



Agape Christian Preschool
ACP After School Care Program
Parent/Caregiver Handbook

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WELCOME

We are looking forward to having your child in our school this year. This handbook was written to explain the policies, procedures, and important information you will need to familiarize yourself with before your child's start date. As noted on the Registration Form, families are responsible for knowing and abiding by the information in this handbook. Retain this handbook for reference throughout the school year. With your input and cooperation, we will make this year a happy and growing learning experience for your child.

PURPOSE

Agape Christian Preschool (ACP) provides a learning environment that nurtures a child's capacity to grow socially, emotionally, physically, and cognitively. We strive to deepen a child's commitment to positive values such as kindness, helpfulness, and respect for others. Our goal is to help make the future brighter and better by educating our children in a positive and warm environment. ACP was founded out of a love for children and a commitment to addressing their needs. Each child is a valuable gift, and it is our purpose to provide a learning environment in these areas:

Intellectual – sparks curiosity to explore and learn through our five senses, laying the foundation for a positive outlook on learning.

Social – helps children learn to cooperate, plan, and interact with their peers, while encouraging respect for others and their belongings.

Behavioral – helps the child learn acceptable ways to reach their goals while guiding them toward self-control by recognizing which behaviors are appropriate and which should be avoided or adjusted.

Physical – promotes activities to help improve both gross and fine motor coordination through a variety of indoor and outdoor exercises.

Emotional – boosts a positive self-image while offering consistent, genuine affection and acceptance.

As an outreach ministry of the Evangelical Lutheran Church (ELC), we feel honored to support parents in raising their children to lead happy, well-adjusted lives.

EDUCATIONAL AND SOCIAL PROGRAMS

The program provides an active, hands-on curriculum, providing the opportunity for:

Active and quiet play

Creative expression in the areas of art, music, dramatic play, science, and math

Individual and group activity

Social interaction

Stimulating interest in exploring and learning at one's own pace

Large and small muscle development

VISITORS

We welcome visits from caregivers at any time. If you wish to visit or observe, please contact the teacher and director in advance to arrange your visit.

CHAIN OF COMMAND

ELC Church Council

ACP Board of Directors

Director

Teacher/Co-Teacher

REGISTRATION, TUITION, and FEES

ACP

Our preschool program is designed for children, 3 to 5 years old, who have not yet entered kindergarten. All children **must** be toileting independently. Children must be three years old by September 1st to enroll. If a child turns three after September 1st of the current school year, the student can begin enrollment on the day following their third birthday.

A registration fee of \$75.00 per family is due by June 30 for the following fall semester, or \$115.00 per family if enrolling after June 30. The registration fee is to be included along with the registration form. This fee is non-refundable and does not apply towards monthly tuition. ACP is in session from September through May. A school calendar will be provided before the start of the school year.

1. Parents are encouraged to pay annual tuition at the beginning of the school year; however, tuition may also be paid in semi-annual, quarterly or monthly installments. **Monthly installments are due on the first day of each month or the first-class day following.** A \$5.00 late fee will be assessed for monthly payments received more than 5 days late. A reminder will be emailed if payment has not been received by this time. If payment is not received by the end of the month in which it is due, the possibility of dismissal will be considered. If payment is more than 60 days late and arrangements have not been made with the Director, dismissal will occur. Tuition due dates are noted on the preschool calendar, which is distributed to parents at the beginning of each school year.

2. Make checks payable to Agape Christian Preschool. Payments may be made in person to the director or teaching staff. Payments may also be sent in a sealed envelope and sent in the student's daily take-home folder. Cash payments must be made in person, and a receipt obtained. Payments may be made through Venmo (request information from ACP Director)
3. Refunds will not be made for vacation, weather-related closures (i.e., snow, ice), or illness unless your child's illness causes him/her to be absent for more than 2 weeks and a doctor's excuse is presented. The director will determine the amount of the refund.
4. Refunds will be made in the event of a mechanical failure that causes the preschool to be closed for more than one week. The director will notify parents of the amount of the refund. School closure due to mechanical failure for less than one week will not be eligible for refunds. Mechanical failure includes, but is not limited to, heating, water, sewer, or other utility failure resulting in the preschool being deemed "inoperable" per Wisconsin State Licensing standards.
5. ACP has a collaborative 4K program with the MHASD. Please go to the MHASD website for registration information. The web address is: www.mounthorebschools.org

After-school care program (ASC) Registration and Fees

The after-care program is designed for children, 3 to 5 years old, who have not yet entered kindergarten. All children **must** be toileting independently. Children must be three years old by the start of the school year to enroll. If a child turns three after September 1st of the current school year, the student can begin enrollment on the day following their third birthday.

