



Preschool Family Handbook

“Children are a heritage from the Lord, offspring a reward from him. Like arrows in the hands of a warrior are children born in one’s youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with the opponents in court.” Psalms 127:4-5

For general information please contact us at:

info@raisingarrowsacademy.com

www.raisingarrowsacademy.com

For campus specific information:

Raising Arrows - Crosspointe	(Preschool - 12th): (704) 787-9624	raisingarrows.cp@gmail.com
Raising Arrows - United Love	(Preschool - 12th): (704) 699-2998	raisingarrows.ul@gmail.com

Mission of Raising Arrows

Mission Statement:

Raising Arrows Academy partners with preschool parents to provide a kindergarten readiness education within a Christian setting to develop each child not only academically but spiritually, to foster the love of learning, and equipping each child to show the love of Christ in their community and around the world.

Philosophy:

“Children are a heritage from the Lord, offspring a reward from him. Like arrows in the hands of a warrior are children born in one’s youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with the opponents in court.” Psalms 127:4-5

God gives us our children to carve, shape and balance. It is our job as parents to “Straighten what is crooked. Sand the rough spots. Sharpen the point. Adjust the feathers. Dedicating time to target practice and making sure this arrow understands its purpose, the reason it will someday be free in flight.” It is the parents job to train up their child, not only in academic instruction, but in spiritual instruction as well.

Through daily prayer, and Christian based curriculums, our hope is to enhance students' learning and growth. Through commitment to continuous learning, we are able to create an environment that will encourage students to become confident, self-directed, and lifelong learners.

Curriculum:

We use the Abeka K3 and K4 curriculum

K3 program

Letters and Sounds- Learn letter shapes and letter sounds as they trace large upper-and-lower-case letters and match the letter with beginning-sound illustrations. Activities include using finger paint, glue, crayons, and writing practice.

Numbers and Skills- Children will learn numbers 1-15 and sharpen their hand-eye coordination through tracing paths, dot-to-dots, and coloring large, simple forms. This will also help students work on their listening skills and their ability to follow directions.

Arts and Crafts- Children have opportunities to enjoy art as they develop their fine motor skills. A variety of projects include painting, gluing, and coloring; activities often correlate to the seasons and holidays.

Bible and Stories

K4 Program

Phonics and Numbers- The Abeka phonics program will help students learn to recognize short vowel, long vowel consonants, and blend sounds before moving on to reading one-vowel and two-vowel words.

ABC-123 introduces numbers and the formation of numbers 1-20 as well as phonics skills. Children will count and color familiar objects for each number, and practice writing numbers. Phonics are taught through carefully sequenced activities in recognition, sound, and formation of vowels (long and short), consonants, consonant-vowel blends, and one-syllable words of one or two vowels.

Reading and Writing Readiness - Readiness Skills K4 will help develop your child's writing readiness, hand-eye coordination, visual perception abilities, and listening/thinking skills before beginning standard kindergarten work. Fun worksheet-style pages include matching, coloring, cutting, and connect-the-dot type activities.

Bible and Stories

Character Development- Works on teaching important good character traits to young children. Children will learn the importance of being courteous, polite, cheerful, and unselfish.

Health and Safety- Teaching children the importance of health and safety through easy-to-understand visuals. The center lessons are taught with main emphasis, words to discuss, comprehension questions, a question for thought, and additional activities for each visual. Children will learn the importance of eating a good breakfast, washing your face and hands, taking care of your teeth, obeying traffic signs, and more.

General Raising Arrows Academy Information:

Registration Requirements:

- Students should be **three (3)** years old by **September 1** to enter the K3 program. Admission age is subject to the discretion of the director. Children must be potty trained (no diapers/pull-ups, but will assist with wiping) to enter the 3 year old class.
- Students should be **four (4)** years old by **September 1** to enter the TK/Preschool program. Admission age is subject to the discretion of the director. We may require testing prior to admission to help with appropriate academic placement and entrance.

A Day in the life of a Preschooler

Free play in rooms

Devotions and Morning Meeting

Phonics and Letters

Number Recognition and Early Math

Center Play/Hands on Play Experiences

Lunch and Recess

Art and Enrichment (Science/Social Studies)

Bible and Story Time

Staff Responsibilities and Tasks:

- Create an encouraging and engaging learning environment that is Christ-centered, safe, stable, and inspiring. This helps students to grow spiritually and academically.
- Create and follow a syllabus with planned lessons and activities.
- Answer questions and provide extra assistance with concepts and assignments as requested by parents.

Parent Conferences:

- The goal of Raising Arrows Academy is to work alongside parents in the education of their child. To schedule a parent conference, please send a note or email requesting a time.

Arrival and Departures:

- **Arrival:** Students will be dropped off in the car rider line from 9:20-9:30. After 9:30, students will need to be checked in at the front door- parents must park, walk their child(ren) to the main doors, ring the doorbell, and stay with them until administration comes to check them in.
- **Dismissal:** Regular dismissal is 1:30 P.M. through the car rider line. Staff will be present to supervise dismissal.
- **Early pickup:** You must bring in identification to pick up early.
- **Late pickup:** Parents will be contacted and charged the rate of \$1.00 per student/per minute for being late after 1:40.
- Parents/guardians are asked to call/email the tutor before 10:00am if a student will be absent for the day.
- For safety and security, parents must come to the office and sign their student out if the student is to leave early. If you are planning on your child being checked out early, please let the Director know in writing or by email at morning drop-off.

