



Lighting the Way for Little Ones

“Train up a child in the way he should go,
and he will not stray from it.” – Proverbs 22:6

Parent Handbook and School Policies

Ablaze Christian Academy
Serving Children ages 6 weeks – 5 years

4901 S. 177th E. Ave. (51st & Lynn Lane)
Tulsa, OK 74134
(918) 248-1292
info@aca-ba.org

Hours of Operation:

Monday – Friday
7 am – 6 pm

Director of ACA Preschool: Kara Lowry
Assistant Director: Angela Tillotson
Office Manager: Abby Arenivas
Ablaze Church Campus Pastor: Tim Dreier

PLAY LEARN GROW DISCOVER EXPLORE

Mission Statement

Our focus at Ablaze Christian Academy is focused on the spiritual and educational needs of the children and their families. Together we work to meet each individual child's physical, emotional, and spiritual needs. We will provide a loving and nurturing environment for every child.

Each day the kids will be engaged in learning favorite Bible stories, talking about God's marvelous creation, and learning the importance and power of Prayer!

At Ablaze Christian Academy, we embrace the children's curiosity and wonderings. It is our hope to build our children's learning experiences within and outside of the classroom.

This Parent Handbook provides information about Ablaze Christian Academy and sets the guidelines for family expectations and participation. The information provided is extremely important and we ask for it to be read thoroughly by each family. By following our school policies and procedures, we will work together to cultivate a strong bond between home and school by providing the best care for each student in our school.

Hours of Operation

Our doors are open each day at 7:00 AM and close at 6:00 PM.

If you are unable to get your child picked up by 6:05 PM there will be a \$1 fee for each minute you are late past 6:05 pm.

To ensure that your child has a meal, please be prepared to have them at school by 10:00 AM to ensure they are accounted for. Please call 918-248-1292 and let us know if you will be coming to school after that time and your child will need a meal for the day.

School Holidays

ACA will be closed one full week in August and one full week between Christmas Eve and New Year's Day. The week in August will be used to get ready for the new school year and for teacher training. We are required by OKDHS to do 20 hours of professional development each year and we will use this week to fill those requirements.

We will also be closed one day in October and one day in March for our bi-annual Parent/Teacher Conferences. These are required by Oklahoma DHS and we will set up a time to formally meet with each family about their students' progress and development.

Birthdays

Birthdays will be celebrated at school on, or as close to, your students' birthday as possible. Each classroom will have a tradition and celebration that takes place on the designated day. This classroom tradition will be an exciting time where everyone in the class celebrates the birthday boy or girl and helps them to feel special.

Parents are welcome to provide a store-bought birthday treat for the entire class. These special celebrations can be arranged with the classroom teacher, but are not necessary or required. To ensure that no child is left out, if you are choosing to invite children from school to a party, please make sure to send an invitation to all kids in the class.

Snow Days/Inclement Weather

In the event of inclement weather, our school will be closed until the streets are clear and the safety of our students and staff is guaranteed. If school is closing for the day, we will update our Classroom Facebook pages, send a Procure message, and send a text message alerting parents to the school closure.

In the event school has to be closed due to inclement weather there will be no tuition reimbursement or credits offered as our normal school expenses will remain ongoing.

Cell Phone Free Zone

Out of respect for your student and their learning, we ask that you put all phones away during drop-off and pick-up times. This will allow you to talk to your student's teacher and interact with your child as you hear about their day.

Parent/School Communication

You will be provided with a daily sheet outlining what your child did at school throughout the day and Facebook postings. These sheets will help you understand what the class is learning, how your student behaved, and what you can do to work with them more at home. In our infant rooms, you will get details about how they ate and slept while they were at school.

We will also have Parent/Teacher conferences twice a year where we will sit down and share details about your students' progress and their development. This will be a time for detailed conversations surrounding their behavior, interests, and engagement while they are at school.

If you have any questions throughout the year, we have an open door policy! Feel free to come to the teacher, the director, or the pastor with any questions or concerns. It is not only our job, but our desire to work with you to meet your child's needs to the best of our ability.

Classroom Placement

Children will be placed in a class according to their chronological age and will remain in that class for the school year. However, depending on their developmental progress, they could be transferred or moved to the next classroom.

For our three and four year old programs, students will need to be potty-trained. Each classroom will have a child-sized toilet connected to the classroom for ease and convenience of students learning these skills. In our preschool rooms there is not a

place to change diapers, and our two-year-old teachers will work with the students to get them ready for this transition.

