

Parent Handbook 2017-2018



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ALL THE CHILDREN OF THE WORLD ACADEMY

PARENT HANDBOOK

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1. Mission Statement

The mission of **All the Children of the World Academy (ATC)** is to partner with parents to love and educate children about God and their environment in preparation for the future. Children in our school will learn and play while building a foundation for life. Our approach is active learning where children utilize their five senses. A strong academic foundation is achieved in creative and intrinsically motivating ways.

Values Statement

- a) **Children** - As our name suggests, we believe that *all children of the world* are valuable, precious and uniquely created by God. Therefore, we work with children in a way that uplifts and encourages them.
- b) **Early Childhood** - We believe early childhood is a distinct and critical stage of development for all children. So we embrace this journey of early childhood by intentionally crafting our classroom setup and activities to address the needs of the whole child.
- c) **Integrated Faith** - We are a Christian school that weaves faith into the classroom and curriculum. Our routines, transitions, snack times and more, support the emergence of teachable faith moments. We welcome non-churched or non-religious families at ATC.
- d) **Cultural Depth** - The ability to cherish our own cultural roots, as well as learn about the cultures of those around us is a very important skill in our world. At ATC, we make learning about cultures, languages and customs an ongoing occurrence.
- e) **Parents and Family** - We recognize the importance of parents and family in the development of a child. We seek to support and encourage parents in their role and offer enriching opportunities for families.
- f) **Accessibility of Staff** - We embrace our role in reflecting God's intense delight in children through quality interactions that are personal, individualized, and that reflect our deep interest and sensitivity to each child.

2. Philosophy Statement

“For you created my inmost being;
You knit me together in my mother’s womb.
I praise you because I am fearfully and wonderfully made.”
Psalm 139:13-14

Psalm 139 leads us to understand that each child at ATC is a unique individual, fearfully and wonderfully made. Our staff makes every effort to get to know each student and celebrate his or her distinctive background. Each teacher strives to create an environment that will help each student to learn. We encourage each child to step out and try new things, and while providing support and encouragement, to help them thrive in their discoveries.

Principles that shape our philosophy:

Rich Learning Environment – The teacher is the architect of the classroom and gives thought into how it is arranged and supplied. The environment is flexible and changes to support the current theme or planned activities. Real life activities or new items are added to the classroom to peak interest and engage creativity.

Children’s Literature – The teacher incorporates high quality children’s literature into daily lessons. Literature can be the launching pad for the daily theme or curriculum content. As a resource, a list of quality literature is contained in the Ohio Early Childhood Content Standards.

Process Driven – We value learning through exploration and discovery. Children are able to be creative and learn in personally relevant ways. We try to go beyond projects where children simply re-create a sample or follow step by step procedures. Teachers guide students by asking good inquiry questions and encourage children to make connections.

Communication – The teacher strives to establish a proactive method of communicating with parents about the classroom happenings. This could be in the form of a newsletter, emails, class calendar or letter home. The teacher regularly communicates with students individually and as a larger group. This enhances students’ verbal skills and articulation. The teacher also shares about class explorations by posting lesson descriptions and student creations in the hallway.

Documentation – The teacher will document the growth of each student throughout the year. This can take the form of a portfolio, a monthly journal, or other compilation of work. This documentation could contain photos, writing samples, art projects, written expression of a child’s verbal response or other samples of classroom adventures.

God’s Love – Everything that we do at ATC falls under the umbrella of showing children that they are loved by God and can trust in Him. We seek to regularly express to them the love of God in tangible ways.

3. Discipline Policy

The name of our school comes from a line in the old Sunday School song...

“Jesus loves the little children, all the children of the world.”

With Christ as our example, we view the children in our care with love. Loving guidance is at the foundation of our discipline policy. Our teachers take time at the beginning of the year to train their students about school routines and how we behave and participate at school. They also teach the children about the “two R’s” – Respect and Responsibility. We want our students to *take care* in how they treat each other and the materials they use at school.