1. Children enrolled in the ASC program will be charged an hourly rate of \$10.00/hour for the 2025- 2026 school year. Fees will be determined by the number of hours the child attends each week. Caregivers will submit payment to the ACP Director on the first of each month or at the beginning of each week.
2. Parents are encouraged to pay the ASC hourly fee on the first of each month or the first of each week.
3. If a child misses a day(s) due to illness or family emergency, hourly fees paid for the missed day(s) will be applied to the upcoming week's balance due.
4. The ASC hourly rate is set annually during the budgeting process and is approved by the ACP Board.
5. A \$20.00 late fee will be assessed for payments received more than 5 days after the due date.
6. Checks should be made payable to ACP. Check payments may be sent in the child's backpack or handed in person to the director or teacher at drop-off or pick-up. If any check is returned to the preschool because of insufficient funds, a fee will be assessed. Cash payments must be made in person, and a receipt obtained. Venmo may be used to make payments and must include the Venmo service fee. Arrangements for Venmo must be made with the ACP director and Caregivers. Refunds will not be made for vacations, snow days or illness unless your child's illness causes him/her to be absent for more than 2 weeks and a doctor's excuse is presented. The director will determine the amount of the refund.
7. Refunds will be made in the event of a mechanical failure that causes the preschool to be closed for more than one week. The director will notify parents of the amount of the refund. School closure due to mechanical failure for less than one week will not be eligible for refunds. Mechanical failure includes, but is not limited to, heating, water, sewer, or other utility failure resulting in the preschool being deemed "inoperable" per Wisconsin State Licensing standards.

NEWSLETTERS

You will receive weekly communication from your child's teacher(s), which will relay information that is pertinent to your child's school experience and should be read carefully. Please review frequently for upcoming events, schedules, and important happenings.

STUDENT CUBBIES

Cubby spaces at ACP are intended to give children a place to store their belongings, as well as provide an efficient means for staff to disseminate information to families. Therefore, anyone who is not an Agape staff member must talk with a teacher or the director prior to distributing any items to children's cubbies, other than their own child's cubby. Parents are strongly encouraged to mail personalized information (such as birthday party invitations) from home, rather than send them to school. In the interest of classroom harmony, please note that party invitations will not be allowed into children's cubbies unless one is provided for each member of the class.

HOURS & DAILY SCHEDULES

ACP

Morning 4K - 8:05 am – 11:10 am, Tuesday – Friday.

Afternoon 4K - 2:10 pm – 3:15 pm, Tuesday - Friday.

Morning 3K - 8:30 am – 11:00 am, Tuesday - Friday.

Classes will include the following activities:

Arrival, Group time, Large motor, Free choice time (Indoor and Outdoor times), Social & Emotional Learning Literacy, Math & Science. Creative Art and Dramatic Play, Snack, Clean-up, Music Time, Closing

Each teacher will develop their own daily schedule based on their teaching style and group dynamics. Before the start of the school year, your child's teacher will inform you of the daily schedule.

ASC

7:30 am until 5:30 pm Monday through Friday during the school year.

Drop-off and pick-up times will be determined between the parent/caregiver and the director before the child begins attending the ASC program.

The ASC program will include the following activities:

Arrival, Group time, Large motor, Free choice (indoor and outdoor), Social and emotional learning, Literacy, Math, Science, Art, Dramatic play, Snack(s) and or Meals, Classroom clean up.

