

*Dear Parents,*

*We want to thank you for allowing us to know, love, and teach your child at Arbor Christian School and Day Care this year. We are very thankful for our staff and they join us in the desire to provide the best possible atmosphere in which your child can grow spiritually, physically, socially, mentally, and emotionally. We strive to provide the best education for each child with one-on-one attention and an exceptional curriculum with a heavy emphasis on phonics.*

*Our goal is encourage and teach the children about Jesus' love for them. We believe the loving atmosphere allows for opportunities to share and interact with others, developing a firm basis of Christianity, which will stay with them throughout their lives.*

*If you do not already have a church home, we invite you to attend our Church services. Each Sunday we have Bible Study for all ages at 9:15 a.m. and Worship Services at 10:45 a.m. and 6:00 p.m. Wednesday evenings you are welcome to join us for dinner at 5:15 p.m. and small group Bible Study at 6:30 p.m. Arbor Christian Fellowship. faithfully teaches the Bible and our fellowship is made up of some wonderful, friendly folks.*

*Arbor Christian School is in this community to serve. If we can be of service or help to you or your family, please call on us.*

*In His Name,*

*Faye Martnick*

*Director*

*Mary Massey*

*Assistant Director*

## **PURPOSE OF SCHOOL & DAY CARE**

*Arbor Christian School was established as a ministry of Arbor Christian Fellowship to provide an educational and spiritual experience in a secure and loving atmosphere for all children, infants through 14 years of age. Recognizing the importance of balanced growth, we will provide opportunities for the social, emotional, mental, physical, and spiritual development of each child.*

## **STATE LICENSED**

*The Arbor Christian School is licensed by the State Department of Social Services.*

*The local office is located at           750 The City Drive, Ste 250  
Orange, Ca. 92868  
Tel. 714-703-2800*

## **STATE REGISTERED**

*The elementary school is registered as a private school with the state of California.*

## **ADMISSION**

*The Arbor Christian School is operated on a non-discriminatory basis, and no one shall be excluded from enrollment because of race, color, religion, or national origin.*

*Enrollment is open to all children of the community, infants through 6th grade.*

*Children who are physically handicapped or emotionally disturbed shall not be accepted unless it is determined that:*

- 1. There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.*
- 2. The school is able to meet the needs of the child.*

**HOURS OF OPERATION**

The school is open from 6:45a.m. until 6:00p.m. Monday thru Friday, all year round except on designated holidays. Adult supervision is provided for all children during all hours of operation.

**OPEN DOOR POLICY**

Arbor Christian School practices an open door policy. Any parent is welcome to visit the school at any time during normal business hours.

**PROGRAMS OFFERED**

Children may attend Monday thru Friday, full days, between the hours of 6:45a.m. and 6:00p.m. We do suggest that in the best interest of the child, they be left no longer than necessary.

INFANTS & PRE-SCHOOL: YEAR ROUND FROM 6:45 A.M.-6:00P.M.

ELEMENTARY SCHOOL: KINDERGARTEN-6TH GRADE (Kndg.: 8:30 A.M.-12:30P.M.)  
(1st-6th grade 8:30A.M.-3:30P.M.)

SCHOOL AGE DAY CARE: 6:45a.m.-6:00p.m.-SEPTEMBER THROUGH JUNE,  
BEFORE & AFTER SCHOOL CARE IS PROVIDED  
FOR CHILDREN ENROLLED IN OUR FULL-TIME  
PROGRAM.

SUMMER PROGRAM: FOR ALL AGES FROM 6:45-6:00P.M.

SCHOOL AND DAY CARE WILL BE CLOSED:

- September-----Labor Day
- November-----Veteran's Day  
Thanksgiving day & Friday after
- December-----Christmas Eve & Christmas Day  
New Year's Eve
- January-----New Year's Day  
Martin Luther King Day
- February-----Presidents' Day
- March /April-----Good Friday
- May----- Memorial Day
- July-----4th of July (Independence Day)
- August/Sept.-----2 working days refurbishing

## **FINANCIAL POLICIES**

*In order to maintain a high quality of education for your child, it is necessary that tuition be paid for the period your child is enrolled. Our teachers and caregivers are hired on the assumption that your child will be in school. When he/she is absent, and payment is not made for that day, our financial structure is upset. In order to be fair to the parents, as well as protect our financial structure, the following policies have been established:*

- 1. All fees and tuition's are to be paid in advance and are non-refundable.*
- 2. When withdrawing your child from the school, for whatever reason, a 30 day notice is required. You are responsible for payment of the 30 days regardless of your child's attendance.*
- 3. There will be no tuition or child care credit for vacations or illness unless illness extends past 30 days. (vacation time has been averaged into the monthly tuition charge)*
- 4. There will be no tuition or child care credit for holidays or miscellaneous days that school and day care are closed.***
- 5. A registration fee is paid when the child enters our facility. If a child is taken out for 30 days or more, a new registration fee is due before the child may re-enter. The registration fee is non-refundable.*
- 6. There will be a late fee for children picked up after 6:00p.m. (Please see page 9 for details)*