Our response to disciplinary challenges:

- a) **Verbal Interaction** – The teacher uses words to help the child know what to do. The teacher may correct, instruct, teach, or assist the child in working out the problem. She may simply remind the child about what is expected.
- b) **Distraction/Removal** – The teacher may change the activity or ask the child to get involved in something else. The teacher may remove the object causing distress.
- c) **Natural Consequence** – The teacher may have the child experience the natural consequence of what has happened. The child may “fix it” by cleaning up the mess, picking up the toys, or apologizing to their classmate.
- d) **Time Out** – The child may miss the current activity or some recess time in a “time out”. Time out is usually the same number of minutes as the child’s age. A three year old would sit in time out for 3 minutes, etc.
- e) **Call the Parent** – If the behavior problem is repeatedly interrupting the class or if the incident was sufficiently severe, the child will be referred to the Director (or other staff member) and we will call a parent to discuss the situation.
- f) **Sent Home for the Day** – In certain circumstances we may ask the parent to come and retrieve their child from school for the day. This usually happens when a child is over stimulated, over tired, or just not able to cope.
- g) **Conference/Behavior Plan** – In persistent cases we will schedule a conference with the parents and make a behavior plan to better handle issues.
- h) **Removal from School** – In rare cases when the child’s behavior does not improve and is affecting the class atmosphere, All the Children of the World Academy reserves the right to remove the child from school.

Special Needs Assessment: On occasion, the staff of ATC Academy will refer a family to their local public school for a Multi-Factored Evaluation (MFE) that will determine if the child has a special need. This is a very helpful evaluation and will give the parents suggestions for handling their child’s special needs.

ATC’s staff and students demonstrate respect for one another. We initially ask God for help when dealing with an unfamiliar or difficult situation, and then deal directly with the person/people involved in the situation. Behavior management strategies differ according to each teacher but are never demeaning to the children. Redirection, separation, discussion, and praise for appropriate behavior are techniques used frequently in these situations. Staff members will take extra time at the beginning of the year to consistently train students in routines and proper behavior.

Discipline Policy – Continued

Ohio Department of Education Discipline Standards:

The discipline techniques utilized are limited to those which are approved by the Ohio Department of Education as outlined below:

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - No discipline shall be delegated to any other child.
 - No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - Techniques of discipline shall not humiliate, shame, or frighten a child.
 - Discipline shall not include withholding food, rest, or toilet use.
 - Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
 - The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.
- (F) No child is ever to be left unsupervised.

4. Severe & Inclement Weather Policy

Snow Days:

All the Children of the World Academy will be closed whenever Westerville City Schools close for severe or inclement weather. See the local television and radio channels for current Westerville City School closing information. We will also post the information on our website (www.atcacademy.org) as soon as possible.

PM Snow Days:

When Westerville City Schools cancel PM kindergarten due to incoming weather, then ATC Academy will also cancel PM preschool classes.

Delay Days:

When Westerville City Schools has a **two hour delay** (or one hour delay), ATC Academy will be **open at 9:00 AM** as usual.

Outdoor Recess:

When school is in session, ATC Students will go outside most days, even in the winter. Please make sure you dress your child accordingly with hats and mittens/gloves. On occasion, we will utilize the multi-purpose room for large muscle activities, but it is best to assume we will be outside for recess daily.

5. ATC Administrative Contacts

Jeff Dybdahl, Pastor of Northside Fellowship & Superintendent

dybdahlj@northsidefellowship.org
(614) 890-8985 ext. 11

Jill Kindall, Director of ATC Academy

kindallj@atcacademy.org
(614) 890-8985 ext. 15

Penni Grover, Student Enrollment & Fiscal Secretary

****Help with tuition, student forms or records:**
groverp@atcacademy.org
(614) 890-8985 ext. 27

Kiosk Greeter & Student Attendance

Jenny Kennedy (M/W/F)

Jenny Nickel (T/TH)

****To report an absence:**
atcoffice@atcacademy.org
(614) 890-8985 ext. 17

6. Arrival & Dismissal at ATC

Arrival:

We endeavor to begin each day promptly. Morning students may arrive between 8:55 AM – 9:05 AM. Afternoon students may arrive between 12:25 PM – 12:35 PM.

- Preschool students need to be walked to the door of their classroom by an adult.
- Kindergarten students may enter the building and go to their classroom independently.