Car Line:

To ensure safety:

- Do not pass other cars in the line unless directed to do so by a staff member.
- Have the car tag displayed with the child(rens) number. If you do not have your car rider tag you will have to park and wait till the car rider line is over for us to check your identification.
- No cell phone use while in the car rider line - we like to keep an efficient and safe line.
- To keep the car line moving efficiently - Do not get out of the car in car line to buckle your child in. We will place the child in the car seat and then you will need to please pull forward and park in a parking space and buckle them in.

If you need to speak to the director/tutor, please pull into a parking space and wait until the car line is completed.

Birthday Parties and Celebrations:

- For your student's birthday, you may furnish store bought cupcakes, brownies, or other small treats. We want to protect those with allergies- please bring store bought so that we can check the ingredients list for allergens. Please contact the tutor to organize the event for your child's special day.
- We may have special campus wide celebrations for holidays. Individual classroom parties may also happen at the discretion of the individual classrooms.

Snacks

The tutor sets a time aside each day for children to have a healthy snack. We ask that **only water be sent for a drink at snack time. No glass water bottles please.** Families are responsible for sending snacks for their children.

Lunch

Children are to bring packed lunches from home, but we do not have a refrigerator large enough for all students. Lunch boxes need to be packed with an ice pack. Lunchtime is only 30 minutes and this is also when the tutors eat their lunch. Pack lunches that are easy for your student to eat themselves - including utensils. Please take this into consideration when packing lunches.

Visitors, PTO & Volunteers and Fundraising

Visitors

- All visitors must check in with the Director when arriving on campus.
- All visitors will remain in the office until the Director, or an appointed staff member, can bring them to the class.
- All visitors must wear a visitor badge while on campus.
- Students are instructed not to open the door to visitors. Doors may only be opened by the Director or staff. Doors remain locked at all times.

PTO and Volunteers

- Active participation by parent volunteers in Raising Arrows Academy is considered an integral part of your student's experience. There are many activities in which parent volunteers may participate: worship services, lunch/recess helpers, field trips, etc.
- All screened volunteers (regular volunteers who spend time one on one with students) are required to complete paperwork /background check paperwork in accordance with Raising Arrows Academy and the host church. You may request these forms from the Raising Arrows Academy Director. All volunteers must have a background check and pay the \$30 background check fee.
- All volunteers must check in with the Director before beginning to volunteer.
- All volunteers are asked to wear a Raising Arrows Academy visitor badge.

Fundraising: At the discretion of the Director and with help from the PTO, Raising Arrows Academy will participate in fundraising. This is if we see an opportunity such as improving the classrooms, helping with curriculum costs, etc. All fundraising must be to provide for ministry opportunities and will be clearly explained as such when fundraising information goes out. We understand that fundraisers can be taxing and hard on families, we will strive to keep these limited, but also fun and worthwhile.

News and Information:

- Information updates are sent out by email and/or paper copy.
- Information may also be found on the Raising Arrows Academy Facebook group, and website.

Snow/Weather/Emergencies

Adverse weather conditions or other emergencies may require that we close or release students early. If a schedule change is deemed necessary, parents/guardians will receive a Facebook group posting and an email from their child's tutor. We do not automatically follow any Cabarrus or Stanly County School's decisions; however, we will always err on the side of caution. Program fees will not be discounted or reimbursed due to weather/snow/emergency closings. Raising Arrows Academy days missed due to snow/weather/emergencies are not rescheduled.

Lost and Found

Lost and Found is in the Director's office. Please label all clothing, lunch boxes, water bottles and personal belongings brought to campus.

Field Trips:

We offer a variety of additional opportunities for families, including field trips.

- Field Trip permission forms must be filled out and signed before attending any trip. Verbal permission **can not** be accepted in lieu of the proper form.
- Parents of students in Preschool will be asked to drive their student on a field trip. This is a precaution because of car seat safety.

Permission to Photograph/Video

Raising Arrows Academy and the host church may occasionally use names and/or photographs and/or video of enrolled students in, but not limited to, their newsletters, publications, websites, emails, and social media postings. If you prefer that your child's name and/or photograph/video **NOT** be included in these publications, you must notify the Director verbally and in writing.

Health and Wellness

Emergency Information:

Parents must complete emergency paperwork for each student so that the Director can reach parents/guardians quickly if the child is injured or becomes ill while on campus. Health problems and allergies should be indicated and updated as issues arise. An important part of that information is listing emergency contact persons who may be available to assume responsibility and/or pick up the child if the Director is unable to reach a parent. It is helpful to let these persons know that they are listed so that they can be prepared to help. If any of this information changes during the academic year, we ask that it be updated promptly.