Children's Personal Belongings

Each student may bring a bag with a blanket and stuffed animal for nap time each day. **We ask that all other personal belongings and toys stay at home**, as we provide plenty of toys for the kids to play with while they are at school.

We also ask that you provide a change of clothes (shirt, pants, underwear, and socks – weather appropriate) in case of a spill or an accident. Whenever we utilize your extra clothes, it is your responsibility to replace them in their bag so they always have backup clothes at school.

Anything that comes to school from your house should be labeled with your student's name so we can guarantee we are sending it home with the right student. Blankets should go home each Friday to be washed and returned on Monday.

Play Clothes

The work of children is play, and therefore we will spend most our time playing and engaging in experiences with the world around us. Please send your child to school in clothes that you are okay with possibly getting dirty. We will try our best to protect their clothing as much as possible.

Breakfast/Lunch/Snack

Breakfast will be provided for the students each day. Breakfast will be served at 8:00 AM and will end at 8:45 AM. **Breakfast will not be served after 8:45 AM. Please make sure they have breakfast if entering the classroom after 8:45 AM.**

A well-rounded and nutritious lunch will be provided each day for our students. We will eat in our classrooms and the teachers will sit and model table manners and healthy eating habits for our students. We will encourage students to try all the food served to them, promoting healthy lifestyle habits. After lunch the students will be encouraged to help clean and ready the classroom for the next activity.

If special food or beverage is required due to doctor's diagnosis, religious or cultural reason, the parent will provide replacement food item.

Snack will be served mid-afternoon each day. If the family would like to provide a birthday treat for the class, arrangements can be made with the classroom teacher. According to OKDHS policy, any food being served to our students must be purchased from a bakery or the store and **cannot be homemade**.

Behavior and Guidance

This Behavior Management Plan is one we have made and agreed upon as a staff. We believe that it gives students multiple opportunities and strategies to overcome their undesirable behavior and reset and rejoin their group quickly.

1. Breathe and Assess
 - a. Is everyone safe?
 - b. Is this behavior worth acknowledging?
2. Acknowledge the student and the behavior you are noticing
3. Get on their level and STAY CALM
4. **Validate them and be present
 - a. Label their feelings
 - b. Remind them of the rule/appropriate actions
5. Redirect and Distract
6. Time IN
7. Readdress Behavior
8. Cool Down/Take a Break
9. Change the Scenery and get a Fresh Start
 - a. “Let us know when you are ready to come back to class or I will be back for you in 10 minutes. Can’t wait to see you soon!”
 - b. Affirm the relationship
10. If the undesirable behavior continues call Kara and Angela

**If student immediately starts another undesirable behavior we will start the Behavior Management Plan from Step 4

ACA School Rules

1. Love God and Love Others
2. Use Kind Words and Good Manners
3. Always Try Your Best
4. Keep Other Safe
5. Hands stay on Your Body
6. Stay Near a Teacher
7. Use Walking Feet

Positive Discipline

We will use positive phrasing and expectations when communicating with our students. As a class, we will work together to create classroom rules and expectations outlining how we should behave. (i.e., Use nice hands, use listening ears, walking feet inside, etc.) We will concentrate on the behavior we want from our students, not the behavior we do not want. Encouraging appropriate behavior puts the focus on praising and acknowledging the behavior we want to see most often from our students.

Natural and Logical Consequences

Natural and logical consequences are actions that happen because of a certain behavior. For example, if a friend is throwing Legos across the room, it is logical that they don't get to play for a while. Or, if we ask our friends to leave the lid on the paint bottles and the lids are removed causing all the paint to spill, it is natural that there is no more paint to use.

Redirection

Often removing a student from a particular situation or environment will correct the unwanted behavior. We will encourage them to move to another area of the classroom, belly breathing to calm down or spend time in the quiet area to redirect their behavior as often as possible.

Biting Policy

Biting is something that is unacceptable in a preschool setting. Oftentimes, biting is used as a form of communication and a means by which students express themselves. Biting is harmful to other students and teachers and will not be tolerated. This policy will guide us as we work to figure out what the biter is trying to communicate and will help us make sure everyone stays safe while they are at school. In a situation in which biting has occurred, both families will be notified of the incident but names will remain confidential.

When biting does occur: Our staff will work with the biter to develop better-coping mechanisms to express wants, needs, or frustrations. We will not punish or scare our students in any way when biting occurs. We will use calm techniques to communicate biting is not acceptable and help our students calm down and stay in control.

For the child who was bitten:

1. First aid is given to the bite. It is cleaned with soap and water.
2. If the skin is broken, the bite is covered with a bandage.
3. Parents are notified.
4. An Incident Report form is filled out documenting the incident.