The opening circle time is very important for the children, an essential part of the day. When children are late, it can be disruptive to other students and can trigger unnecessary anxiety for those who have difficulty separating.

Dismissal:

All parents pick up their children from their child's classroom door. Again, we ask that you make every effort to be on time (11:45 AM or 3:15 PM) for pick up. At morning pick up time please be aware that the teachers have very little time to eat lunch and prepare for the next class.

7. Separation Anxiety

Research shows that the best way to handle separation anxiety is to establish a brief drop off routine. This routine may include an affirmation or kind word to your child, reminding him/her of your return, a brief good-bye hug, and a confident quick exit. Separation anxiety may occur (or re-occur) now and then. In this situation, our experience has shown that giving your child confidence is the best thing that you can do for them.

Finally, we ask that parents not linger in the classroom at the beginning of class. This can shorten instruction time, take the teacher's focus off of the children, and cause anxiety in other classmates. Please make an appointment, see your child's teacher after class, write a note, or send an e-mail if you have something to discuss that will take more than a quick response.

ATC Policy on Separation: At the beginning of the school year, all children are in the process of adjusting to a new class, and we make every attempt to smoothly establish a peaceful classroom environment. Occasionally there are children who are not ready or prepared to separate successfully from their parent or guardian. We hope that a child is able to participate in class by the end of the third drop off day. It is not conducive for instruction to allow a child to be loud and disruptive in class for more than 45 minutes. The ATC Director may require that parents wait until a later date to begin school for their child if this is the case. We will work with each family on a case by case basis.

8. Bathroom Independence

Children attending All the Children of the World Academy must be able to use the bathroom independently. A child who wears "pull-up" training pants is not considered potty trained. Accidents happen occasionally to many young children; however, if a child continues to have accidents, the ATC Director may require the child to wait until a later date to begin school. Parents may continue to pay tuition and "hold" a spot until their child is ready to successfully manage going to the bathroom.

9. Volunteer Participation

We encourage volunteer participation in the classroom. We ask that before coming, you check with the teacher so she can plan her day accordingly. ATC Staff will be happy to share with you how you can be of assistance to them. We regret, however, that we cannot accommodate siblings when you are volunteering in the classroom.

10. Illness or Accident Procedures

Your child **MUST** be kept at home if he/she experiences **ANY** of the following symptoms.

Symptoms:

- Diarrhea (more than one abnormally loose stool in a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound
- Sore throat
- Vomiting
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees or higher
- Untreated infected skin patches
- Unusually dark urine or gray/white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation

Your child must be fever-free for **at least 24 hours** before returning to school.

Posting of Communicable Disease: In the event of a communicable disease within ATC (pink eye, croup, lice, hand-foot-mouth, strep throat, whooping cough) we will post a sign at the Kiosk to inform you.

Student Illness During the School Day: If your child experiences any of the above symptoms while at school, we will call each parent to make arrangements for pick-up. If we cannot reach either parent we will proceed to the emergency contact numbers. Please notify the office with any changes that occur to your emergency contact information during the school year.

Absence Reporting:

If your child will be absent, please notify the kiosk staff at (614)890-8985 ext. 17 as soon as possible. When you call, please leave the following information:

- Your child's name
- Classroom teacher
- Symptoms he/she is experiencing
- Any possible diagnosis (if you have seen a doctor)

School Incidents:

If your child is sick or has an injury during the school day, we will call each parent and then proceed to the emergency contact numbers. In both cases, you will receive an Incident Report detailing what occurred. As always, if there is an emergency we will call 911 immediately.

11. Food Allergy Policy

All the Children of the World Academy recognizes the significance of life-threatening food allergies and young children. We seek to work with families to create and implement a plan that manages allergies well for students while they are in our care. According to the American Academy of Allergy Asthma and Immunology (*Food Allergies and Reactions*, 2006), there are six foods which cause 90% of food allergy reactions in children: milk (dairy), peanuts, soy, egg, wheat, and tree nuts. With this as the backdrop, below is our approach to serving families who have a child with allergies.

Family's Participation

Notify the school of your child's allergies on the health form.

