

**2019 - 2020
Preschool Handbook**



Founded 1987

Dr. Michelle Cutler, Administrator
Mr. Don Peppers, Athletic Director
Mrs. Karen Todd, Preschool Director
Mrs. Faye Dingle, Preschool Co-Director
Mrs. Stefanie Carroll, Administrative Assistant and Student Accounts
Mrs. Chrissy Cox, Elementary Secretary

School Colors: *Purple / Gold/ White*

Mascot: *Lions*

Mission Statement: *Growing leaders through academic excellence, Christian community, and service to others*

Core Values: *Faith Excellence Service Community*

School Scripture: *Matthew 6:33 “But seek first His kingdom and His righteousness; and all these things shall be added unto you.”*

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GENERAL INFORMATION

HISTORY

Welcome to Anderson Christian School. We are celebrating over 30 years of providing quality Christian education to the greater Anderson community. While we remember and honor our past, we are looking forward to the future. We are excited to honor our founding members who established Anderson Christian School as an educational institution built on a common foundation of our Lord Jesus Christ.

Anderson Christian School is an independent, non-denominational, college-preparatory school. The school was founded in 1987 with an initial enrollment of 57 students, kindergarten through seventh grades. Today, the school houses over 200 students, grades Pre-K3-12.

The school began at Bethany Chapel in 1987 and remained at that facility until 1995. ACS moved from the Bethany Chapel facility (now Concord Community Church) to Northside Baptist Church (now Covenant Baptist Church) in 1995 and remained there until 2009. While at Northside, ACS added the high school in 1999. We are grateful to both facilities for their continued support of ACS throughout these years. In 2009, we moved onto our current campus. This move allowed ACS to no longer rent property but to finally own a part of the facility. In this move, we formed a partnership with Cornerstone and subsequently with Hope Fellowship. ACS acquired space for the preschool with an indoor play area as well as our own gym. God is good all the time!

With the purchase of land between the office building and the preschool, ACS' campus is located on approximately 12-acres of property. As part of our continued stability, permanent signage was added this year.

To ensure an overall program of excellence, ACS uses a variety of publishers for its curriculum. Textbooks are chosen with much research, thought and prayer. Both secular and Christian texts are evaluated for their academic soundness and their appropriateness in relationship to our conservative Christian environment. Students have opportunities to participate in academic, fine arts, and athletic competition. Students are also encouraged to participate in Community Service throughout the school year through our quarterly Mission Day experiences.

Teachers are our most valuable assets. Each is academically qualified and has a personal relationship with Jesus that is growing daily. Faculty members are equipped to utilize a variety of teaching strategies and technologies to guide students toward their full potential.

SCHOOL VERSE

Matthew 6:33 "But seek first His kingdom and His righteousness; and all these things shall be added unto you."

MASCOT

Lions

SCHOOL COLORS

Purple/Gold/White

GOVERNANCE

Anderson Christian School is a 501C3 non-profit, independently operated school. The governing body consists of a Board of Directors who oversee that the mission of the school is promoted in all aspects. This body sets policies for the school that are carried out by a qualified administrator, faculty, and staff.

ACCREDITATION

Anderson Christian School is a member of SCISA (South Carolina Independent School Association). In the spring of 2017, ACS received the prestigious AdvancEd (formerly known as SACS) accreditation. ACS is also a member of ACSI (Association of Christian Schools International).

STATE LICENSURE

ACS Preschool is fully licensed through the South Carolina Department of Social Services to serve preschool age children.

STATEMENT OF FAITH

ANDERSON CHRISTIAN SCHOOL BELIEVES:

- The Holy Bible to be the inspired Word of God (II Timothy 3:15, II Peter 1:2).
- Our God is the one sovereign God (Genesis 1:1, Matthew 28:19, John 10:30).
- Jesus Christ is deity (John 10:33):
 - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35);
 - His sinless life (Hebrews 4:15, Hebrews 7:26);
 - His miracles (John 2:11);
 - His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
 - His resurrection (John 11:25, I Corinthians 15:4);
 - His ascension to the right hand of the Father (Mark 16:19); and
 - His personal return in power and glory (Acts 1:11, Revelation 19:11).
- God directly created Adam and Eve in His own image.
- The existence of Satan, sin, and evil powers have been defeated by God in the cross of Christ.
- The Lord Jesus Christ died for our sins, and all who believe in Him are forgiven of all their sins.
- The Holy Spirit indwells and gives life to believers.
- The Bible is a part of every aspect of the Anderson Christian School program.
- Prayer is vitally important to the Anderson Christian School family.
- Parents are the primary educators of their students spiritually, physically, socially, and emotionally.