For the child who performed the biting:

1. We will respond to the bite with a firm, "No. We do not bite."
2. The biter will be removed from the situation and taken to another area of the classroom.
3. We will talk to the biter about things we bite and things we do not bite.
4. Parents will be notified of the incident.

If the biting continues:

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 school days.
3. If a child once 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 daycare arrangements.
4. If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 school 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 daycare for the remainder of the day. This will not count towards the 2-day suspension.

Accident Reports and Biting Reports

We will keep written records of all accidents and biting reports, incidents, or injuries to a child while they are in our care. At the time of an event, we will give First Aid to the child and comfort them if they are upset. In addition, we will then fill out an Ouchie Report noting the context, situation, injury, and treatment given. The parent will be contacted to make them aware of the situation.

Sickness and Illness

Ablaze Christian Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home!

All preschool staff members and preschool children wash their hands upon arrival into the classroom each day as well as before snack and lunch, bathroom usage and wiping noses. Parents are asked to remind and supervise the children in washing their hands as part of their entrance routine. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Fever of 100 degrees Fahrenheit or higher (when taken in the armpit)
- Diarrhea (2 in one hour, or after 3, or loose or irregular stools)
- Vomiting
- Any rash or pox, excluding diaper rash
- Any eye discharge
- Head lice
- Severe or persistent coughing
- Any symptoms or signs that the child is severely ill and being at school is preventing them from recovering or resting.
- Hand, foot, and mouth – Child will not be readmitted to school until all sores are scabbed and closed

Any child demonstrating signs of illness will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school

activities, the parent will be called to pick up the child. The cot used will be washed and disinfected before using again.

A sign will be posted outside of the classroom to notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever or other symptoms. If they are not "symptom free" in accordance with Oklahoma Department of Health guidelines, a doctor's note will be required stating that the child is not contagious.

COVID Procedures

Follow updated CDC guidelines per doctor's recommendation. As of this time, the only reason we would shut down a classroom is if we do not have enough staff to cover. We will notify parents of any COVID exposure in the classroom. If this procedures change in any way, parents will be notified.

Medication, Sunscreen, and Insect Repellent

If your child is needing medication administered during the school day, parents must fill out an Authorization Form and turn it into the office. The medicine provided must be in its original container and labeled with the child's full name. We will follow the instructions on the bottle unless alternate instructions are provided by a physician. Medicine will return home daily, when the permission period ends, or when it expires.

Diaper cream is considered medicine, and we will also need parent's permission to administer it. Insect repellent and sunscreen are also considered medication, and classroom teachers can apply as needed when it is provided.

Peanut Free Center

In order to provide a safe environment for children with peanut allergies, our school has implemented a No Peanut policy. An allergic reaction to peanuts is among the most severe food induced allergic reactions. Peanuts are the most common cause of anaphylactic reactions, which can be fatal if not treated immediately.

To maintain an environment safe for all students in attendance, we have established the following guidelines:

- **ANY product containing peanuts, traces of peanuts, or processed on shared equipment with peanuts is NOT ALLOWED in our school.**
- All food brought for sharing must either be a whole food (i.e. whole fruit or vegetables) or come in a factory-sealed container with an ingredient statement. The Preschool Director or classroom teachers will review food labels prior to birthday celebrations. **Any item which contains or may contain peanuts will not be served.**

Security

To gain access to our building, each family will set up a PIN number they will enter in at the check-in desk upon arrival and exiting each day. This PIN number will check your

student in and out each day. At this point you will be buzzed through a set of security doors and allowed access to your classroom.

If someone will be picking your child up, it is your job to provide the school with their name and contact information. They will need to show their ID to the front desk before students will be released to their care. In case of emergency, parents may call the school during the day to add a name to the pick-up list provided they were unable to add it previously. This information will be entered into a log, and it will be the responsibility of the parent to add them to their pick-up list as soon as possible.

As an extra means of safety and security, our school will follow the DHS Licensing Guidelines and will keep the school at the highest standard required by OKDHS.

Staff Trainings/Certifications:

Staff members have been trained in child abuse recognition, first aid, communicable disease and CPR. In the case of minor accident/injury, staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding the proper course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available records. Staff may not transport children in their own vehicles. Only parents or EMS will transport.

Mandatory Reporting of Child Abuse

It is state law that childcare staff reports any suspicion of child abuse. If your child has had an accident away from our program, please report this to your child's teacher upon arrival at Ablaze Christian Academy.