Work with the school team (teacher, director, lunch and before/after care staff) to develop a Health/Medical Plan that accommodates the individual needs of your child. This plan will determine how we will manage snack time, lunch time, and before/after care snack, and special events involving food.

Provide written medical documentation, instructions, and medications as directed by a health care provider, including an Administration of Medication form, if needed.

Include a photo of the child along with the school health record paperwork.

School's Responsibility

Review the health records submitted by parents and health care providers. Collaborate and sign the Health/Medical Plan determining protocols for each individual student.

Train staff in allergy management including: allergens, recognizing symptoms, emergency response, and eliminating the use of food allergens where possible (and/or providing an alternative).

Appropriately store each student's emergency medications in our easily accessible secure location. At ATC, we store medications in a locked file cabinet in the main hallway, with multiple sets of keys available.

To be diligent in recognizing symptoms early and thereby providing rapid interventions which are vital to student survival during anaphylactic shock.

Train and monitor students not to share food or beverages.

Perspective

At ATC, we want students to be included in all school activities, therefore we look for ways to avoid allergens in class activities and/or substitute creatively. We will look to protect students while maintaining a social connection (i.e. not sitting at a table alone). Similarly, we take a balanced approach, giving consideration to the needs of students without allergies as well.

Overall, education and planning are the keys to establishing and maintaining a safe school environment for all students. Cooperation and collaboration between the school and family is the best approach to a successful allergy management plan. Please contact the ATC Director if you have questions or need further information.

12. Forms for Health Management

Administration of Medication Form is used if your child needs to receive medication during the school day. It requires a parent signature for over-the-counter medication and a doctor's signature for prescription medication. This form is needed to leave an Epi Pen or Benedryl at school. We will keep a written log and send home notice each time we administer medication.

Health/Medical Plan Form is recommended if your child has an ongoing health condition that requires specific care or may require a medical procedure. This form requires a signature from parents, teachers, and administration for the agreed upon protocols.

Both forms may be downloaded from the website or picked up in the school office.

13. School Safety Procedures

The doors at ATC remain locked and require visitors to buzz and speak to the office in order to be admitted. During transition times, the doors will be unlocked and monitored by a staff member.

During both drop-off and pick up times, parents will gather in the foyer until an ATC Staff member signals that the hallway is open for transition time. Parents and visitors seeking to volunteer or visit classrooms outside of transition time must sign the log book at the kiosk and receive a visitor pass.

Dismissal Authorization: Parents fill out a Dismissal Authorization form online at our website indicating specific adults whom are authorized to pick-up their child. Individuals wishing to pick up a student must be listed on the Dismissal Authorization and be prepared to show a valid photo I.D. to the teacher. Parents may modify their list in the school office.

Required Drills: ATC complies with all Ohio Department of Education guidelines. Inspection reports are available to view in the office. We conduct monthly fire drills and periodic tornado and safety drills*, per state requirements. Our Emergency Operations Manual and School Floor Plan are filed with the Attorney General's Office annually.

*Safety Drills may practice the following procedures: lockdown, barricading, evacuation, or shelter-in-place.

Parking Lot Safety Guidelines: In an effort to create a safer and less stressful experience at drop off and pick up, we ask that you observe the following guidelines:

- Enter and exit parking lot slowly and with care.
- Drive only in the aisle; do not cut across parking spaces.
- Fill the parking lot spaces in order of arrival, starting with the row closest to the driveway and proceeding to the row closest to the bike path.
- Park vehicle facing the bike path/woods, pulling through slots if possible. This will allow many people to enter and exit without backing up.
- Feel free to leave spots between cars for ease of doors.
- Be aware of small children; refrain from cell phone use in the parking lot.

Keep in mind that some vehicles are larger than others which can make passing along the driveway and aisles tight. Please do not allow the pressure to arrive on time to compromise safe driving. Students are not actually tardy to ATC until 9:10 AM.

14. Field Trip Policies:

Field trips are utilized to provide an outside experience of enhanced learning. There may be a small fee for field trips such as the apple orchard, pumpkin patch or zoo. Your child's teacher will send home information and a permission slip about field trips. Your child may ride with another parent or the teacher as long as they have your permission and an appropriate car seat. No child under 4 years old AND 40 pounds may ride without a car seat on a field trip. We really encourage parents to attend field trips with their child.