- Anderson Christian school will partner with the parent to provide a Christian education for the child.
- Compromises will not be made when philosophy is based on Scripture.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25; Matt 19:5-6.)
- We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4.)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Cor 6:9-10.)
- We believe that in order to preserve the function and integrity of Anderson Christian School, and to provide a biblical role model to the organization, it is imperative that all persons employed by ACS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Anderson Christian School.

MISSION & OBJECTIVES

MISSION STATEMENT

- **Growing leaders through academic excellence, Christian community and service to others.**

CORE VALUES

- **Faith Excellence Service Community**

Student Profile

- **Faith**
 - Understand that Biblical truth is the foundation for the proper understanding of all academic subjects
 - Understand how the Bible relates to every area of the student's life
- **Excellence**
 - Understand how to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself
 - Understand how to pursue excellence in every area of the student's life
- **Service**
 - Understand the urgency of world missions through practice of the Great Commission
 - Understand how to practice Christian service to others in the student's life
- **Community**
 - Understand how to be an active part of the ACS community
 - Understand "Once a Lion, Always a Lion"

Faculty and Staff Profile

- **Faith**
 - Teach that Biblical truth is the foundation for the proper understanding of all academic subjects
 - Commit to spiritual growth by actively participating in a local church
- **Excellence**

- o Hold a college degree in their field and maintain certification (state and/or ACSI)
- o Commit to professional growth annually

➤ **Service**

- o Model and teach active participation in ACS service opportunities
- o Model Christian service to others in the teacher's life

➤ **Community**

- o Model and teach active participation in the ACS community
- o Practice "Once a Lion, Always a Lion"

Family Profile

➤ **Faith**

- o Support understanding that Biblical truth is the foundation for the proper understanding of all academic subjects
- o Support understanding how the Bible relates to every area of the student's life

➤ **Excellence**

- o Support ACS in teaching the student in how to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself
- o Support ACS in teaching the pursuit of excellence in every area of the student's life

➤ **Service**

- o Support the teaching of the urgency of world missions through practice of the Great Commission
- o Support the teaching of Christian service to others in the student's life

➤ **Community**

- o Be an active part of the ACS community
- o Practice "Once a Lion, Always a Lion"

COMMUNICATION

PRESCHOOL ADDRESS

3910 Liberty Highway
Anderson, SC 29621

PRESCHOOL PHONE

864-225-4693

SCHOOL PHONE

864-224-7309

SCHOOL FAX

864-224-1085

EMAIL ADDRESS

Faculty and staff members may be reached via email by sending the email to the employee's first name and last name @andersonchristian.net, i.e., michellecutler@andersonchristian.net.

RENWEB

ACS' primary source of communication between home and school is RenWeb. Parents are asked to update their contact information as well as medical, transportation, and emergency contact information for each student via the Family Demographics web forms (RenWeb School Information – Web Forms – Family Demographics).

SCHOOL WEBSITE

www.andersonchristian.com

SOCIAL MEDIA

ACS maintains one official Facebook fan page. ACS also maintains a Twitter account and an Instagram page. The creation of classroom social media accounts is only permitted with permission from Dr. Cutler.

SCHOOL CLOSINGS

In the event of inclement weather, ACS will be listed on the major TV networks, as well as the ACS Facebook page. ACS does NOT follow Anderson District V closings or delays. In the event of a school closing or delay, an alert will be sent to phone numbers and email that are in RenWeb.

PARENT ALERT

When a parent alert is sent asking you to pick up your child early from school, parents must pick up their child within 30 minutes of the parent alert.

PRESCHOOL POLICIES

AGE REQUIREMENTS

Students entering the K3 program must be 3 years old by September 1. Students entering the K4 program must be 4 years old by September 1. Students entering the K5 program must be 5 years old by September 1.

