

Southwest Ranches Christian Academy

Philosophy & Goal

We believe the Bible is God's Word in which found principles are directions for daily living. Biblical principles and truths are taught and followed in each classroom. We believe that all people are created equally by God; therefore we do not discriminate against race, sex, color, ethnic or national origin. As a Christian Preschool we require our teacher to be Christian's who are active in the ministry of their respective churches. In addition, our teachers must meet all DCF requirements and be encouraged to further their education efforts. New Hope Preschool students are given love, respect, praise, and understanding . They are taught and cared for in a positive Christian atmosphere, which fosters happy and healthy children. We carefully select and adapt curriculum which will provide opportunities for academic as well as cultural, spiritual, physical & social development in each child. Southwest Ranches Christian Academy understands that students learn by various methods and provides each child the opportunity to excel in their respective class.

As a Christian school, the children at Southwest Ranches Christian Academy will:

- Learn how to interact with children and adults through a caring atmosphere provided by each teacher through activities and lessons given.
- Develop an attitude of caring towards others as they feel the acceptance and care given to them by their teachers and classmates.
- Learn of God's love through Christian songs, Bible stories, prayer time, and observations of daily Christian life.
- Learn appropriate concepts and discipline from the infant class through the K-4/VPK level. •

Learn self-discipline as they meet the expectations made for them each day. • Provide activities which will develop small and large muscles, coordination, and balance. • Understand the importance of eating nutritional food and daily exercise.

Enrichment Activities:

gardening, cooking, outdoor play, in house-field trips, special seasonal parties and programs. Soccer/ Gymnastics programs are available.

Arts & crafts and fun activities through music and dance to develop

Experiential Learning:

Experiential learning is provided through teacher-directed and child-directed activities promoting individual, small, and large group participation. Southwest Ranches promote skills and concepts development in preparation for elementary school while encouraging problem solving and self-discovery. We allow your child to explore God's world while learning to listen, follow directions, take turns, share, and play cooperatively.

Christian Education:

Because each child is created in the image of God, his or her spiritual development is the foundational ingredient of our program. Bible stories is a daily aspect of our program, as well as weekly chapel, in which we endeavor to instruct the child in the truths of the Bible and impress upon them that these are not just Bible stories, but lessons in life.

Whole Child Focus:

We focus on the whole child and provide opportunities for him or her to develop spiritually, socially, emotionally, intellectually and physically through hands-on tasks and a variety of readiness experiences in all areas of learning development. Your child is loved and encouraged to work at his or her own level of development.



FLOCS #4560
Accredited
Curriculum

The accelerated A -Beka Curriculum continues to challenge our students to excel in the classroom and in day to day interactions. Our team of teachers are certified and or working towards their certifications. They have many years of experience. Our teachers show their dedication to the children through patience, love, wisdom, and by providing a safe, healthy and organized classroom. Our staff exhibits a high standard of professionalism.

Southwest Ranches Christian Academy Financial Policy

Registration Fee:

An annual registration fee is due at the time the child is accepted into the school. For currently

enrolled students, the annual registration fee for the next school year is due on the 1st of August. **The registration fee is non-refundable**

Books & Material Fees:

The books and material fee are due upon registration. When a student moves up to the next level the new books must be purchased at the time the student moves into the next class. **The book & material fees are non-refundable**

Activity Fees:

There is an annual activity fee for all classes. Activity fees cover some special classroom activities. **The activity fee is non-refundable**

Pre-registration:

A parent may pre-register a student and hold a spot open by paying the registration fee.

Tuition Agreement:

The student's monthly or bi-monthly tuition fee will be the parent/guardian's responsibility unless the child has been officially withdrawn with a two weeks notice from New Hope Preschool. Monthly tuition is due on the 1st day of each month. Bi-monthly tuition fees are due on the 1st & 15th of each month. In order to pay bi-monthly the parent/guardian must enroll on the Brightwheel autopay system. If the account is not paid within 3 days of the billing date will result in a \$25.00 late fee. Should an account be continually in arrears, payment of a money order or cash will be required and no other form of payment is an option. Payment not received by the 5th of the month will result in loss of childcare. There will be a \$25.00 fee for returned checks. Because staff requirements are based on the number of children enrolled, and school associated expenses continue, we cannot give tuition fee refunds or reductions for school scheduled holidays or day/weeks missed for any reason being vacation, including school closure.