Walking Trip:

A permission slip for walking to nearby locations is online at atcademy.org in student forms. ATC Students may walk with their class to Feridean Commons, the assisted living facility located next door, to deliver valentines or for other class projects. Occasionally, classes will walk down the nature trail to study habitats or plants or just to take in a nice day. Some classes have even walked to the Genoa Fire Department for a tour.

15. Before & After School Care

Hours of Operation:

Before Care operates on school days from 7:45 AM - 9:00 AM.

After Care operates on school days from 3:15 PM - 5:30 PM.

Both are designed to give parents the flexibility of quality childcare beyond the school day.

Procedures & Snacking:

Before Care – Parents sign-in at the Kiosk and then drop-off to Before Care teacher.

Students may pack a snack or breakfast foods to eat at Before Care.

After Care – Students are signed-in to After Care by their classroom teacher. Parents pick up and sign-out in the same After Care Log Book. ATC provides a snack at After Care each day.

Schedule for Billing: Before and After Care billing is calculated on a monthly basis. At the end of each month, Before & After Care attendees will receive an invoice containing the charges for the month. Payment is due by the fifteenth of the following month.

Pricing: After Care costs \$14 per day or \$7 if picked up by 4:15 PM. Before Care costs \$7 per day no matter what time your child arrives.

Additional Information: Children who attend both Before Care and After Care will be charged for each session they attend (ie: a charge for morning and evening will apply).

The maximum monthly fee is \$210.00 per student.

If two children from the same family attend Before or After Care on the same day, the second child receives a 50% discount on the regular fee.

After School Programs: Occasionally, ATC will offer special after school programs such as Cheer-Up and Soccer Fun. Flyers will be sent home announcing these events.

Late Pick Up: There is a \$7.00 charge for late pick up. In the morning, children who are not picked up by 11:55 will be waiting in the office. In the afternoon, children who are not picked up by 3:25 will be waiting for their parents in After Care.

16. Snack Information

Your classroom teacher will provide a snack calendar and a class list so that you will know when to bring snacks for the class and how many snacks to provide. Children need to re-fuel after playing, and healthy snacks are an important part of their day.

Healthy Snacks:

The Ohio Department of Education requires in their Rules for Licensing that our snacks be nutritional, regularly containing Vitamin C and Vitamin A, and from two different food groups.

The rule reads: A choice from two of the groups listed below must be served for snack:

- Meat/ meat-equivalent group
- Bread/ bread – alternatives group
- Milk Group
- Fruit/ Vegetable group

We are asking that you consider this requirement when choosing what snack you will share with your child's class. The staff brainstormed a list of popular snacks to give you some ideas.

Here are some suggestions:

Orange slices* and popcorn
Cheese sticks and strawberries*
Carrots^ and goldfish crackers
Milk (half gallon is plenty) and graham crackers
Grapes and pretzels
Cheese cubes and crackers
Lunch meat on mini buns
Yogurt and clementine slices*
Meat and cheese roll-ups
Turkey/ham cubes and pickles
Melon balls^ and Cheez-its
Grape juice and Teddy Grahams

Vegetable Ideas: celery, carrots, cherry tomatoes, cucumber, broccoli, snap peas

Fruit Ideas: sliced apples, kiwi, strawberries, orange slices, watermelon balls, cantaloupe or melon pieces, blueberries, bananas (cut, with peel on)

***contains Vitamin C**

^contains Vitamin A

Snacks & Allergies:

We request that you refrain from sending in snacks that contain peanuts or peanut butter. We are seeing an increase in the number of children with peanut allergies and some of these allergies are so severe as to be life-threatening. Please be aware of the potential danger of cross-contamination. For example, if a preschool snack is cut on the same cutting board that was used to make a peanut butter sandwich then the food that is sent in may contain peanut particles.

Please note that Kindergarten students pack their own individual snacks daily.