This is in compliance with the South Carolina state policy effective September 1, 1996.

DOCUMENTATION REQUIREMENTS

1. A current South Carolina Certificate of Immunization record signed by a responsible health source.
2. A certified copy of the child's birth certificate-not a ceremonial copy.
3. DSS Form 2900-General Record and Statement of Child's Health signed and dated by parents and director and updated as needed.
4. A signed statement by parents, updated annually, that acknowledges acceptance and understanding of all center policies, which includes the discipline policy. **ACS does not administer corporal punishment.**
5. Written permission to obtain emergency medical treatment, to transport the child, to administer medicine brought only from home, and to participate in swimming activities or field trips. **ACS does not provide or administer medicine for a child except in the case of a medical emergency (i.e., inhaler or epi-pen). A medical slip must be signed and dated for any medication.**
6. Name, address, and form of identification for anyone authorized to take the child from the center for pick up.
7. Name, address, and telephone number of doctor, dentist and health insurance provider.
8. Child's full legal name, nickname, birth date, current address, and a current phone number must be on file.
9. Full name of parents/guardians, work and telephone numbers who assume the responsibility for the child.

ATTENDANCE

The K5 program allows for 20 absences per year for the child to graduate to the 1st grade at ACS. A doctor's note needs to be brought in for any sickness that requires medical attention.

SCHOOL DAY HOURS

K3, K4 8:20-11:45, 11:45 – 5:30 Afterschool Care
K5 8:20- 2:40; 2:40-2:55 pick up in carline; 2:55-5:30 Afterschool Care

Your child may be picked up at any time during the Afterschool Care hours.

The preschool building will open at 7:30 a.m. each morning for parents who need early drop off for work purposes. Breakfast is to be served at home before the child arrives at school. We will close each day at 5:30 p.m. for parents who need late pick up for work purposes. Students are to be dropped off and picked up at the preschool building.

Parents arriving after 5:30 p.m. will be required to pay a late fee of \$15.00 for the 1st minute and \$1.00 for each additional minute. We do realize that emergencies may occur, and we will take that into consideration upon discussion with the parents and director.

Afterschool care for the K5 program will begin at 2:55 each day. Students not picked up by this time will go directly into afterschool care. Please let the K5 teacher know if your child will be staying for late stay. **Parents arriving after 5:30 p.m. will be required to pay a late fee of \$15.00 for the 1st minute and \$1.00 for each additional minute.** We do realize that emergencies may occur, and we will take that into consideration upon discussion with the parents and director.

TARDY POLICY

Students in the K3 and K4 programs are encouraged to arrive at school no later than 8:45 a.m. each morning.

K5 students will be counted tardy at 8:20 a.m. each morning. Three late arrivals will count as 1 absence.

LICE POLICY

In order to keep our preschool free of lice, any student that contracts lice **MUST** be treated and be lice free for 24 hours before returning to school.

SICK POLICY

The preschool department is not allowed to provide medicine for sick children such as fever reducers. If a child has a fever or other symptoms, the parents will be required to pick the child up within 30 minutes of the initial call to the parent. Students must be fever and symptom free for 24 hours before the child can return to school. At our discretion, a doctor's note may be required to return to school as warranted by the Preschool Director, Mrs. Karen Todd. A child will be sent home if he/she is unable to participate in the routine of the day or the care of the child is greater than the staff can provide. Once a child appears to be ill, the child will be separated from the other children and will be supervised by an aide until parents arrive to pick up the child. Again, parents must pick up the child within 30 minutes of the initial call.

MILDLY ILL CHILDREN

ACS preschool does not care for mildly ill children. If a child becomes mildly ill while at the preschool the parent or responsible party will be notified immediately. The child will be separated from the other children and supervised until the parent or responsible party arrives. The child must be picked up within 30 minutes of the initial call.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held in October. Please make every effort to attend these conferences. After the first quarter, parent/teacher conferences are scheduled as needed. Conferences are helpful in allowing both the teacher and parents to cooperatively work together for the betterment of the child. Good communication between the parent and teacher is important and encouraged. Please schedule a conference with the teacher if a need arises concerning your child.

WEEKLY FOLDERS

Folders will be sent home each week with your child's activities. Please check your child's backpack each week, and return the folder.