Our school will comply with and follow all OKDHS guidelines and procedures. We will keep our compliance file in the lobby for you to view at your convenience.

For our Infant Program

Thank you for trusting the care of your little one to the staff at Ablaze Christian Academy. We promise to work hard to provide and meet all the needs of your child and will happily accommodate any requests you may have. We will feed them formula, breast milk or food provided by you to meet their personal needs.

- Parents will provide milk, formula, or necessary food items each day.
- All food items will be brought to school ready to be fed to their child. (i.e., formula will be mixed, milk will be defrosted, etc.)
- All food items will go home at the end of the day.
- All bottles and cups will be labeled with first name and last name (colored tape will be provided at school).
- Any baby food jars provided should not have been previously used and all baby food should come sealed and ready to serve.

-Bottles of formula or milk will be refrigerated until ready to use. We will warm them in a bottle warmer and test the temperature before giving it to your baby.-If bottles come to school unlabeled we will be unable to offer it to the child unless a parent identifies it.

** Please do not send candies, gum, marshmallows, raw carrots, celery, raw peas, whole grapes, nuts, seeds, popcorn, or chips as these are considered choking hazards for our little ones. We are a peanut free school, so please do not bring peanut butter or peanut products for your children. We will cut up any food into small pieces no larger than ¼ inch cubes.

Infant Safe Sleep

Infant safe sleep practices will be followed to ensure all of the children in our care are safe while resting. These practices include the following procedures:

- No infant will be swaddled, unless a parent requests and provides doctor's permission
- Infants sleep in their assigned crib only, with the side fully raised and secured
- Infants sleep directly on a tight-fitting sheet covering the mattress
- Only pacifiers without attachments to them are in the crib along with the infant
- No blankets, stuffed animals, or other items will be allowed in the crib
- Can bring sleep sack

Breast Milk

Breast milk should be labeled with the child's full name and the date expressed. It is stored for no more than 24 hours in the refrigerator when thawed, five days in the refrigerator when defrosting, and three months from the expression date in the freezer. Breastmilk will be refrigerated or frozen until right before feeding. Breastmilk bottles served to a child is not reused after one hour from serving.

Tuition Payment

Tuition is due on or before the first of each month. If unable to make a payment on time a \$30/monthly or \$15/bi-weekly late fee will be applied to your account. If your account is not paid in full by the 10th of the month (payments are made once a month) or on the following Wednesday after sent invoice (payments are made semi-monthly), your child will be suspended until the account is paid in full. If payment is not received by the end of the month or 3 late payments have been made, your child will be replaced by the next child on the waitlist.

You will need to pay the full month of tuition regardless of the number of days your child attends (due to sickness or to school closures).

The amount of tuition is dependent on the class the child is enrolled in, not on their specific age. Class placements are subject to change based on enrollment, but any decision about your student moving classes will be one you are involved in.

If your family chooses to enroll in auto-pay, you will be given two additional vacation days every year.

In the event of insufficient funds or a bounced check there will be a \$50 fee automatically added to your account. This will need to be paid within 5 days.

In the event Ablaze Christian Academy is not paid for the services rendered up to the termination date, Ablaze Christian Academy reserves the right to give a written notice. At this time, we will be forced to file a claim in Small Claims Court and report you to the local credit bureau unless we are paid immediately.

Late Pick-Up Policy

Children are expected to be picked up by 6:00 pm each day. If you are running late, please notify the school so provisions can be made. There will be a grace period of 5 minutes, but at 6:06 pm there will be a late fee charge of \$1 per minute added to your account. We will send home a paper notice of the amount you are being charged and we will automatically add the late fee to your account on Sandbox.

Withdrawal

If a family is choosing to remove their child from ACA, they will need to notify the front office by filling out the Parent Termination Letter. This will allow time for the school to find a replacement and will give the classroom teachers plenty of notice. If you withdraw before the two-week warning, you will be expected to make payment for the two weeks until the withdrawal period is over.

Vacation for Full-Time Program

Per the ACA School Board, Vacation Days will no longer be redeemable to families after January 1, 2025.

Each family who attends full-time, five days a week will be given 10 days of vacation per year where tuition payments will be waived. These vacation days may only be used in five days increments or less. Families may choose to use these vacation days during the weeks in August and December when the school is closed, or at another time throughout the school year. Part-time families will receive 6 days if child attends 3 days a week and 4 days if child attends 2 days a week.

If a family will be using their vacation days it is their responsibility to alert the office at least a month prior to when they will be using them. **Vacation days will NOT be added to previous months. Unused vacation days will be lost at the end of the calendar year.**

If you decide to take out your child for the summer, or take a long-term vacation, there is no holding fee and we cannot guarantee a spot until our year begins or when Broken Arrow Public Schools Pre-K program is in session.