Withdraw

To withdraw your child from enrollment, a Withdrawal Form must be obtained by the office and submitted two weeks prior to the child's last day of enrollment

Discounts;

Families with 2 or more children attending our school will receive a \$50.00 discount on the 2nd child. There is a 30% charge for refunds on remaining balances for early withdrawal of prepaid tuition.

Southwest Ranches Christian Academy will be closed these holidays during the school year.

- Labor Day

- Veterans Day
- Thanksgiving & the day after Thanksgiving
- Presidents Day
- Memorial Day
- Christmas Eve, Christmas Day, & The Day After Christmas
- New Years Eve & New Years Day
- Martin Luther King's Day
- Good Friday
- Independence Day

We are open Monday-Friday from 7:00 AM- 6:00 PM and closed on the Holiday stated above.

Southwest Ranches Christian Academy Cancellation and Emergency Policy

Right of admission cancellation & school closure:

Southwest Ranches Christian Academy l will be closed at the discretion of the Administration whenever necessary due to severe inclement or reason of safety and health. In the event of any future hurricanes or other natural disasters, emergency closing will be broadcasted on the news. Also, if Broward county schools close due to any threat of a natural disaster New Hope Preschool will be closed.

In case of an emergency we will send a message on the Brightwheel App and emails will be sent to all families with the information provided by the parent/ guardian on the admission packet. It is the parent/guardian's responsibility to always update your new information on the app and on the admission packet. Southwest Ranches will make every effort in communicating with all families.

Announcing Emergency and communicating with Parents Outside the Facility

Notifying Parents:

Depending on the emergency of the situation and the school's communication capabilities during and after the emergency, Southwest Ranches Christian Academy will attempt to inform and instruct parents/ guardians about the emergency in a number of different ways in the following order including:

- An email sent to the primary family
- A message will be sent through Brightwheel app
- A phone call from Southwest Ranches Christian Academy l staff member. After the message has been sent or in the absence of the message not going through, the Teacher will call the emergency contact numbers for each student until an authorized adult is reached. Teachers and staff will have all emergency contact numbers for the students in their class and emergency action plan stored in the teacher's binder.
- Once the emergency status has changed or is lowered, the emergency contact will receive either a second message through Brightwheel or phone call from a Staff Member of Southwest Ranches Christian Academy informing him/her of the change in status. • Signs will also be posted on all classroom doors in any emergency situations.

We reserve the right to discontinue admission when it has been concluded by the administration that the child's enrollment may not be in the best interest of the child, other children, or the school. Cancellation of admission will be issued with a minimum of five days written notice to parents/guardians. If for any reason Southwest Ranches Christian Academy should permanently close you would be provided 2 weeks written notice prior to closing.

Late Pick-up

Southwest Ranches Christian Academy closes at 6:00 pm. A late charge of \$1.00 per minute with a grace period of 5 minutes (those minutes are free). Late fee payment is due the next business day from the date written on the After Hours Late Fee Form.

Southwest Ranches Christian Academy **Discipline Policy**

The Staff and administration of Southwest Ranches Christian Academy strive to maintain an atmosphere in which children are actively involved in constructive activities which promote learning. It has been our experience that when children are happy in their surroundings and are provided with a learning environment that is challenging and fun, negative behavior in the classroom is avoided. Our discipline policies are focused on Christian redirection. We promote positive nature although there are times when negative behavior must be corrected. Outlined below is our discipline policy.

