

Ambassador Christian Academy

900 & 809 West Ridge Road-Gary, IN 46408

Tel: (219) 887-4473 Fax: (219) 887-1749

Daycare Student and Parent Handbook



Pastors Cedric and Joyce Oliver

Founders

Principal Danielle Harris

Administrator

Margaret Chatman- Director

“We Don’t Just Teach Academics, We Teach Life”

Revised 11/2019

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Admissions

Ambassador Christian Academy is a family orientated school, offering the best possible academic, spiritual and social development for its students. Applications are encouraged for children who demonstrate character and integrity, show a good record of behavior in school, and will exert a positive influence on other children, show academic promise and interest in learning as well as interest in extracurricular activities and whose parents will support the school. Applications are encouraged from families with diverse racial, ethnic, and religious backgrounds.

As a policy, the school reserves the right to give priority in admissions to siblings and children of faculty and staff and to determine the grade placement of entering students. For all new students, testing is required prior to admittance

Parents requesting admission for their child are tested by the members of the Admissions Committee. Parents are welcome to make arrangements to tour the school. During that time, testing and interviewing are done. The director of Admissions and the Admission Committee review the results and the child's previous school record in order to reach a decision regarding acceptance to Ambassador Christian Academy.

When classes are completely filled the child will be on a waiting list, upon opening of space, parents will be notified.

Financial Aid

Ambassador Christian Academy is limited in its awards by the availability of funds given during the year by the enrollment in the class to which a student may be applying.

Ambassador Christian Academy History

Ambassador Christian Academy has been used of God to train many students in the Lake County area for thirteen years. Ambassador Christian Academy, a ministry of Embassies of Christ Church, Inc., began under the direction of Pastors Cedric and Joyce Oliver in 1997. The task, from God, was to provide a quality Christian education for children of all ages.

The school began with 3 children in one classroom, ages 3-5. During the first year, the class was held in the Embassies of Christ building.

Ambassador Christian Academy has added one grade level starting with kindergarten every year after 1997. All classes were held in the Embassies of Christ building until 2001.

In 2001, Embassies of Christ purchased another building across the street from the church due to the continuous growth. In 2003, Embassies of Christ purchased a modular classroom for second and third grade students. Additionally, the Youth Center housed the intermediate and high school grades.

In 2005, Embassies of Christ began its first 9th grade class, with the intentions of adding one grade every year for high school.

In 2007-2008 School year, Ambassador Christian Academy had its first 10th grade class.

In 2009 a decision was made to add two new classrooms, a library and a program for two-year olds, and to temporarily suspend the high school program until a new school is built.

In 2011 9th and 10th grades were reestablished.

In 2015 we made a classroom exclusively for our TTT- Terrific Teachable Toddlers ages 12 months to 2years old.

In 2016 9th and 10th grades were suspended until further notice.

Ambassador Christian Academy is primarily a Christian academic center with emphasis on life skills, respect, purpose fulfillment and academic excellence.

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Ambassador Christian Academy Today

Ambassador Christian Academy's Campus has three different buildings:

Administrative Center

900 West Ridge Road - Gary, IN 46408
(219) 887-4473

The Administration Center houses the Principal's Office, Daycare Administrative office, Registrar's Office and the Finance Manager's Office. Also located in this building are Day Care – 5th Grade classrooms, lunchroom, Computer lab, maintenance office and Title I Teacher space.

Monday morning Chapel and special programs are activities that take place throughout the school year in this building, as well as at the Embassies of Christ church.

Parents may purchase student uniforms here. Additionally, all daycare students must be signed in and out by parents daily at this location.

Embassies of Christ Gymnasium

4285 Cleveland Street – Gary, IN 46408
(219) 887-6418

Prek-8th grade participates in Physical Education minimally once per week and adhere to the standards of the Indiana Department of Education.

Ambassador Christian Academy Website:

www.ambassadoracademy.net

Ambassador Christian Academy

What We Believe

Mission

We the staff, parents, and administrators are committed to developing a spiritually mature generation of children who master academics for the purpose of reaching the world for Christ through an advanced curriculum.

Our Guiding Scripture

"Train up a child in the way he should go, and when he is old, he will not turn from it."
Proverbs 22:6

Our Slogan

"We Don't Just Teach Academics, We Teach Life."

