are times for talking and there are times for listening. The appropriate action is your responsibility, knowing when to talk and what to say depends upon your ability to think. If you have something good to say - speak! If your words harm, remain silent.

2. Keeping hands to self

Hands to Self - God has given each of us two extremely beautiful extensions of our arms called hands. There are a thousand good and productive ways to use them.

3. Being on task

On Task - In a school community such as ours, there are many times when you have to move from one place to another. This is done most efficiently by each student giving his/her attention to watching where they are going, spacing himself for easy movement, and remaining quiet enough so as not to disturb classes in sessions. We also use On Task in the classroom during transition periods, when moving from one activity to another.

CONDUCT AND DISCIPLINE POLICY

Positive and constructive methods of discipline shall be exercised by the person directly responsible for the supervision of the student. The purpose of the procedure is to provide direction for preventing a discipline problem as well as a means of corrective action.

STUDENT DISCIPLINE PROCEDURES

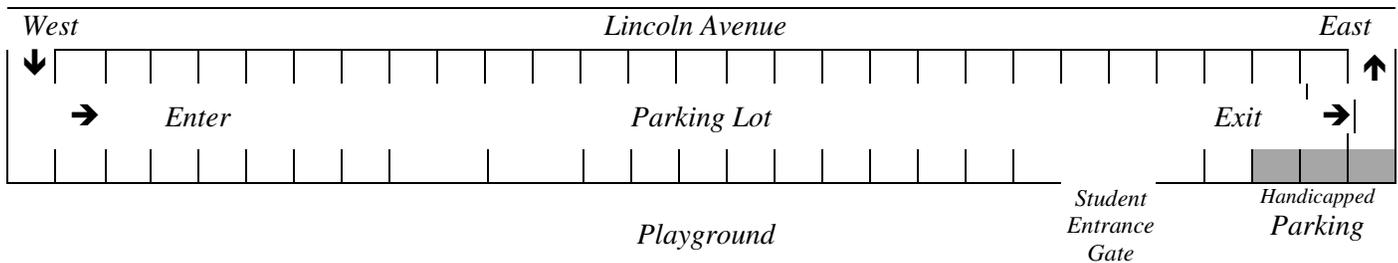
1. Spiritual – The Bible stands as our guide. It is the supreme source of authority on all matters of conduct. Love and caring for others (I Corinthians 13) is our goal. Friendliness, helpfulness and sharing will go a long way in achieving the goals of Christian maturity.
2. Respect – It is understood that every student at Path Christian Academy should develop and maintain an attitude of respect for each adult and student with whom they come in contact. The proper method of addressing an adult is to use the title Miss or Mr. with the teacher's first name. Students should be addressed by their given name or a nickname (only if acceptable to the student or parent).
3. Courtesy – Words of kindness shown to adults and fellow students are an indication of developing correct manners. Using an appropriate tone of voice and using "please", "thank you", "you're welcome", and "excuse me" will go a long way in showing you are concerned about others.
4. Responsibility – It is true that the primary responsibility of each student is to his own conduct. The Bible says, however, that we have additional responsibility to our friends and even to our enemies. We can accomplish this by teaching first time obedience through:
 - A. Praising desirable behavior as much as possible.
 - B. Using the behavior chart incentive – Observing the child doing good and placing their name on the chart for a reward at the end of the day or week. At the end of the month the child with the best behavior will receive a special surprise.
 - C. A word of correction – Reminding him/her using the following statements: "hands to self", "talk in turn", "on task", - Telling them that what they are doing or about to do is not proper behavior. – Redirecting their attention to another activity. If the previous steps do not work with the child the following actions take place:
 - D. The child needs to sit in a "quiet area" for a "time out" and think about what he/she was doing that was not acceptable. When the child has finished the "time out", the teacher will then talk and pray with him/her and he/she will rejoin the class.
 - E. If the improper behavior continues, the child is then referred to the director. The director will speak and pray with the child and return them to class. If a child reaches this step, a notice of improper behavior will be sent home to the parents.
 - F. If the unacceptable behavior continues, the child is brought to the office and the parents are called to come to the facility to handle the situation. (In some cases the parent may be asked to remove the child for the day).

DROPPING OFF AND PICKING UP STUDENTS

Parents **must** park their car in an appropriate parking space, **walk** their student to or from the classroom, and **sign** their student in or out. **No** student can be accepted or released without the proper sign in/out by the parent or authorized adult.

PARKING LOT GUIDELINES

To facilitate traffic flow, enter the parking lot through the west driveway and exit through the east driveway only. The speed limit in the parking lot is 5 miles per hour or slower. Please drive with extreme caution. There is no stopping or parking in front of the gate or anywhere other than designated parking spaces. Please, no exceptions. **Please do not park in handicapped parking unless you have the authorization to do so.** (Please refer to diagram)



STUDENT RELEASE PROCEDURE

To further protect your child, the procedure below will be followed.

Children will be released only to authorized adults (18 years and older) listed on their student release card. The authorized adult may be requested to show valid picture identification.