1. **Verbal Praise & Affirmation:** Verbal praise and affirmation is often given to recognize the accomplishments and good deeds of the child.
2. **Awards & Tokens:** Awards and tokens of recognition are also given to reward children for appropriate behavior.
3. **Redirection of Behavior:** Redirection of behavior is used as a positive means of discipline, in which the problem is identified and discussed with the child, the appropriate behavior is discussed and the child is redirected to appropriate behavior actions.
4. **Time Out:** Time out will be used as a consequence of negative behavior. Time out will be kept and limited to 1 minute per year of age. Time out is to occur in the child's classroom.
5. **Removal of the Child:** Removal of the child will occur when a child is consistently out-of-control and disrupting the classroom. The Child will be taken to the main office and a phone call to the parents/ guardians. In addition a behavior report will be issued. Any time a child is sent to the office, the Director will discuss the reason for the time out and appropriate behavior with the child will be discussed with the Parents.
6. **Removal of Privilege:** A privilege will be removed when it is logically in response to an inappropriate or disallowed behavior. For example, if the child continues to ride a car in an unsafe manner after being aware of the safety rules, the teacher may take away the

privilege of riding the care at the moment of the child's failure to listen to and/ or follow the appropriate classroom procedures.

7. **Teacher Assistance:** When necessary the Director or Lead Teacher will work with the child and the Teacher to solve the situation.
8. **Parent Notification:** Parents/ Guardians of the child will be notified to pick up their child followed with a discipline notice informing of the child's negative along with a plan of action.

Biting Policy

When Biting Does Occur:

Southwest Ranches Christian Academy strongly disapproves of biting. The Staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "injury" Occurring at School a form is filled out documenting the incident.

For the child that bit:

1. The Teacher will firmly tell the child "NO! DO NOT BITE!"
2. The Child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The Parents are notified.
4. The "Parent Contact Form:" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The Child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another Child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of

another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.

3. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of Another child or staff member is broken or bruised or the bite leaves a significant mark the parents will be asked to make other day care arrangements.

If a child, who has been through step 1 and/or 2, goes 3 weeks (15 business days) without biting we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from the preschool for the remainder of the day. This will not count towards the 2 day suspension.

Uniform Policy

All Uniform Wear is a great company that provides high quality uniforms to schools all around South Florida. All Students Ages 1-5 must follow the Uniform policy. Company we use is All Uniform Wear. This is mandatory for all students enrolled as safety and education is the top concern here at Southwest Ranches Christian Academy . This does mean that tops and bottoms must be purchased exclusively through All Uniform Wear. You will be able to purchase your child's uniforms at All Uniform Wear 15879 Pines Blvd, Pembroke Pines, FL. 33027. Should you have any questions regarding your order please contact the Customer Service (954) 318-3007.

To ensure the highest level of care and hygiene. We require that all students appear with clean skin, hair, & clothes at all times. This includes no makeup for girls or face painting makeup & no tattoos. Hair for boys must be kept above their collar. Girls' hair must be kept clean and combed. Nails must be kept short and clean.

Non-Discriminatory Statement

It is the policy of Southwest Ranches Christian , in the admissions of students, not to discriminate on the basis of the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs and activities made available to children at this school.

Americans With Disability Act

Southwest Ranches Christian Academy does not discriminate against qualified applicants, prospective students or enrolled students who are/or become disabled. In accordance with the ADA, Southwest Ranches Christian Academy has adopted a policy that prohibits discrimination against children with disabilities.

Parents Expectations and Pledge

All parents are required to sign a parent pledge & agreements at the beginning of each school year, or upon enrolling. In signing the parent pledge & agreements, parents are supporting the expectations, policies and guidelines set forth in the Parent Handbook. We realize that you may not agree with all the police, but we expect you to respect and respond

properly to the authority over you even when you are not in full agreement. Failure to exhibit towards administration, teachers, and/or staff, or to support the policies and procedures as stated in the policies and procedures as stated in this handbook, may result in the immediate dismissal of loss of care for your child.

Disclaimer

Nothing in this handbook should be constructed as a contract. Southwest Ranches Christian Academy reserves the right to add, delete, or modify any policy in this handbook at any time without prior notice.

Southwest Ranches Christian Academy **Accident/Incident Health/Medical Policy**

Accident/Incident Procedures:

It is not uncommon for children to fall as they run and play. Our staff members have received training in CPR & First Aid, and are able to handle minor accidents. We will call you regarding major incidents or accidents and explain the situation. In addition, the incident/accident report will be added on the Brightwheel APP explaining the incident/accident with details.