We Believe

If you sow into a child today, you reap a harvest for the world tomorrow. A child is a spirit first. The intellect was made to serve the spirit.

School Colors

Burgundy and Gray

Chapel

Students will attend a weekly praise and worship service on Monday Morning. Bible teaching, worship, and prayer are included in the services. Students participate in reading scriptures, pledges, prayer, and special music.

Pledges

A key educational objective of Ambassador Christian Academy is to guide students in becoming responsible Christian citizens of America. Students will begin each school day with the following pledges.

American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

Christian Flag: I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Ambassador Christian Academy Statement of Purpose and Affiliations

Ambassador Christian Academy is an integral part of the ministry at Embassies of Christ Kingdom Ministries. The school serves to work in cooperation with the church and the home as a vital link in educating children in Christian principles.

Ambassador Christian Academy Program will:

- Provide children with an education that will equip them with the necessary tools to fulfill their Godly Purpose on Earth.
- An education that will enhance a child's spiritual, intellectual, physical, mental, and emotional well-being.
- Assist parents in fulfilling their God given responsibility to educate their children, spiritually and academically. Parents are the first teachers.

Ambassador Christian Academy Affiliations

Ambassador Christian Academy is a member of the Association of Christian Schools International, and the Indiana Non-Public Educational Association.

Ambassador Christian Academy operates within the law of the State of Indiana. We maintain all records required. We require our students to complete the academic requirements of the Indiana Department of Education in addition to Bible Courses. Ambassador Christian Academy was accredited as a Freeway School June, 2008.

Ambassador Christian Academy School and Day Care Hours

Ambassador Christian Academy's school hours are from 7:40 am until 3:15 pm

Our Day Care and Pre-K are open from 6:00am-6:00pm. We ask that no child is signed up for more than 10 hours daily.

*Ambassador Academy is an instructional Daycare. Students are encouraged to arrive by 9am no later than 10am in order to maximize on all the benefits of Ambassador Academy. Exceptions are family emergencies and doctor's appointments.
See payment schedule.*

Ambassador Christian Academy Curriculum

Ambassador Christian Academy provides a Christ-centered environment, presenting all subject matter in light of God's Word. Curriculum supports the belief that all truth is God's truth, upholding our intention to stand on the uncompromising Word of God. Our goal at Ambassador Christian Academy is to prepare each student to fulfill God's purpose for his/her life.

Life Skills

Life skills are taught weekly to students throughout the school year. Topics such as salvation, Respect, Authority, Conflict Resolution and many more are taught so that children can apply them in their lives.

Textbook Selection

Ambassador Christian Academy does not use the same book company for the entire curriculum. Before new books are purchased, they are carefully scrutinized to make sure the material is appropriate for each grade level. The following is a brief description of some of the things your child will learn.

Daycare 1yr old's (TTT)

Our one-year old's have hands on creative curriculum that helps them explore and create as they choose. Teachers work to develop children's growth based on individual needs. Children participate in many learning center activities. Art, physical education, and music are taught by the lead caregiver.

Instructional Day Care-2 & 3-year-old-(TT2 & TT3)

Our Day Care curriculum focuses on life skills-teaching children how to effectively get along with other children, and basic academic skills. Children participate in many learning center activities. The centers include: puzzles - which allow children to use problem solving and critical thinking skills; manipulative - children are able to use fine motor skills; math - children learn to recognize numbers; reading - children recognize the letters of the alphabet. Art, physical education, and music are taught by the lead caregiver.

Pre-K

Our Pre-K classes use the A Beka Curriculum. Christian principles are integrated throughout the curriculum. Our Pre-K students learn how to work with other children cooperatively, use critical and problem-solving skills, math - number recognition and basic adding, reading -upper- and lower-case letters, recognition of patterns, work with manipulative, oral communication and listening skills, and center activities.

Ambassador Christian Academy School-Wide Positive Behavior Intervention And Support (SWPBIS)

In order to obtain positive behaviors from Ambassador Christian Academy students where we are not focusing so much on negative behavior, our staff is working in partnership with parents to focus on positive preferred behaviors with all students, in and out of the classroom. In other words, rather than telling students what not to do, all staff and parents focus on preferred behaviors.