DRESS CODE

Students may wear shorts, pants, or skirts. The skirts must have shorts under them. Girls' tops must not have spaghetti string straps. Tank tops are acceptable. Socks must be worn on the indoor play set. Sandals may be worn, **but rubber flip flops are not permitted for the safety of the child.** Students in K3 need to wear Velcro tennis shoes or slip-ons (no lace up shoes). We encourage the purchase of the school shirt for field trips.

FIELD TRIPS

The classes will occasionally take field trips throughout the year. Parents are encouraged to go on the field trips. Background checks must be done on any parent volunteer drivers. Car seats or booster seats are required on field trips. The K3 and K4 students **must** have a parent or adult accompany them on the field trips due to car seat regulations.

SNACK AND LUNCH

The K3 and K4 classes will be provided with a morning snack each day. Students staying after 11:45 will need to bring a lunch from home. Students staying past 2:30 will be provided an afternoon snack.

NAP/REST TIME

The K3 and K4 students will have a daily rest time. Students may bring a small blanket and small pillow for nap time. The K4 students need to purchase a nap pad with vinyl covering. Each child should have an extra set of clothes in his or her book bag each day for accidents at nap. Nap is usually over by 2:30 p.m. each day.

WITHDRAWAL FROM PRESCHOOL

A child may be asked to withdraw from the preschool due to the:

- Inability for the parent to keep up with financial obligations
- Inability for child or parent to adjust to the policies and procedures of the school

PRESCHOOL DISCIPLINE POLICY

The preschool teachers prefer to use the “Red Light” method for discipline. Each teacher modifies the method to accommodate her class. The child will start with green each day. If a child has to move to yellow, he or she will have time out, which is 1 minute for each age of the child. If the child has to move to red on the same day, the child will be in time out again, and a note will be sent to the parent. If the teacher feels the child is not able to stay on task with the preschool rules, the parent may be called to come to the school and take the child home for the day. Students may be required to take a day off from school.

A teacher may request to meet with the parents or guardians if the child has several days on red.

BITING

ACS Preschool has the following policy regarding biting.

1st Offense – Immediately when a child bites another child, the parent will be called and the child will be sent to timeout.

2nd Offense – When a child bites for a 2nd time, the parent is called and will be required to immediately pick the child up from the ACS Preschool. The child will not be allowed to return to the ACS Preschool until the following day.

3rd Offense – If a child bites for a 3rd time, the child will be withdrawn from the ACS Preschool. Parents will be held responsible for the remainder of the month’s tuition.

FINANCIAL POLICIES

Grade	Tuition	Admin Fee (Per Family)	Books	Technology Fee	Student Insurance	Retreat	Chromebook Mgmt.**
K3, K4	\$4,874	\$500	\$220	\$100	\$35		
K5	\$5,196	\$500	\$220	\$100	\$35		
1 st	\$6,321	\$500	\$375	\$100	\$35		
2 nd – 5 th	\$6,768	\$500	\$375	\$100	\$35		
6 th	\$7,373	\$500	\$450	\$100	\$35	\$200	\$100
7 th – 12 th	\$7,480	\$500	\$450	\$100	\$35	\$200	\$100
International	\$8,380	\$500	\$450	\$100	\$35	\$200	\$100

OTHER COSTS: In addition to the above fees, costs that are billed each month include Kingdom Kids fees, Participation Fees, and Grade Level Trips (see explanation below). Various expenses throughout the school year that are NOT billed, but require payment for services or products may include, but are not limited to: school t-shirts, field trips, Mission Day, AP books/exams, ACS memorabilia items, club dues/expenses, student parking, yearbook, lunch, senior fees, senior retreat, class ring, school pictures, sports team/individual pictures, summer athletic camps, extra PE uniforms, and enrollment/registration fees.