Your Child's Health and Medical /Records

All children enrolling at Southwest Ranches Christian Academy must have a current physical exam, within one year of enrollment date, and up-to-date- shot records before attending. It is the parent/guardian's responsibility to keep all medical records current. The office staff will send a reminder notice on the Brightwheel APP of needed immunizations or physical updates. Per State licensing regulations in the event the records are not submitted to the office by the designated due date, your child will not be allowed to return to school until they are current.

Procedures Followed For Ill Children

How a child feels is an important determinant of behavior, performance, and ability to learn. Southwest Ranches Christian Academy strives to maintain a healthy environment and CANNOT provide proper care for sick children. Children should stay home if not feeling well or any symptoms of illness are evident until he/she has fully recovered. Please notify the school immediately of any communicable diseases your child is experiencing. A member of the staff will contact you if your child develops any of the following symptoms while at school. Constant coughing nausea, vomiting, diarrhea, lice, earache, skin rash, sores, fever over 99.2 , sore throat, heavy nasal discharge, eyes inflamed red or swollen, & open wounds. Any child with the above symptoms must be picked up. We will isolate the child until you are able to pick up your child. The following are additional guidelines.

Fever 24 hours with normal temperature

Viral/Bacterial Infection 48 hours after antibiotics or until all symptoms

Measles after rash onset

Conjunctivitis 48 hours after starting treatment

Impetigo 48 hours after starting treatment

Upper Respiratory Strep 48 hours after starting treatment

Throat 48 hours after starting treatment

Ear Infection 48 hours after starting antibiotics

Sinus Infection 48 hours after starting antibiotics

Diarrhea 48 hours, 24 hours with formed stool

Vomiting 48 hours, 24 hours without vomiting

Chicken Pox 6 days after the onset of the rash or until lesions have crusted over Hand, foot, and Mouth 6 days after the onset of the rash or until lesions are cleared Lice Your child will be checked upon arrival, if any eggs are found your child will not be admitted back to school.

Ringworm A written note from the child's healthcare provider stating the start of treatment.

Vaccinations Children may not return to SRCA until the next day.

If your child becomes ill during the course of the day you will be contacted immediately. You must pick up your child within 1 hour of being notified. Sick children in attendance will be isolated promptly from the group, but will have continuous supervision by a staff member.

Only medication prescribed by a child's physician specifically for the ill child is allowed in the school. All medication should be turned in to the child's teacher along with the medication form filled out.

Cell Phone Policy

Cell phone usage: Unless it is an emergency, please finish your phone call prior to pulling up in the parking lot of the school. In the Mornings when dropping off your child always check your car twice. Lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles. For Pick-UP: Your child is away from you all day and is very excited to see you. But it is difficult for them when they have to wait while you are parked within sight and on the phone. In addition, when picking up your child from their classroom it is important to always give your child the attention they need and be given full supervision at all times.

Hours Of Operations

Southwest Ranches Christian Academy is open from Monday to Friday from 7:00 am - 6:00 pm

We are closed on the major Holidays listed on the Parent handbook. For your child's safety and for others we ask for all Parents to supervise their child at all times.

Playground Policy

Parents please be aware that not all playground equipment is appropriate for all children. Because all playgrounds can cause some challenges and because children can be

expected to use the equipment in unintended and unanticipated ways adult supervision from our staff is required at all times. For the safety of all our children the Playground will be closed for everyone when teachers are not present on the playground and during after hours.

Southwest Ranches Christian Academy Mission and Vision statement

“Quality care and Academic Excellence in a Christ-Centered Environment”

Our focus has been to spread the Word of God on a daily basis. We are thankful for the opportunity to minister to families of diverse cultures and backgrounds. Many of our parents have expressed that our school has a warm and tender environment that they can feel from the moment they walk into the door. We believe that they can feel the constant presence of God in every classroom. You will hear the children singing, praying, and reciting their Bible verses at all times of the day. Children express their love of God in a special way through daily devotions and weekly chapel service. As the children grow in their knowledge and love for God, they will share their joy with their families.

We believe that all people are created equally by God; therefore we do not discriminate against, race, sex, color, ethnic or national origin. As a Christian Preschool we require our teachers who are active in the ministry of their respective churches. SRCA students from infants through Pre-kindergarten are given love, respect, praise and understanding and are taught and cared for in a positive christian atmosphere, which fosters happy and healthy children.