Health Concerns:

Parents are required to communicate verbally and in writing, any health problems, allergies, or special needs to the Director so that we can be prepared to help your child. If medical equipment and/or supplies are required, it is the parent's responsibility to provide the necessary equipment and supplies.

Medications:

If possible, all medication should be given at home. However, medications can be administered to students as needed to sustain attendance. It is the responsibility of the parent/guardian to provide any required prescription or over-the-counter medication in the original labeled container. Parents are to complete the required forms and provide complete directions concerning the administration of medication. All prescription and over-the-counter medications must be brought to the Director in its original container, properly labeled with the child's name and dosing information. It is the responsibility of the parent to communicate any changes in medication. **Students are not allowed to carry, share, or take over the counter medications. ALL MEDICINES MUST BE LOCKED IN THE DIRECTOR'S OFFICE.**

Student Health:

We have members of our staff that are CPR and First Aid certified and able to manage most situations that may develop. While we can provide the initial evaluation of the child's injuries or illness, we are not allowed to provide more than an initial evaluation. The staff will notify you in the event of suspected illness or injury. The parent is asked to pick up the student as quickly as possible if further medical attention is deemed necessary.

Cautionary:

As we all know, children do, despite our best efforts, become sick. Please do not send your child to Raising Arrows if he or she has experienced **any** of the following within the past 24 hours:

- Fever (Temperature of 100.4 or over **without** the use of fever reducing medication)
- Vomiting/Diarrhea
- Rashes which may be infectious or contagious
- Drainage from the eyes or ears
- If your child has been diagnosed with a communicable disease (i.e. strep throat, conjunctivitis/pink eye, flu...), it is required that you keep him/her home until he/she is no longer contagious. For strep throat, this means 24 hours **after** the medication has been started.
- If your child has been exposed to anyone with COVID, they can not come to class for a period of 10 days. If your child develops COVID you will be asked to notify Raising Arrows Academy immediately and will have to stay out for the days currently recommended by the state health guidelines. We do not refund for sick days/quarantined days missed.

Head Lice Policy:

If your child has head lice, you must notify the Tutor and the Director. Your child will be allowed to return to campus at the discretion of the Director. Students must be lice and nit free before being allowed to return.

Code of Conduct

Raising Arrows Academy is committed to providing a Christian learning environment that is safe and is conducive to learning. It is important for parents to work in partnership with Raising Arrows Academy staff to successfully enforce the discipline policies and rules. We also have high expectations of parent/guardian behaviors while on campus and academy sponsored events.

When a student's behavior violates the rights of others and/or disrupts the process of learning, it becomes subject to disciplinary measures. The tutor will take all discipline issues to the Raising Arrows Academy Director to be handled on an individual basis. If corrective conduct measures are to be taken, parents will be notified and a conference will be called. The same expectation is for parents/guardians- if a behavior happens on campus or at an academy sponsored event that violates the rights of others, disrupts the process of learning, seeks to intimidate or spread gossip/rumors - RAA has the right to terminate the student contract immediately without refund or compensation.

A consistent set of limits and realistic expectations, along with lots of encouragement, makes a child feel safe, secure and in control. With incidents of misbehaviors we use a Christian, gentle approach. Tutors assist children in developing their self-regulation skills by providing a positive, nurturing environment that fosters social and emotional development. We model and reinforce positive behaviors so that children understand the classroom community expectations. We use prompting, redirection, suggestions, offer choices, and work with children to develop problem-solving skills. It is our intention to help children interpret their own feelings and the feelings of others. RAA families will be contacted to assist with resolving disruptive or destructive behaviors that are consistent. Working with families to provide a positive environment for children. We will make every effort through program observations and family conferences to promote positive behavior. In the event we are unsuccessful in resolving disruptive or destructive behaviors, we reserve the right to terminate services. While we will attempt to communicate about issues before we arrive at this decision, there may be no prior notification about the disenrollment decision.

Please email the office if you would like to have the behavior plans for preschool.

Dress Code

- Clothing that shows undergarments or a bare stomach should not be worn.
- Clothing that is “see through” or that has offensive writing or pictures are also not allowed.
- Shorter length dresses should have shorts worn underneath.
- Everyone has daily recess and shoes should be appropriate for the playground.

Devices/Toys

- Devices and toys can be disruptive to the learning process. It is best that electronic devices and toys be left at home and not brought to class, unless directed to do so by the teacher. · Raising Arrows Academy will not be responsible for loss, damage, or theft of any device brought to campus.

PROGRAM FEES

- Program fees can be paid monthly, bi-annually, or annually. All program fee payments made monthly are to be made on the **1st** day of the month.
- Program fees become late when they are not paid by the **7th** day of the month (by 5pm). Late payments (after the 7th at 5pm) will be invoiced with a \$25 late fee. If not paid by **8th** of that month, student(s) will not be allowed to return until the bill is paid or other arrangements have been made.
- All fees listed below are per child unless otherwise noted.
- Payments are made online.
- No refunds will be issued for any program fees.
- There will be no pro-rating for partial months.
- A \$35 fee will be imposed for any returned checks
- A 30 day notice is required to withdraw a student.