17. Lunch Procedures

ATC full-day students will have lunch in the lunch area and then go directly to recess. Check with your child's individual teacher for lunch schedules and times. We welcome parents to come and join us for lunch and recess. Students do not have access to a refrigerator or microwave. Please pack lunches accordingly. In the past we have had parents organize special lunches (i.e. Thanksgiving turkey, pizza, Christmas potluck). We are open to volunteers who might like to plan and coordinate a lunch. Occasionally, we have collected money from students to cover the cost of a special hot lunch.

18. Lost & Found

All lost items are placed in the Lost and Found Box located in the hallway closet that houses the teacher mailboxes. If a very valuable item is missing, please notify a staff member.

19. Parent-Teacher Fellowship

The Parent-Teacher Fellowship (PTF) plays a significant supporting role to the school. Each year the PTF brings in several special events for the children such as theater, science specialists, entertainers, or animals. The PTF meets monthly to plan and implement activities and fundraisers throughout the year. Please consider how you can lend support to this vital school group.

20. ATC Governing Board

All the Children of the World Academy is under the direction and guidance of a governing board. This board is made up of five members of Northside Fellowship Church. The governing board meets monthly to handle ATC business and to oversee the budget and program. The ATC Governing Board meetings occur the first Wednesday of every month at 4:30 PM in the lunch area. These meetings are open to the public. All parents are welcome to attend.

21. Ohio Department of Education

All the Children of the World Academy is under the jurisdiction of the Ohio Department of Education. The Preschool is licensed by ODE and the Elementary Program is chartered by ODE. If you have a concern about our program that has not been resolved after bringing it to the attention of the teacher, School Director, and ATC Superintendent, you have the right to call the ODE Ombudsman at (614) 466-0224 or (877) 644-6338.

22. Communication

Communication is an integral part of ATC's philosophy. Parent teacher conferences are planned two times per year and additional conferences can be scheduled as the need arises.

Kindergarten students receive Progress Reports four times per year. Preschoolers receive them three times per year (October, February, and May). Teachers can be reached at their individual e-mail addresses or by leaving a note in the staff mailboxes. ATC PTF sends out school-wide e-mails with upcoming events and additional important information. If you have any questions, concerns, comments or ideas, we relish the opportunity to hear your suggestions and improve our program.

The ATC PTF publishes a yearly student directory for your convenience in contacting classmates. Please distribute birthday invites to the **entire** class or through the mail if you are inviting only a portion of the class. Thank you!

23. Non Discrimination Policy

The Governing Board of All the Children of the World Academy, located at 6841 Freeman Road in Westerville, Ohio has adopted the following non-discriminatory policies: All the Children of the World Academy recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, gender or ethnic origin in any of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. All the Children of the World Academy does not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

24. Dress Code

Preschool Dress: Preschoolers do not follow a dress code, however we ask you to be thoughtful in the way that you dress your child. The children will often use materials that are messy so please don't dress them in their best clothing. Please send them to school in play clothes that they are able to manage. Clothing needs to allow your child to use the restroom easily and without assistance. Shoes need to be sturdy enough for active play. Slip-on shoes or Velcro shoes may be a good choice if your child is not yet able to tie laces. Sandals that are designed to stay on during play are acceptable. We ask that no child is sent to school in "flip flops".

Younger children may need an extra outfit in a Ziploc bag with your child's name on it in case of an accident. This bag can remain in your child's book bag unless it is needed.

Kindergarten Dress: Kindergarteners observe the following dress code daily:

Tops

- Round collar blouse, short or long sleeved – white, yellow or pink
- Oxford button down shirt, short or long sleeved – white, light blue, yellow or pink
- Polo type knit shirt, short or long sleeved – white, red, navy, light yellow or pink
- Turtle neck – white, red, navy, light yellow, pink
- Cardigan sweater, v-neck or crew neck – white, navy, red or yellow
- Pullover sweater, v-neck or crew neck – white, navy, red or yellow
- Vest, v-neck or crew neck – white, navy, red or yellow
- Sweatshirt w/ATC Logo – white, navy, red or yellow
- T-Shirt, short or long sleeved, worn under sweater, vest or jumper – white, navy, red or yellow (note: t-shirt must have logo to be worn separately)
- Any ATC Logo t-shirt or school offered design (screen printed)

Bottoms

- Dress slacks, fine twill (no cargo type) – navy or khaki
- Walking shorts, fine twill – navy, khaki, or ATC plaid #55
- Girls skort or skirt– navy, khaki, or ATC plaid #55

Jumpers – any type

- ATC Plaid #55 (hunter/classic navy plaid)
- Navy or khaki

Shoes, Socks, Tights – no uniform requirements. No flip-flops, please.