ARRIVAL AND DISMISSAL

1. State law requires that you bring your child to the preschool entry and pick him/her up at the preschool entry. Children cannot be left unattended and cannot enter or exit the building independently. Please use the far west entrance of the building near the playground. It is a state law that children are dropped off and picked up by an authorized adult
2. Please do not bring children earlier than the arrival time (see hours & daily schedules) or pick up children later than the scheduled pick-up time. Teacher preparation time and cleanup time are needed. **PLEASE BE PROMPT** in picking up your child. Even 5 minutes can seem like an eternity to a waiting preschooler. Late pick-ups (over 5 minutes) will be noted. More than three may lead to a child's dismissal.
3. Late Pick-up Fee – For specifics, please review the section REGISTRATION, TUITION, and FEES.
4. If you cannot pick up your child, verbal consent (in person or phone conversation) or a written note authorizing another adult to pick up your child must be given to the teacher.
5. Messages regarding minor incidents or injury (example: a child falls and skinned their knee on the playground or messages regarding upcoming special events) at preschool may be conveyed to the person picking up the child. Confidential information is conveyed to parents only, unless otherwise specified by the parent/guardian.
6. The ACP staff is not responsible for children while in the company of their parent/guardian, or children who are not currently enrolled.

HEALTH REQUIREMENTS

1. Physical Exam – Per State Licensing requirements, all children must have an initial physical health examination not more than one year before the start of school, and a follow-up health examination at least once every two years after admission. This exam must be documented on the Child Health Report and placed in your child's file as part of enrollment. An updated form will be required for enrolled children, two years from the date of the exam reported on the form. Per State Regulations, if this form is not supplied and/or kept current, the child will not be allowed to attend ACP or ASC until this requirement is fulfilled. This form is required and is due 60 days after the first day of enrollment.
2. Immunization Record – Per State Licensing requirements, this form is required and due 60 days after the first day of enrollment.

MEDICATIONS, MEDICAL RECORDS, AND EMERGENCY MEDICAL TREATMENT

ACP Medication Administration

No non-prescription medication may be dispensed during ACP hours. If your child is on prescription medication, please schedule the doses to be given before and/or after ACP hours. The types of medication that may be administered at preschool are an inhaler, EpiPen, and/or Benadryl. Center staff may only administer an inhaler, EpiPen, or Benadryl to a child under the following conditions:

1. A written authorization dated and signed by the parent and medical provider is on file.
2. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration.
3. A written record, including the type of medication given, dosage, time, date, and the name of the person administering the medication, will be made in the medical and injury logbook on the same day that the medication is administered.
4. Medication should be stored so that it is not accessible to the children.

ASC Program Medication Administration

In addition to an asthma inhaler and an EpiPen, ASC teaching staff may give prescription or non-prescription medication to a child during ASC only under the following conditions:

1. A written authorization that includes the child's name, DOB, name of medication, administration instructions, medication intervals, and length of the authorization, dated and signed by the parent, is on file. Blanket authorizations that exceed the length of the time specified on the medication label are prohibited.
2. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration.
3. Medications should be stored so that it is not accessible to the children.

4. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication."
5. All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.
6. A written record, including the type of medication given, dosage, time, date, and the name of the person administering the medication, will be made in the medical and injury logbook on the same day that the medication is administered
7. No medication intended for use by a child in the care of the center may be kept at the center without current medication administration authorization from the parent.

Medical logbooks will be maintained and kept in each classroom and will include accidents and injuries. A book with stitched binding, pages that are lined and numbered, will be used to document injuries or medical treatment. The pages may not be removed, or lines skipped.

ACP teaching staff will make entries in blue or black ink on the day of occurrence. Entries shall be dated and signed by the person making the entry. Serious and minor injuries requiring any treatment, as well as observed injuries when the child comes to preschool, should be documented.

The medical log will be reviewed by the ACP director with staff at least twice each year to determine that all injury prevention measures are being taken. The ACP director shall document in the medical log that reviews have taken place. Entries in this log regarding a particular child are available to parents upon request.

In addition to the medical logbook, all medical information regarding 4K students will be entered into MHASD Infinite Campus.

ILLNESS

Children should be kept home from school when they don't feel well. They need to get the rest they need to recover and to prevent the spread of germs to other children and staff. If you are unsure of when to keep your child at home, please contact the ACP office or your family medical provider.

If a child is unable to attend a scheduled day, please call the preschool office @ 437-7100 or email agapekids@mhtc.net before the start of your child's class time.

If your child arrives at ACP or ASC, showing signs of a sore throat, continuous coughing, inflammation, redness or drainage of eyes, fever, lice, rash, vomiting, diarrhea, or nausea, which may indicate a contagious condition, we will call you or another authorized adult to have your child picked up from school immediately.