R.E.S.P.E.C.T. Program

The **R.** stands for **Responsible**

The **E.** stands for **Extraordinary**

The **S.** stands for **Students and Staff**

The **P.** stands for **Performing**

The **E.** stands for **Excellently**

The **C.** stands for **Compassionately**

The **T.** stands for **Today & Tomorrow**

We will work to “**catch**” our students doing what is right.

Ambassador Christian Academy Attendance Policy

Attendance

The State of Indiana has established a law, which requires 1st – 8th grade Indiana students to attend school a minimum of 180/181 days. Ambassador Christian Academy requires the same for all students. Ambassador Christian Academy's policy permits no more than 20 days of absence during a school year to receive credit for attending school. The school has an obligation to record attendance and report it to the parents in order to assure compliance with school and state standards.

We encourage our Daycare families to be consistent with school as well in order to establish best practices with your child in relation to school and learning.

Excused Absences

Every child attending Ambassador Christian Academy is expected to be at school every day and on time. The following reasons for absence will be documented as excused:

- Proof of illness from doctor
- Unforeseen family emergency
(Administration will determine if emergency is excusable.)
- Funeral

If a student is absent for three or more consecutive days due to illness, he/she must first report to the administrator's office with a doctor's note.

If a child is absent for three days in one month and cannot prove illness or a family emergency, the administrator will meet with the parent immediately. When a child is absent from school and a parent cannot give reason, the administrator will investigate the absences thoroughly. This can lead to exclusion from Ambassador Christian Academy and referral to a social service agency for educational neglect.

Tardiness

Tardiness is not acceptable at Ambassador Christian Academy. We believe that in order for children to develop effective life skills, we must train them now. School starts at 7:40 A.M for Pre-K4 students.

Children will not be admitted to class after 10:00 a.m. without proving the following:

- Transportation problems beyond the student's control
Parent must call school in advance)
- Doctor or dentist appointment that has been previously approved by the administrator.
- Pre-approved appointments

Special Note to TTT, TT2 & TT3 Parents

When your child is brought to school after 8:00 am, they miss scheduled play time. In order to take advantage all that the program offers we ask that students arrive no later than 9 am. In addition, coming to school "late" interrupts precious instructional (circle) time.

Doctor Appointments

Please schedule appointments after school hours. If you must schedule appointments during school hours, please submit prior notice to the classroom teacher. A note from the doctor should be presented to the classroom teacher upon return to school.

Vacations

ACA Daycare is closed the 2nd week of August for cleaning and 2 weeks between Christmas and New Years, we also get all major holidays off and Summer is week to week with no risk of losing your spot during the Fall. Please arrange vacations when school is not in session. Every day a child misses' school is one less day to learn the material or gain the skills being taught on that particular day. All absences due to vacations are considered unexcused.

Ambassador Christian Academy Before Care and After Care

Before Care

Before care is from 6:00 am until 8:00 am Breakfast is served to all Daycare students who desire to eat till 8am. **Children cannot bring outside food to school.**

After Care

Aftercare is included in tuition for the Daycare. **However please remember that we ask that no child is left in our care for more than 10 hours.** Exceptions are considered on a case-by-case basis. Please inform Director before you register your child(ren). There is a \$13.50 a day charge for those who violate this policy. Parents that picked up children after 6:00 will also be charged \$13.50 per day tardy fee.

Ambassador Christian Academy Uniform Policy

We strive to teach students the value of a disciplined life. Good self-discipline will set the stage for proper learning. Part of self-discipline is "dressing for success." Students learn there is one standard of dress for school/work and another for play. As these standards are maintained, productivity, achievement, and self-control will be hallmarks of our students. A Godly standard of dress includes neatness, cleanliness, and modesty. Parents sending students to school untidy or unclean will be referred by classroom teachers to administration for a meeting. If this issue persists, Child Protective Services will be notified.

GIRLS' DRESS CODE

Girls/Terrific Teachable Two's (TT2 and TTT) Terrific Teachable Toddlers

- White Shirt with white socks/tights
- Burgundy shirt with burgundy socks/tights
- Navy Blue Jumper/Skirt
- Navy pants (optional)
- Black Shoes

Girls/Terrific Teachable Three's (TT3) – Pre-K

- White shirt with white socks/tights (PreK-4 wear monogram shirts)
- Burgundy Shirt with burgundy socks/tights
- Burgundy Plaid Jumper/Skirt
- Gray pants (optional)
- Black Shoes

Gym Uniform

- Gray or Burgundy Ambassador Christian Academy Sweat Suit for Physical Education
- White Gym Shoes and white Socks

Dress Length:

- Day Care, TT2, TT3, and Pre-Kindergarten — underpants must not show when bending over.