Suppliers:

→ Educational Apparel (800)776-3034; www.educationalapparel.com; Located at 3906 Brown Park Dr., Hilliard, OH 43026. Local supplier of all uniform needs including logo items and ATC plaid.

→ Landsend (800)469-2222 www.landsend.com/school; ATC School #9001-2247-4
Returns can be done locally at Sears.

→ Local Stores offer general uniform items that may be worn at ATC.

25. Fiscal Policy

All the Children of the World Academy depends on timely paid tuition for funding. If tuition is not paid, or not paid on time, this creates financial challenges for the school. Therefore, we are required to maintain the following policies:

- Tuition is due on or before the 1st day of each month. Our annual tuition is divided into 10 equal payments for ease of calculation.
- The first payment is the deposit, which confirms placement in our program, followed by nine monthly payments September-May.
- Monthly tuition payments received after the 4th of the month are subject to a \$20 late payment fee.
- If a child does not attend class for any reason, but continues to be enrolled in his/her class, tuition must still be paid.
- If a child withdraws from the school, there will be no refund for those paying tuition on a monthly basis. For those who have paid tuition on an annual basis, a refund prorated to the end of the month will be given.
- If a child withdraws before the school year begins we will refund the deposit less \$50 if and when we fill the opening.

ATC's Action Plan for tuition in arrears:

- a) A reminder sign at the Kiosk
- b) A three (3) day grace period before a \$20 late fee is assessed
- c) After grace period, an invoice including \$20 late fee in child's classroom folder
- d) A formal letter requesting payment due
- e) All the Children of the World Academy reserves the right to dismiss the child and take action to recover uncollected funds.

26. Enrollment Policy

ATC Academy accepts Early Enrollment Registration from current and past ATC families and Northside Fellowship families, and Open Enrollment Registration for families new to ATC. Registration takes place starting at the end of January, check the ATC website for specific dates. All registration forms will be processed on a first come, first served basis. Each registration form for enrollment must be accompanied by a \$40 non-refundable registration fee.

Families will receive a letter from the school containing each student's placement in the program. The first tuition payment is due within two weeks of receiving this letter of acceptance. The first tuition payment serves as a deposit to assure placement. If you choose to withdraw your child after the deposit is paid, the deposit may be refunded less \$75.00 for preschool and \$150 for kindergarten. This refund will occur only after replacement for the spot has been secured, and provided this replacement has been found before school begins. Deposits will not be refunded after the first day of school.

Please understand that this policy is designed to ensure that the school is able to meet its financial commitments and to better serve families that are on our waiting list.

27. Teacher Request Policy

ATC strives to recruit, hire, and train a highly skilled and compassionate staff. We seek to place students into well-rounded classes by giving consideration to factors such as age, gender, and individual needs. For this reason we ask that you do not request a specific teacher. We do, however, welcome parent input regarding the special needs and characteristics of the child. If such a need is indicated, please submit in writing an explanation of what unique qualities need to be considered when placing your child.

28. Age Requirements for Entrance

ATC has adopted August 1 as the date by which a student must be age 5 to be admitted into our Kindergarten program. Families that reside in a local public district with September 30 as the entrance date and whose child will turn 5 between August 1 and September 30 may request special consideration for ATC Kindergarten. Upon request, we will meet with the family, administer a Kindergarten readiness screening, and then decide on an individual basis whether or not to grant an exception to our adopted entrance date.

This chart contains entrance requirements for each class:

Young Threes	Age 3 by January 1
Three-Fours	Age 3 by September 1
Four Plus	Age 4 by November 1
Four-Fives	Age 4 by September 1
Five Plus	Age 5 by November 1
Kindergarten	Age 5 by August 1