PARTICIPATION FEES: The following additional fees are billed accordingly and will be communicated in advance by the trip sponsor, chaperone or coach. Payment for services or products, may include, but are not limited to the following:

- Grade Level Trips (Every other school year)
 - 6th-7th Grade Barrier Island: payment billed monthly and due one month prior to trip.
 - 8th-9th Grade Washington DC: payment billed monthly and due one month prior to trip.
 - 10th-11th Grade Kentucky Trip: payment billed monthly and due one month prior to trip.
- Grade Level Trips (Every school year)
 - 12th Grade Senior Mission Trip: payment billed monthly and due one month prior to trip.
- Fall Athletic Teams
 - Athletic fee: billed in August (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
 - Various clothing/equipment: billed in September
- Winter Athletic Teams:
 - Athletic fee: billed in December for all teams (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
 - Various clothing/equipment: billed in January

- Spring Athletic Teams:
 - Athletic fee: billed in March for all teams (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
 - Various clothing/equipment: billed in April

WITHDRAWAL POLICY NOTIFICATION:

- Enrollment at ACS is a commitment for the entire year.
- Parents who wish to withdraw their student from school must notify the Administrator in order to initiate withdrawal procedures.
- All outstanding bills are to be paid and all textbooks and ACS materials returned before school records, grades or transcripts can be released to any school or institution.
- *Parent-choice withdrawal* is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by administration (expulsion, etc.).

TUITION PAYMENT PLANS: Discount applies ONLY if payment is received by specified due date. A \$25.00 penalty fee will be incurred for payment plan changes after June 1.

- **Annual Plan** - 2.5% discount; prepayment of all tuition by June 20
- **Monthly Plan** – amount varies depending on month of enrollment

TUITION DISCOUNTS

- **Family Discount:** For a family with more than one child enrolled, a 15% discount for each additional child will be given. If a family is granted financial aid, only the greater discount applies. The two discounts are not cumulative.
- **Senior Pastor Discount:** 20% discount given to a senior pastor of an established church. Two discounts are not cumulative.
- **Fourth Child Tuition Free. Responsible for fees only.**

TUITION ASSISTANCE: Applications for tuition assistance are available in the school office beginning February 1. Tuition Assistance is not available for students in K3 or K4. Applications for reenrolling students must be submitted by April 30. New student applications must be submitted by August 31. Due to limited funds, this will be available on a first come, first serve basis.

BILLING: All billing must be completed through FACTS Management. Due dates options are the 5th, 10th, 15th, and 20th of each month. If you are on a bi-monthly plan, you may pick two of these dates. ALL payments made after the 20th will be accessed a \$25.00 late fee. For any account that is not in good standing the school administration has the

rights to remove student(s) from class rosters until the account is current. All return checks will be charged a \$35.00 Return Check Fee in addition to the check amount.

TUITION AND FEE PAYMENT POLICY:

- Accounts 30 days past due will be restricted from charging other fees such as athletic charges, KK charges, etc.
- Accounts must also be current (no outstanding charges beyond 30 days) at the following check-points during the year:
 - Re-enrollment – account must be current before re-enrollment is accepted.
 - Beginning of school – account must be paid through July before student(s) may attend school.
 - Upon the releasing of report cards at the end of each nine week period.
 - Second semester – account must be paid through December before student(s) may return to school after Christmas break.
 - Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full. The new school will be notified if a student has a failing status.
 - Preschool End of the Year Program/Kindergarten Graduation – no student will be allowed to participate in the ceremony unless the account is current.
 - Seniors will not receive diploma or be able to participate in the ceremony unless account is paid in full.
 - Year-end – the account must be paid through May for the final report card to be released.
 - All major trips must be paid in full before departure.
 - All athletic fees must be paid in full before uniforms are issued.
 -

TAX-DEDUCTIBLE GIFTS: If you would like to make a tax-deductible contribution toward the tuition assistance fund to help deserving families attend Anderson Christian School, please contact the office.

EXTENDED CARE: The Kingdom Kids program is only available for ACS students during the school year. A separate application for Kingdom Kids must be submitted (1 per student) with school application in order to reserve a space in the program. Kingdom Kids fees are billed weekly.



**3910 Liberty Highway
Anderson, SC 29621
864-225-4693 (Preschool)**

***PLEASE SIGN THIS PAGE AND RETURN TO YOUR STUDENT'S
TEACHER AFTER YOU HAVE COMPLETELY READ THE
PRESCHOOL HANDBOOK.***

I have read and reviewed with the policies contained in the 2019-2020 Preschool Parent/Student Handbook. We agree to abide by these policies.

Read and agreed:

Parent's signature

Date