No child will be released to any person who is not listed on the student release card unless the following occurs:

- The parent has notified the school office in advance by a phone call or by sending a note identifying the designated adult to whom the child may be released. (Notes may be verified by office personnel.)
- The designated adult must come to the school office and prove their identity with valid picture identification.
- An "office authorization" pass will be given to the designated adult to present to the preschool teacher. *If the designated adult arrives after office hours, the pass will be available from the preschool teacher.*
- The designated adult will sign the child out on the daily sign out sheet. Please be informed that Path Christian Academy does not have the legal authority to prohibit or restrict the natural parent's access to a child's records or physical contact with that child in relationship to a custody case unless the legal papers are on file with the school office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order. If there are conditions which prohibit either natural parent from physical custody of the child, it is the responsibility of the parent who has legal custody to provide the school with the PROPER PAPERS.

EMERGENCY PROCEDURES

In order to be prepared for the possibility of an emergency such as fire or earthquake, the school takes the following steps:

- Fire drills are conducted once a month
- Earthquake drills are conducted twice a year
- Lockdown drills are conducted periodically
- All staff is trained in CPR and first aid
- Emergency packs are located in each classroom, office and shed
- Needed supplies in the event of a natural disaster are located on campus

SICK STUDENTS

No child who has a fever or is vomiting will be allowed to remain at school. If a student is ill for more than 3 days, it will be necessary for you to bring a note from the doctor indicating approval that the student may return to school. The student may not return until they are fever free without medication or has been on an antibiotic for 24 hours.

MEDICATION DURING SCHOOL HOURS

If medication needs to be taken during school hours the following procedures must be followed:

1. All medication requires a signed release from the parent for school personnel to administer the medication. Prescriptive medicines require a specific signed release form, which may be obtained in the school office, from the sign in/out table or your child's classroom.
2. All medication must be placed in the appropriate box or refrigerator. **No student may carry any medication on their person or in their belongings.**
3. Aspirin-free pain reliever (i.e. Tylenol) may be administered to the student if deemed necessary by the office staff, if parental consent is on file, and parent is notified by phone prior to administering.
4. No medication will be given to a student unless it is in the original box/bottle and states age appropriate for that child. Prescribed medication must be in the prescription bottle and have child's name on it.

CALIFORNIA STATE LAW HEALTH REQUIREMENTS

1. Immunization Requirements:

- A. California law (Ed. code 8263.d) requires that each child entering school for the first time present evidence (except for personal or medical reasons) that he or she has been properly immunized. Required immunizations include polio, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, and rubella (German measles). Varicella or proof of disease (chicken pox) required effective 7/01/01. It is further recommended that children receive the H.I.B. vaccination.
- B. As of August 1997, two new requirements take effect. A hepatitis B series and two doses of measles (instead of one) are now required.

2. Physical Examinations:

All new students and those entering the first grade must have a physical examination and be certified for school entry. A student transferring from another school may submit a copy of their completed physical examination report from the previous school.

NOTE: Path Christian Academy will not accept children without full and updated immunizations (as specified by California law). The only exception is the following: children with medical restrictions prohibiting current and updated immunizations will be considered for school entrance on an individual basis. Written confirmation of prohibition from child's physician must be furnished upon application for admittance.

CHAPEL PROGRAM

Chapel is held every Friday from 8:30 AM to 9:30 AM in the sanctuary. The program includes music and a skit shared by individual classrooms. (Parents and relatives are encouraged to attend chapel).

BIRTHDAYS

Your student's birthday may be celebrated with his/her classmates and student's birthday parties will be celebrated at the teacher's discretion. The exact dates & times will be designated between the parent/teacher. Refreshments are to be provided by the student's parent.

RESPONSIBILITY OF THE SCHOOL

The school is not responsible for damage to personal property or lost articles. This must be considered when you decide which toys or items you will allow your child to bring for sharing. It is necessary to exclude toy guns and knives. Records, tapes and storybooks that your child enjoys are acceptable anytime. Disney videos are not allowed to be shown at school due to the copyright, which reads, "Private Home Use Only". Please check any video that your child would like to share to see if this statement appears in the copyright area of the tape or its holder, (Maranatha and Mary Rice Hopkins produced videos have given P.C.A. permission to show their videos.)

If your student has lost something on the school campus, please check the lost and found by the sign in/out boards. Any articles or personal property of students or parents left over 30 days will become the property of Path Christian Academy. To avoid losses and the unnecessary expense of replacing lost items, we recommend that all personal items be labeled with the student's name and room number.

BACK PACKS

Each child will need a backpack with their name on the shoulder strap. All student work, teacher letters and fliers will be sent home in the backpack. Backpacks must be taken home and returned to school daily.

LOST AND FOUND

If your student has lost something on the school campus, please check the lost and found located at the day care gate. Any articles or personal property of students or parents left over 30 days will become the property of Path Christian Academy. To avoid losses and the unnecessary expense of replacing lost items, we recommend that all personal items be labeled with the student's last name.

BLANKETS AND CLOTHING

A blanket and sheet with your student's name on it must be brought to the school each Monday in their backpack. These items will be returned in their backpack on Friday to be washed. A change of clothes must be in the student's backpack at all times.

OFFICE HOURS

Office hours: Monday - Thursday	8:00 AM - 4:30 PM
Friday	8:00 AM - 3:30 PM

Please plan to take care of school business during office hours. Any parent needing to speak to a teacher or staff member must call the office to make an appointment.