If at any time the parent/guardian is not at the stated place of employment or home, we expect to have prior notification of a number where you may be reached. We must always have an emergency contact number.

The following symptoms may suggest a communicable disease. Children who have the following symptoms should be kept home from school until a doctor has seen them, they no longer have symptoms indicating a communicable disease, or they have received treatment for at least 24 hours for certain diseases.

Covid: fever, chills, cough, muscle pain, shortness of breath, difficulty breathing, loss or decreased taste or smell, sore throat, runny nose, stomach upset, nausea, and diarrhea. Follow Covid quarantine policy.

Fever: An oral temperature of 100.00 or higher indicates a fever. If your child has a temp of 100.00 or higher at school, he/she will be sent home. Your child should be **WITHOUT** a fever for 24 hours (and has not taken a fever reducer) before he/she returns to school.

Measles: Symptoms appear 7 to 14 days after contact with the virus and typically begin with these symptoms; High fever (may spike to more than 104°), Cough, Runny nose, Red, watery eyes, Koplik spots (tiny white spots inside the mouth), rash with flat red spots on the face, neck, trunk, arms, legs and feet. You should contact your health care provider immediately for protocol and treatment.

Strep Throat: If a fever is accompanied by a sore throat, stomachache, or headache, it may be strep throat. Strep throat is diagnosed by a throat culture obtained at a medical clinic. If your child is treated with antibiotics for strep, he/she must stay home for 3 doses and/or 24 hours before returning to school.

Vomiting and diarrhea: If your child has an episode of vomiting or diarrhea at school, he/she will be sent home. Anyone with either of these symptoms should stay home until symptoms are **ABSENT** for 24 hours.

Eyes: Pink eye or Conjunctivitis appears as a pinkish sclera (white of the eye), which is usually itchy and painful. Drainage or crust may form on the eyelids. A visit to the doctor is needed to confirm pink eye, and it must be treated for 24 hours with antibiotic eye drops before returning to school.

Skin problems: Rashes and infected sores need to be diagnosed by a medical provider. Many skin rashes, such as impetigo, scabies, chicken pox, fifth disease, or hand, foot, and mouth disease, are very contagious. Students may return to school once the rash has been diagnosed and treated for 24 hours or cleared by a doctor. Open sores from illnesses such as chicken pox and impetigo may need to be covered at school with bandages for several days.

Cough: A cough may be a sign of many different illnesses. If a cough is accompanied by a fever, sore throat, body aches, or any other symptoms, you should keep your child home. Any cough that lasts for more than several days should be discussed with a doctor.

Nose: If your child has green, thick mucus, you should keep your child at home and consider a discussion/exam with your medical provider.

Lice: If lice (eggs, nits, or adults) are found on a student at school, the student will be sent home for treatment. The child may return after the treatment has been completed and no live lice (eggs, nits, or adults) are found on the head. If you discover lice at home, please contact the office to discuss the best way to get rid of lice and determine when your child may return to school.

REQUEST FOR SPECIAL ACCOMMODATIONS

ACP will provide reasonable accommodations for children with special needs regarding dietary restrictions, personal needs, allergies, other medical needs, scheduling needs, or other needs on a non-precedential case-by-case basis. It is our intent that all children can enjoy a quality, faith-based preschool program; however, we do reserve the right to provide only accommodations that are consistent with available resources and maintain sensitivity to the rights and needs of other children and employees of the school. A request for special accommodation does not guarantee those accommodations, nor does the request or granting of the request exclude any child or family from any policy or enrollment requirement. Parents/guardians may request special accommodations by speaking to the ACP director.

SAFETY PROCEDURES

1. Per State Licensing regulations, the facility will be inspected regularly to ensure the health and safety of the children. This includes, but is not limited to, inspection of smoke alarms, outlet protectors, furnishings, and toys. Unsafe items will be removed, repaired, or replaced.
2. The teachers will maintain a medical log of accidents and injuries. Parent(s) are allowed to see entries that pertain to their child, upon request.
3. Fire drills will be conducted monthly. Fire evacuation plans and routes will be posted in all classrooms. A smoke alarm is in each classroom. A fire extinguisher is located near each classroom.
4. In the case of a tornado warning or severe weather, the children will be taken to the hallway and kept away from the windows until all danger has passed. Tornado drills are practiced monthly in the fall and spring.
5. Lockdown/evacuation drills will be conducted, and a secure plan is posted in each classroom.