GIRLS' DRESS CODE Blouses / Shirts:

The following are NOT appropriate for school

- cropped shirts shorter than the waist
- see-through blouses
- regular collarless tee shirts
- tank tops

Shirt Length:

Blouses and shirts must be tucked in unless they are designed to be worn outside. Over-sized, floppy, tacky, un-tucked shirts are NOT acceptable.

Knit Shirts:

Turtlenecks and Polo's are also permissible for girls.

BOYS' DRESS CODE

We ask that our young men dress with pride in an overall, neat appearance. The sloppy, tacky, "fad" look is NOT appropriate for school. Young men must have a haircut. Natural hair is acceptable, twist and pulled back, neat styles are acceptable, braids and ponytails are not allowed.

Boys/ Terrific Teachable Two's (TT2 and TTT) Terrific Teachable Toddlers

- White or Burgundy Shirt
- Navy Blue Pants
- Black Belt
- Black Shoes (90% black gym shoes are acceptable.)
- Black Socks

Boys/ Terrific Teachable Three's (TT3) – Pre-K

- White or burgundy Shirt (Pre-k4 wear monogram shirts)
- Gray Pants
- Black Belt
- Black Shoes (90% black gym shoes are acceptable.)
- Black Socks

Gym Uniform

- Gray Ambassador Christian Academy Sweat Suit for Physical Education
- White Gym Shoes and white Socks. During the summer months, students can wear Ambassador Christian Academy T-shirts.

Lost and Found

All lost items are kept in the cafeteria until Friday. Parents should check from time to time for missing items. Unclaimed and unlabeled items will be donated to the Storehouse Ministry or used for other purposes.

DRESS CODE VIOLATIONS

It is the parent's responsibility to see that the student abides by the dress code. Dress code violations will be dealt with as follows:

A dress code slip will be given to students in violation of the dress code. The dress code slip must be signed by the parent and returned the next day. If the problem is major, i.e. inappropriate shirt design or a very short skirt the parent will be called to bring appropriate clothing. If a student is in continual violation of the dress code, he/she and the parents will be asked to meet with the Administrator

Ambassador Christian Academy Health and Safety Policy

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Student Illness/Communicable Diseases

common cold

: a contagious illness which causes the lining of the nose and throat to be sore, swollen, and red and in which there is usually much mucus and coughing and sneezing

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3° C (101°F).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- **Immediately report to staff any contagious or communicable disease.**
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.

If a child becomes sick at daycare, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication. Please keep the child at home until he/she is well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Tylenol.

Medication Policy

Prescribed medication is the only medication that will be administered. We will not give children over the counter medication. All prescribed medication must be in its original bottle/packaging.

Label must clearly show the following information:

- ✓ Child's name
- ✓ Name of medication
- ✓ Dosage
- ✓ Route (oral, nasal, rectal, eye, ear, or injection)
- ✓ Physician's name
- ✓ Care of medication (shake well, refrigerate)
- ✓ Date to end administration of medication

We keep track of every time we must administer medication for any reason.

Immunizations

The Indiana Department of Education has established immunization requirements for all pupils enrolled in the public and non-public schools. The Indiana immunization form provided in the registration pack must be completed by a Physician. The State of Indiana requires that a child

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be excluded from school if immunization requirements are not met. The student will be readmitted when proof of additional immunizations is submitted. Physicals are to be renewed annually.

If a parent has decided not to have their child inoculated, the following procedures then apply:

- **The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side-effects and dangers of not being immunized.**
- **If an outbreak occurs, the parent will be asked to remove the non-immunized child from the center until it has been determined that the child's health is no longer at risk.**

Please see State Recommended Immunization Schedule.

Accidents and Emergencies

Children requiring immediate medical attention will be taken to the hospital in an event where the parent cannot be contacted, and the parent will be notified by phone. Each student must have a current emergency phone number on file in case of an emergency. Please be sure to complete the Medical authorization form listing child's doctor and insurance information. Incidents that are a non-emergency will be treated by the child's teacher, we record all incidents and parents will be notified by note, phone, or in person. Each class has all materials needed to treat minor injuries as well as all staff are CPR and first aid trained.