*There will be a late charge for monthly fees:*

- a. \$50 if not paid by 6:00 PM on the 10th of the month*
  - b. \$75 if not paid by 6:00 PM on the 15th of the month*
  - c. \$100 if not paid by 6:00 PM on the 20th of the month*
  - d. \$125 if not paid by 6:00 PM on the 25th of the month*
  - e. \$150 if not paid by 6:00 PM on the last day of the month. Also, attendance will be suspended until all tuition and late fees are paid in full.*
- 7. Summer programs for all ages run as separate programs, with the same policies.*

## **ILLNESS**

*Please, for the health of your child and others, do not send your child when he/she is ill.*

*If your child will not be attending, please give us a call.*

*If your child is out for more than two (2) weeks due to illness, we must have a note from the physician stating that he/she is able to return.*

*One third of our program is outside, so a child that is not well enough to be outside should not attend. A fever should be gone for 24 hours before returning to school.*

### **EXTENDED ABSENCE--TWO WEEKS OR MORE:**

*If a child is absent for a period of two weeks without notifying the school as to the reason, the child will automatically be dropped to make room for another student.*

### **NAPS-PRESCHOOL ONLY**

*Naps are to be taken in the afternoon from 1:00 until approximately 3:00. Please send a washable blanket with your child's name on it for nap time. Blankets are to be taken home every weekend to be laundered.*

*State law requires that pre-school children have an afternoon rest time. We do not insist that children go to sleep, but they must rest quietly during nap time.*

### **FIELD TRIPS**

*Each child must have a completed "Authorization For Activities Off The School Grounds" form before they will be allowed to leave the school grounds. We comply with all safety precautions when taking children on field trips. All drivers must be licensed and insured and provide a safety belt for each passenger in the car.*

### **ARRIVALS AND DISMISSALS**

*All children coming to school must be brought into the classroom or left on the playground by a responsible ADULT who may not leave until the child has been received by the teacher or aide. A child may not leave the classroom or school premises until he/she has been released to those people you authorize on your Emergency Form. **IT IS ESSENTIAL THAT ALL CHILDREN BE SIGNED IN AND OUT ON THE SHEET PROVIDED.** Please notify the office immediately of any change in emergency information.*

### **DISCIPLINE POLICY**

*PRESCHOOL DISCIPLINE IS PROGRESSIVE. FIRST IS REASONING WITH THE CHILD . PRAISE AND REWARD ARE ALSO USED. A CHANGE OF ENVIRONMENT AND TIME OUT COME NEXT. LAST RESORT IS TO CALL THE PARENT AND DISCUSS BEHAVIOR.*

*A COMPLETE DISCIPLINE BOOK IS PROVIDED FOR THE FIRST THROUGH SIXTH GRADE CLASSES.*

## **MEALS AND SNACKS**

*Snacks are served mid-morning and after nap time according to state regulations. Occasionally the children may make their own morning snack in their classroom.*

*Breakfast is provided if your child arrives at school by 7:50.*

*Breakfast is served between 7:50 and 8:10.*

*Lunch is provided for toddlers through 6th grades.*

*A menu will be provided. If your child does not like what we are serving, please provide a snack or meal for them.*

## **MEDICINE**

*If your child has an allergy or is recovering from an illness, and is no longer contagious, but still requires medication, it may be given at school:*

*Medicine must be in original container.*

*A permission form must be filled out, dated, and signed by a parent before the school staff administers medicine.*

*The form must be current and must stipulate the exact dosage and time to be given, as well as how many days it should be given.*

## **TOYS FROM HOME**

*We ask that you leave your child's toys at home or in the car. If an item is brought to school on "share day", we cannot be responsible for it. We do enjoy an occasional special record or book for curriculum enrichment. No guns, war toys, or other toys of destruction, violence or mysticism.*

**BIRTHDAYS:** *We celebrate birthdays during the snack period in the morning. Please make arrangements with your child's teacher. The teacher will make this a special time for your child*

## **VOLUNTEERS**

*Sometimes we need volunteers for field trips, special days, etc. We appreciate you taking part and your children love to have you here. This is your school. Plan to be involved as much as your schedule allows.*

## **PRESCHOOL-DAILY SCHEDULE**

6:45	Open
6:45-9:00	Free play in classroom or outside
9:00	Program begins
9:00 -11:45 (Preschool)	Circle time
	Bible time
	Academics
	Art & Music
	Recess
11:45 -12:30	Lunch
12:30-3:00 (preschoolers)	Nap time
3:00-3:30	Snack
3:30-6:00 (with various activities	Free play offered)
6:00p.m.	Closing

*Program may include one or more of the following:*

<i>Bible lesson</i>	<i>Gross &amp; Fine Motor Skills</i>
<i>Numbers</i>	<i>Science</i>
<i>Colors</i>	<i>Arts &amp; Crafts</i>
<i>Shapes</i>	<i>Social Development</i>
<i>Alphabet</i>	<i>Role Playing</i>