WEBSITE, SOCIAL, MEDIA, PHOTOGRAPHY, AND VIDEOGRAPHY

The ACP staff will periodically photograph your child while at preschool. These photos may be used for classroom art projects, ACP newsletters, ACP website, and ACP Facebook page. NO name of any child on any social media will be prohibited. We also schedule an annual "Picture Day", during which professional photographs for family purchase are taken, as well as a class photograph. The ACP staff may also occasionally videotape portions of our program. Please complete the website, social media, and photo release form, included in the enrollment packet, noting your preferences.

DAILY SNACK(S) and/or MEALS

ACP Snack Information

1. Parents are required to provide a light and nutritious snack and beverage (milk, water, or 100% fruit juice) for their child each day they attend school.
2. Wisconsin State Requirements – The snack shall consist of one item from at least two of the following food groups: milk or milk products, fruits and vegetables, bread, cereal, and protein. If you send juice, please verify the label to be certain that it is 100% fruit juice.
3. Food Allergies – Common allergens, including peanuts, peanut butter, and tree nuts, are not intentionally allowed within the preschool premises. We also do not knowingly serve any products that contain peanuts, peanut butter, or tree nuts.
4. We require all other treats for celebrations (birthday, holiday, etc.) to be in the form of non-food items. An "alternative to edible treats" suggestion/guideline will be provided to each family before the start of the school year.
5. A snack guideline will be provided for each family before the start of the school year.

ASC Program Snack(s) and/or Meals

1. Food shall be served at flexible intervals, but no child may go without nourishment for longer than 3 hours.
2. At a minimum, children shall be provided with food for each meal and snack that meets the US Department of Agriculture Child and Adult Care Food Program minimum meal requirements for amounts and types of food. The USDA meal program requirements are found on the website: www.fns.usda.gov/cacfp/meals-and-snacks
3. Snacks and meals will meet the requirements of the Wisconsin State Licensing Rules for Group Child Care Centers, and the requirements will be provided to all caregivers.
4. Parents will provide snack(s) and/or meal(S) for their own child.
5. The ACP director and teaching staff will check all children's health forms for food allergies or sensitivities.
6. ACP staff will be responsible for providing snack(s) and/or meal(s) from their reserves when the snack(s) and/or meal(s) provided by the caregiver include food that the child cannot eat (peanut butter, peanuts, tree nuts, etc.) or the child does not have a snack(s) and/or meal(s) on the day of attendance.
7. If the snack does not meet requirements, staff can serve additional suitable food.

Meal & snack requirements for each child in a group childcare center

| The time a child is present | Number of meals and snacks |
|------------------------------------|-----------------------------------|
| At least 2 ½ but less than 4 hours | 1 Snack |
| At least 4 but less than 8 hours | 1 Snack and 1 Meal |
| At least 8 but less than 10 hours | 2 Snacks and 1 Meal |
| At least 10 or more hours | 2 or 3 Snacks and 2 Meals |

CLOTHING

1. Play is your child's work, and your child will play and work hard at preschool. Dress your child comfortably in washable clothing.
2. Dress your child according to the weather, as most days we plan outdoor activities. During the winter season, it is essential to bring coats, snow pants, hats, mittens, and boots every day, regardless of whether there is snow on the ground.
3. Be sure to mark all boots, sweaters, coats, mittens, hats, etc., with your child's name to avoid mix-ups.
4. Children are encouraged to dress themselves, so please try to work on this skill at home.
5. Unfortunately, toileting accidents do occur at this age. Please send a weather and size-appropriate change of clothing each day your child attends inside their backpack. We do have extra clothing if your child does not have a change of clothes. If extra clothing is borrowed and worn home, we do ask that you launder and return the borrowed clothing when your child returns to school.

WALKING FIELD TRIPS

You must sign the permission slip section of the Child Enrollment form for your child to participate in classroom walking fieldtrips. Before each event, more specific information about the trip will be sent home with your child. If you do not wish your child to attend, please inform the teacher. Because we are not able to provide alternate supervision, your child will need to be kept at home that day. We may need parent volunteers to help with chaperoning field trips.