Fire Safety and Protection

Under Indiana Law, a child care ministry may choose not to provide certain fire safety protections if the parent(s) or legal guardian(s) of each child is notified about the absence of the fire safety protections. The purpose of this notice is to advise you that this child care ministry does not have the same level of fire safety protection as a licensed childcare center. Although the childcare ministry does not have to comply with the same sanitation, life and fire safety rules as a licensed day care center, we do substantially comply. This child care ministry has also chosen to provide fire alarms and extinguishers as well as a sprinkler system and evacuation plan, as required for a licensed day care center.

This notice does not absolve a day care ministry from liability for injury to a child while at the day care ministry, if the cause of the injury is due to negligence or wrongdoing on the part of the day care ministry and or employee of the day care ministry.

EMERGENCY PREPAREDNESS PLAN

EMERGENCY EVACUATION PROCEDURE:

1. In the event of an emergency that requires us to evacuate the daycare, we will take our emergency kit and all the children to our emergency meeting place; **Embassies of Christ Church**, located at **4285 Cleveland Street Gary, IN telephone 219-887-6418**.
2. We will have our buses transport students to the emergency location as soon as possible. Our first priority is to get them away from the danger as safely as possible and as quickly as possible.
3. Each child will have an emergency contact forms, with the child's name, medical number, emergency numbers and contact people. This will be taken and parents will be contacted for pickup as soon as possible. We would leave notes on the doors of the Daycare as to our location.

POWER OUTAGE OR BOMB THREAT PROCEDURE:

1. If there is a bomb threat the daycare staff and children will immediately evacuate the building.
2. Staff will take the children to the field close by the school.
3. If, **within one hour**, the fire department determines that the daycare is safe to enter, we will return to daycare.
4. If, **after one hour**, it is still unsafe to return to the daycare, parents will be called to pick up their child. We may also opt to go to our emergency location to await parent pick-up.
5. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child.
6. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

No Smoking Policy

It is the policy of Ambassador Christian Academy to prohibit the use of tobacco, alcohol, or a potentially toxic substance in this facility.

Parents, staff and family members will dispose of tobacco products in an appropriate receptacle prior to entrance to Ambassador Christian Academy. Any person not complying with this policy will be escorted from premises.

All childcare staff, volunteers and family members present in facility will refrain from using or possessing illegal substances while providing care to children and during hours of operation. Any person suspected of non-compliance with this policy will be terminated.

It is the desire of Ambassador Christian Academy to maintain a safe and healthy environment for children. For this reason, any person picking up a child(ren) from the premises that appears to be intoxicated or otherwise impaired will be asked to call someone whom is capable of safely transporting the child(ren).

Non-compliances with this policy will result in the contact of appropriate authorities to assist with this matter. Thank you for your cooperation.

Fire Drill

A fire drill will be scheduled each month. The signal will be a siren. Escape routes are located near the front entrance in every classroom. Each class has a different meeting place once outside. Children practice the escape route daily at the beginning of the year and practice it monthly.

Tornado Drill

Tornado drills are scheduled one time per school year. The sound for the drill will be a loud whistle. Tornado procedures are also located near the door of every classroom. Class should exit the classroom and along the wall immediately outside the classroom students should get on their knees and ball up in fetal position covering their heads and necks until they receive an all clear.

Strangers in the Building

If there is a stranger or intruder in the building classes will be informed via announcement over the intercom. Each class has a panic button that alarms the police and fire department. This button will also be used if there is an immediate threat from a parent or visitor on campus. There are no weapons allowed in the school.

We do not have a public bathroom. Our bathrooms are reserved for students only. We do however have a staff bathroom available only to visitors that have a pass in our building. At no time are adults permitted to use the students' bathroom.

Suspected Child Abuse

If at any instance where there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred, Administration will be notified immediately. We are required by the Indiana Statute to report cases of suspected child abuse, neglect and exploitation to the Department of Social services, Child Protective services or the Police Department.

Child Abuse Hotline- 1-800-820-5552

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Ambassador Christian Academy General Policy and Procedures

Supervision

Teaching Staff supervise children primarily by sight and know where children are at all times.