## ***ELEMENTARY SCHOOL--Daily Schedule***

<i>6:45</i>	<i>Open</i>
<i>6:45-8:30</i>	<i>Daycare</i>
<i>7:50-8:10</i>	<i>Breakfast</i>
<i>8:30-12:30</i>	<i>Kindergarten Academics</i>
<i>8:30-3:30</i>	<i>First-Sixth Grade Academics</i>
<i>3:30-6:00</i>	<i>Daycare</i>
	<ol style="list-style-type: none"><li><i>1. Free Play</i></li><li><i>2. Books</i></li><li><i>3. Puzzles</i></li><li><i>4. Word games, etc.</i></li><li><i>5. Occasional videos</i></li></ol>
<i>3:30-3:45</i>	<i>Snack time</i>
<i>3:45-5:00</i>	<i>Homework room Mon.-Thurs.</i>
<i>3:30-6:00</i>	<i>Choice of indoor or outdoor activities,</i>

(depending on the weather).

**PROGRAMS AND FEES (EFFECTIVE 2/18/08)**

*REGISTRATION FEES:*

*Registration fee* \$100.00

*Book fees:*

*2/3 year old classes* \$20.00

*Pre-k classes* \$50.00

*Kindergarten* \$85.00

*1st thru 6th grade* \$180.00

*TUITION FOR FULL TIME CHILD CARE:*

*Pre-school thru 6th grade* \$700.00

*Infant/toddler* \$900.00

*TUITION FOR BEFORE & AFTER SCHOOL CARE* \$300.00

*TUITION FOR SCHOOL ONLY*

*Kindergarten (8:30a.m.-12:30p.m.)* \$350.00

*Kindergarten (Before and/or Afterschool Care)* \$350.00

*1st-6th Grades (8:30a.m.-3:30p.m.)* \$400.00

*1st-6th Grades (Before and/or After school Care)* \$300.00

***(If you have two or more children enrolled , there is a 20% discount for each additional child. The discount will be deducted from the lower tuition)***

**WE CLOSE PROMPTLY AT 6:00 P.M.**

*Late charges will apply as follows:*

*\$2.00 for the first five minutes.*

*\$1.00 for EACH MINUTE AFTER 6:00 P.M.*

*Being consistently late can result in termination of attendance.*

*\*\*There will be no credit given for the month should your child drop before the end of the month.*

*\*\*The tuition shall remain the same should you take a vacation during the school year or if your child is out due to illness.*

*\*\*Even though you pay a book fee, books remain the property of the school. If a child drops during a session for any reason. Book fees do not cover all the cost of books and supplies needed for curriculum. They simply lighten the financial burden of the school.*

**ALL FEES AND TUITIONS ARE NON-REFUNDABLE. (NO EXCEPTIONS)**

### Communicable Diseases

<i>DISEASE</i>	<i>FIRST SYMPTOMS</i>	<i>INCUBATION PERIOD</i>	<i>ISOLATION PERIOD</i>
<i>CHICKEN POX</i>	<i>FEVER, LOSS OF APPETITE, RED SPOTS</i>	<i>14-21 DAYS</i>	<i>RE-ENTER SCHOOL 24 HOURS AFTER LAST SPOT APPEARS</i>
<i>GERMAN MEASLES</i>	<i>SIGNS OF COLD, SWOLLEN GLANDS, FEVER, RASH</i>	<i>14-21 DAYS</i>	<i>4 DAYS OR MORE UNTIL WELL</i>
<i>MEASLES</i>	<i>SIGNS OF COLD, RUNNY NOSE, COUGH, RED EYES, FEVER</i>	<i>10-14 DAYS</i>	<i>7 DAYS OR MORE UNTIL WELL</i>
<i>MUMPS</i>	<i>SORE THROAT, FEVER, NAUSEA, PAIN AND SWELLING AROUND THE NECK AND JAWS</i>	<i>18-21 DAYS</i>	<i>7 DAYS OR MORE UNTIL SWELLING HAS DISAPPEARED</i>
<i>SCARLET FEVER</i>	<i>SORE THROAT, FEVER, VOMITING, RASH</i>	<i>2-7 DAYS</i>	<i>4 DAYS OR UNTIL WELL, IF ON ANTIBIOTICS</i>
<i>WHOOPING COUGH</i>	<i>SIGNS OF A COLD, COUGH WITH A WHOOP, VOMITING WHILE COUGHING</i>	<i>7-14 DAYS</i>	<i>3 WEEKS OR MORE AFTER APPEARANCE OF COUGH</i>

<i>Hand/Foot/Mouth</i>	<i>Small ulcers in the mouth Small water blisters or red spots on the palms of hands and soles of feet &amp; between the fingers &amp; toes.</i>	<i>3-7 days</i>	<i>7 days after the first sign of symptoms</i>
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