SNOW DAYS

Please listen to local radio and television stations for announcements about school closures for the Mt. Horeb Area School District. ACP snow day policy is as follows:

1. If the MHASD is one hour late, ACP will be one hour late.
2. If the MHASD is two hours late, the ACP morning classes will be canceled. If the MHASD dismisses early, ACP afternoon classes will be canceled.
3. If the MHASD is called off for the day, all ACP classes will be canceled.
4. If the MHASD has a scheduled day off and threatening weather arises, ACP staff will contact you to let you know if your child has school that day. If preschool is not canceled, please use your own discretion about whether it is safe for you to bring your child that day.

EVALUATION/ASSESSMENTS

Evaluation of students is an ongoing process throughout the school year. Conferences will be offered in November and March, and a summary of observations will be provided at that time. We encourage you to discuss any concerns you may have regarding your child with your teachers at any time throughout the year.

WITHDRAWAL FROM PROGRAM

Children are enrolled for the full school year. In the unusual event that you need to withdraw your child from the program, a thirty-day written notice must be submitted to the director. You will be responsible for tuition payments for the thirty days. Upon receiving your thirty-day notice, the ACP Director will begin the process of filling the vacancy.

DISCHARGES FROM PROGRAM

All children will be enrolled on a trial basis to determine if ACP can meet the needs of everyone. In the unlikely event your child is not having a beneficial experience, a conference will be held with the parents/caregivers and teachers to discuss possible alternatives. Possible reasons for discharge are failure of parents to pay fees, failure of parents to submit physical exam records, and failure of parents to observe rules of the preschool relating to the arrival and departure of children. In addition, a child may be discharged from preschool as outlined in the Behavior Policy below.

DISCIPLINE/REDIRECTION POLICY

The goal of discipline is to lead your child towards self-control. Our shared goal is to support your child's development into a secure, valued, confident, and compassionate individual. The various processes that will be done in the classroom to help us have a harmonious year are listed below:

1. Inappropriate behavior will be explained to the child in a way that he/she will understand. Explanation is very important in helping your child to understand how the other person felt, why the behavior was unacceptable, what behaviors are preferred, and why the need for consequences. Some of the consequences that will be used include being removed from the activity, putting the object away, and/or redirecting the behavior into a constructive activity.
2. We will set consistent limits on the students' conduct and, through words and actions, let the students know that they are in an environment with loving people who care about them.
3. We will stress the positive by praising acceptable behaviors and giving words of encouragement to help build self-confidence and, therefore, deter undesirable acts. Positive suggestions instead of commands will also be used to help the student make appropriate decisions.

DISRUPTIVE BEHAVIOR POLICY

If a child shows a pattern of disruptive behavior or has a single behavioral event that endangers the well-being of the child and/or others, the behavior will be documented, and we will institute the following process:

1. Parent/guardian will be made aware of the behavior via written and/or documented verbal means.
2. Hold a conference with the parent/guardian(s), child's teachers, and/or director.
3. Develop an action plan.
4. Repeat the conference to discuss options.

Parent refusal to participate in the process, and/or child's behavior that continues to be disruptive after appropriate action has been taken as noted in step 3, is grounds for the child's dismissal. Acts of aggression or any behavior that endangers the child or others are grounds for immediate dismissal.

Examples of disruptive behavior of a child includes, but is not limited to: violence toward self or others, inappropriate language (including obscene language or threats of violence), inappropriate play (including violence-based play, even if the child is engaged in solitary play at the time), refusal to comply with routines, refusal to comply with teacher instructions, any behavior that requires one-to-one supervision for a prolonged period and any behavior that repeatedly requires one-to-one supervision during a class period or throughout several class periods.

ACP/ ASC Program Parent/Caregiver Handbook Acknowledgement Form

Once you have read the parent handbook, please remove this page, sign, date, and return it with the enrollment forms. Questions regarding information contained within this handbook should be directed to the ACP director.

I acknowledge that I have received and read the ACP/ASC Program Parent/Caregiver Handbook and agree to follow the policies as outlined herein.

Parent/Caregiver Signature

Date