- Teachers are aware of each child's whereabouts.
- Teachers scan the areas when children are present.
- Teachers are aware of the entire classroom and play yard.
- Teachers walk around while keeping safety in mind at all times. • Teachers position themselves at the play yard door to hear and quickly see children while they use the restroom or take a drink of water.
- Doors, toilets, and classroom areas are monitored.

Maintaining Appropriate Staffing Alternative care/Substitute Policy

In the event of a Teachers absence, sudden resignation, illness and/or death a substitute will be put in place. Usually the substitute will be the classroom assistant which is familiar with how the class is run. A substitute will be put in place if this is not possible. The Director is responsible for ensuring that all classrooms maintain ratio and calling additional staff if needed. The staff selected will meet the following staffing requirements: drug testing, TB test, CPR, and first aid training, and a signed release for Child abuse, sex offender registry, and Criminal history checks.

A daily schedule is posted in every classroom and a substitute folder should be on the Teachers' desk. In the sub folder will be a seating chart, daily schedule, evacuation plan and map, discipline policy, the name and room number of Supervising Staff and plans for when the Teacher is away.

In an event where the school is closed such as Christmas, Spring break or an emergency that deem the school closed it is the parent's responsibility to find alternative care.

Notifying Parents

If an emergency arises during school hours, that cause the building to be evacuated, staff and students will be transported to the church

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(Embassies of Christ) and each parent will be contacted for early pick up. In the event that a parent cannot be reached we will begin to make calls from the permission to pick up list and remain with students until all have been properly released. **Parents will be notified by phone and/or written correspondence if a Teacher or staff member resigns, takes ill, or passes away.**

Emergency contact information is located in each Teacher's classroom, the Directors/ Administrator's office and the Schools main office.

Rest Period

Day Care, Pre-K, and Kindergarten students have active learning experiences, so a rest period is scheduled daily. Your child will need a blanket and pillow for rest time. These items will be given to you to take home weekly for cleaning. We follow the safe sleep procedure so blankets must be small and only cover child's torso.

Change of Clothes

Day Care and Pre-K students will need an extra change of clothing for emergencies. We suggest two complete set of clothes for those who are potty training.

Lunch and State Food Forms

Ambassador Christian Academy is on a State food program funded by National School Lunch Program. Breakfast, Lunch and a P.M Snack is provided at Ambassador Christian Academy. Please make sure you make us aware of any food allergies as well as provide a doctor's statement confirming the allergy.

Recess Period

Exercise and fresh air are important to a child's health; therefore, we take the children outside as much as possible. We ask that every child is dressed properly for seasonal outdoor activities. We recommend that hats, scarves, gloves, and boots be worn during the winter months.

Security

All children in grades TTT- Pre-K4 must be signed in and out by an adult. Your child will only be released to adults that have been designated on your Permission to Pick-up form. An ID is required for persons picking children up for the first time.

Parking

Safety is the number one priority for Ambassador Christian Academy Students, Parents, and Staff. It is imperative that no vehicles block the front entrance of the school. Any vehicle that is parked in an undesignated parking spot may be towed at the owner's expense.

PLEASE DO NOT PARK IN HANDICAPPED PARKING AREAS UNLESS PROPER DOCUMENTATION IS VISIBLE. Violators will be towed.
Visitors/ Open door Policy

Parents / Visitors – All parents and visitors must report to front office before entering classrooms. Parents must present a pass when entering classrooms. Parents are allowed to **observe** at anytime.

We are requesting that parents do not interrupt instructional time without an appointment with the teacher as well as securing a visitor pass. Teachers have been instructed to meet with parents before and after school or during planning periods. Contact the office to make an appointment.

We do not have a public bathroom. Our bathrooms are reserved for students only. We do however have a staff bathroom available only to visitors that have a pass in our building. At no time are adults permitted to use the students' bathroom.

Ambassador Christian Academy School Closings due to Inclement Weather

Winter Weather

If Ambassador Christian Academy is unable to open or has to dismiss class early because of severe weather, the information will be announced on the local news.

School Called Off

Ambassador Christian Academy will normally close when the local public schools close. However, if students are already at school and weather conditions become severe, Ambassador Christian Academy

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may divert from the public school's decision and stay open for the remainder of the day.