The number of vacation days you receive depends on the number of days enrolled and when you begin attending. See chart below for more information.

If Student Starts/Attends	Start January 1- July 1	Start July 2 – December 31
Full-Time (5 days/week)	10 vacation days	5 vacation days
Part-Time (3 days/week)	6 vacation days	3 vacation days

Part-Time (2 days/week)	4 vacation days	2 vacation days
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Immunization Records

Our facility requires for all children to be immunized and be up to date. We do not accept exemption forms. We are required by Oklahoma DHS to have a current and up-to-date immunization record on file. It is your job to get a copy of the record from your doctor after a visit and give a copy to the school as soon as possible.

Fire Safety, lockdown, and severe weather safety:

Safety drills will be a part of the ongoing educational program. Fire drills and tornado drills will be held monthly at varying times/days. Staff members will be responsible for removing children from the building in case of emergency. Evacuation plans are posted in each classroom, entry way and in the attendance book, which is kept by teachers at all times. Severe weather drills are also completed throughout the school year.

Each classroom will have an emergency plan in case of an intruder or other emergency that would require a lock down within the school. We will practice getting into our "safe place" within the classroom periodically throughout the school year. If our building should lose heat, power, water, or some other emergency should occur, parents would be contacted as soon as possible to come and pick up their child. The first system of contact will be Facebook, as we are able to reach all parents at once. If a parent has not signed up for our Facebook groups, then a phone call will be made to the phone numbers that we have on file for the parent. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information (copies are kept in the attendance books, which remain with teachers at all times).

*Big room is built to withstand winds up to 150 mph winds (~ an F3 tornado).

School wide emergency:

Should we need to evacuate the building, the emergency destination would first be the curb at the back of the parking lot for the school. All classes would meet in this location to be sure that all persons are accounted for. If we need to leave the premises, information on where the group has been taken for relocation will be posted on the door of the center. The Director will inform the Red Cross personnel at the relocation center of the children's presence so the media can be notified. If possible, parents will be called. Children will be released only to persons authorized for pickup under normal center operations. Children will be signed out on a record sheet when they are picked up.

2024 Ablaze Christian Academy

Tuition Payment Agreement Form

Parent's Name _____

Child's Name _____ DOB/AGE _____

Enrollment: I hereby request entry for my child into Ablaze Christian Academy. Included with this form, or at the time of original enrollment, is a NON-REFUNDABLE Enrollment fee of \$75.

Tuition Payment: I understand that the tuition is due on or before the first of each month in the amount of _____. If I am unable to make a payment on time a \$30 late fee will be applied to my account. If my account is not paid in full by the 10th of the month (payments are made once a month) or on the 5th and the 15th (payments are made semi-monthly), my child will be suspended until my account is paid in full. If payment is not received within 30 days from that time or made 3 late payments, your child will be replaced by the next child on the waitlist.

I understand the school closure on the attached calendar, and I agree to pay the full monthly tuition regardless of the number of days my child attends.

I understand that the amount of my tuition is dependent on the class my child is enrolled in, not on their specific age. I know that class placements are subject to change based on enrollment, but any decision about my student moving classes will be one I am involved in.

If your family chooses to enroll in auto-pay, you will be given two additional vacation days every year.

If tuition payment is late three times or more, ACA reserves the right to terminate care.

Withdrawing from School: I agree to give **15 days** written notice if it is necessary to withdraw my child from school. If my child is withdrawn without a fifteen-day notice, I agree to pay the full months tuition.

I also understand upon turning in our Withdrawal Notice we will need to fill out The ACA Letter of Termination, agreeing to pay for the final 15 days of childcare whether or not our student is attending. If ACA is not paid for the final days of childcare we will provide a written notice and will have the option to file a claim in Small Claims Court and report you to the local credit bureau unless we are paid in full immediately.

Parent Responsibilities: If I agree to have automatic payments debited from my checking account I will enter my bank information and verify my account for set-up purposes. In the event of non-sufficient funds, I agree to pay a charge of \$50. I agree to attend parent meetings, conferences, and comply with school policies and procedures.

Permission: My child has my permission to fully participate in all school activities. I certify that my child is in good health and will not attend school in the event of illness or exposure to any communicable disease. Receipt of a copy of this agreement and Parent Hand Book is hereby acknowledged.

Parent/Guardian Date

Parent/Guardian Date

(PARENT COPY)