If students are already in school and weather conditions become severe, Ambassador Christian Academy may close along with the public school. We may, however, divert from the public school's decision and remain open for the remainder of the day. Please make sure that your contact information is **current** with the office and with your child's teacher.

If you have any questions or concerns, please do not hesitate to call the office at 219-887-4473. Thank you in advance for your cooperation.

Parental Involvement

Parent orientation, Title I meetings PTO (Parent Teacher Organization) and conferences promote a good understanding between parents or guardians and the faculty/administration of the school. Every parent is required to participate in these informative and helpful programs.

We also encourage parents to become volunteers in the school. All volunteers must submit to a criminal background check and provide a current photo ID.

The first Title I/PTO and Parent /Staff meeting will be held at the opening of school. Parent/staff meetings are scheduled three times a year at the end of each marking period. Please see our annual school closing calendar for dates.

Ambassador Christian Academy Parent Responsibilities

- Attend all parent / teacher conferences
- Attend mandatory Christian parenting sessions for first time parents and parents whose children are new to Ambassador Christian Academy School.
- All new parents **MUST** attend a mandatory parent training seminar at the beginning of each school year.
- Sign your child in and out everyday.
- Volunteer monthly at Ambassador Christian Academy School.

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- Meet all financial requirements on time.
- Sign parent, student, teacher and administrator contract.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our childcare program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings).

Ambassador Christian Academy requires parents to sign in and out to ensure that children are accounted for and are only released to people that parents authorize. We keep our facility locked at all times; we provide video surveillance on all property as well as some classrooms to ensure safety. Each class has a panic button that goes straight to police department in case of emergency, our classrooms lock and we have peep holes in every door to ensure we keep children safe. We conduct emergency evacuation drills monthly. We have a maintenance staff to clean and sanitize throughout the day, teachers are equipped with materials needed for sanitizing toys and furniture and carpet is cleaned annually. Each area is inspected to ensure there is no danger to students such as chipped paint, broken furniture, and sharp nails. Poisonous materials are out of reach of children.

Ambassador Academy's maintenance department surveys the playground to ensure it is free of debris and loitered items that may be harmful to children as well as make sure structures are maintained in good condition.

Transportation/Field trip Policy

Our students here at Ambassador Christian Academy attend several field trips a year. We usually use our buses provided by the church Embassies of Christ as well as their hired drivers. We assure each parent that we provide licensed and insured drivers and will transport children from destination to destination safely. Drivers will follow all pertinent Indiana Laws and will not use cell phones at any time while in the vehicle. Children will always be restrained in the proper seats and at no time will the vehicle exceed the recommended capacity. Children will not be left unattended. Upon returning from each trip, the bus/van will be inspected to ensure that no children are still left on

board. All vehicles used for transportation will be maintained in a safe condition.

Our children also participate in chapel where we travel to the church each month to worship together, as well as special events such as awards ceremonies and graduations. We will provide parents with a written permission slip for each trip taken outside of the school for things such as the zoo, park etc.

We do not transport children to and from school or for before and aftercare.

Termination of care policy

Reasons for termination may include but are not limited to: Failure of parent/guardian to pay fees, complete required forms, lack of parent cooperation, and inability of provider to meet the child's needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract/policies. In some cases, immediate termination may include, but not limited to; failure of a parent/guardian to pay required fees and health and safety of the children in care. Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents/guardian and provider being able to resolve issues together. **No spaces will be held if a child is terminated from school.**

Special Needs Policy

Children with disabilities We have had some rewarding experiences integrating special needs children in our program, all children no matter the challenge are a gift from God. It is our policy to accept children in compliance with the American with Disabilities Act (ADA), its regulations, and any other applicable local, state, and federal laws pertaining to the provisions of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the Director prior to enrollment.

Handbook Signature Page

Please initial and sign to acknowledge that you understand the policies and procedures of Ambassador Christian Academy and agree to comply with all aspects of our program.

1. Attendance policy _____
2. Uniform Policy_____
3. Illness and Exclusion policy_____
4. Emergency Preparedness policy_____
5. Alternative care/Substitute policy_____
6. Termination of care policy_____
7. Financial packet and responsibilities_____
8. Transportation/Field trip policy _____
9. Special Needs Policy_____
10. Medical Authorization policy _____

Parent/ Guardian

Signature_____

Date _____

Child's name_____