



*Igniting a brighter future in academic excellence*



**2011—2012  
Preschool Parent/Student Handbook**



## I N T R O D U C T I O N

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. This handbook contains many of the most utilized policies and/or procedures and much of the information that is needed to understand the expectations of Fellowship Christian Academy Preschool. Not all policies and procedures are included; however, those policies and procedures that have been included are summarized.

## F C A E D U C A T I O N C O M M I T T E E

Reverend Marcus Bellamy, *Christian Education Pastor*

Hollis Brashear

Lincoln Butler

Elder Eddie Freeman

Dr. Georgetta Johnson

Victor Jones, *FCA Principal*

Janet Santana, *Director of Enrollment*

Bobby Turner

Anita Waters, *Pre-School Supervisor*

**Welcome to the 2011-2012 school year at  
Fellowship Christian Academy Preschool!**

Our aim at Fellowship Christian Academy Preschool is to instill in our students a Biblical worldview from which they can build a solid personal, social, and spiritual foundation. We believe that the Bible is the inerrant and infallible word of God. We believe that clear and gracious communication between parent and child is one of the keys to a successful family. As part of our Family Life Values, we believe that marriage is the union of one man and one woman. The family, as God intended, is a partnership between a husband and wife who share the responsibility, who love and respect one another, and submit to their Creator. The parents (or parent as may be the situation in a one-parent family) in turn, show that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.



1821 W. Camp Wisdom Road

Dallas, Texas 75232

Office: (214) 672-9200 Ext. 4401

Fax: (972) 672-9201

E-mail: [FCA@ocbfchurch.org](mailto:FCA@ocbfchurch.org)

## Table of Contents

Introduction & FCA Education Committee .....	3
Staff .....	6
Welcome .....	4
Standards & Program .....	8-9
Class Assignment & Re-enrollment .....	8-9
School Calendar .....	10
School Closing & Admissions .....	11-12
Withdrawal .....	13-15
Health Policies .....	15-17
Health Services .....	18-20
Nutrition & Field Trips .....	21
Discipline .....	22
Parental Involvement & Visitation .....	23
Financial Information.....	25
Dress Code .....	34
School Supply List .....	35-38
Financial Information.....	34-39



Pre-School Supervisor  
Administrative Assistant  
Financial Analyst  
Financial Assistant  
Director of Enrollment

**STAFF**

Anita Waters  
Enda Jones  
Tammy Jones  
Jannica Brown Green  
Janet Santana

**Lead Teacher**

**Educational Support Staff**

**18 MONTHS**

Sandra Johnson  
Rosa L. Gallegos

Tiffany Williams  
Macia Smith

**TWO's**

Iristeen Sneed  
Gloria Garcia  
Cathern Gipson  
Connie Weston  
Maria Falcon

La'Marion Patterson  
Laura VanZandt  
Linda Samuels  
Jannie Burroughs  
Bobbie Tai

**THREE's**

Pamela Green  
Marcia Reise  
Laverne Brooks  
Jacqueline Hurd  
Frankie Miller  
Jacqueline Hurd

Carleitha McGary

**FOUR's**

LaRecia Waters  
Veta Barrow  
Kimberly Montgomery  
Elizabeth Coles  
Terrie Baker

Brittany Brodie  
Kaye Saulters  
Rose Howard



### Standards

FCA Preschool is an external ministry of Oak Cliff Bible Fellowship, and operates in a manner consistent with the philosophy, policies, and procedures of the church. The preschool is governed by the Christian Education Council and its Administrators. The preschool is accredited by Association Christian Schools International and is also licensed by the Texas Department of Protective and Regulatory Services, and complies with all of the standards set forth by those departments.

### Program

Our preschool program is designed to assist each student in developing appropriate thoughts, behaviors, habits, and skills in a Christian environment. We will treat each child as an individual as the Bible establishes his/her uniqueness in Psalm 139: 14. Our goal is to teach and train the total child, which includes the spiritual, intellectual, emotional, social, and physical aspects. As we target these aspects, our desire is to equip the child with the necessary tools for life-long learning. We are guided by Proverbs 22:6, which directs us to:

*“Train up a child in the way he should go and when he is old he will not depart from it.”*

From this verse, we learn that the type of training a child receives will have a major impact on his/her future direction in life. This training will guide his/her choices, and consequently determine the quality of life experienced.

In pursuit of accomplishing these goals, our motto is “We are committed to providing Kingdom Care to the glory of God.” Our desire is to impact each student in a manner that will honor God. Therefore, we provide a faith-based curriculum with emphasis on phonics, math, and science. Our curriculum is implemented through a balance of writing and learning center activities where students discover their world through their senses.

### **Affirmative Action Statement**

FCA Preschool advertises in the public media in order to make openings known to all. Children are admitted regardless of race, sex, or national origin.



### **Class Assignments**

Class assignments for students 18 months to 4 years are on an annual basis, \*age appropriate and are based on the year and month of birth.

*\*Age appropriate classrooms are designed to balance the intellectual, social and emotional maturity of each individual child.*

Teacher requests cannot under any circumstance be guaranteed. FCA Administration works diligently to place children in age appropriate classes for the benefit of all children. The children's birth date, balancing boy to girl ratios, discipline, overall student class ratios and personnel changes, are among the items that also affect class placement.

Parents may submit a request in writing to [fca@ocbfchurch.org](mailto:fca@ocbfchurch.org) for consideration. However, it is emphasized that submitting a request does not guarantee that the request will be fulfilled.

At the beginning of each academic year parents will have the opportunity to attend Meet the Teacher Night to meet all of the teachers. A final roster of students and teachers is not released until Meet the Teacher Night. If you are not able to attend Meet the Teacher Night, you must come by the front office the day after the event is held or on the first day of school to pick-up your child's folder and teacher information.

*\*All classroom placements require a two-week waiting period. After the two-week waiting period parent requests will be considered. However, it is emphasized that submitting a request does not guarantee that the request will be fulfilled.*

### **Re-enrollment**

All parents with students in good standing (behavior wise and financially) with FCA must complete a re-enrollment packet and schedule a Parent Finance Meeting with the Finance Department to secure re-enrollment. All financial responsibilities must be met and kept current leading up to the upcoming school term the child is being enrolled for. All students remaining and returning must pay the annual non-refundable registration, book and activity fee. Submitting paperwork without the appropriate paid fees does not secure enrollment for a child.

Parents withdrawing students during the summer months cannot be guaranteed a seat for the upcoming school year.

### **Days and Hours of Operation**

The preschool is in open from 6:30 A.M. to 6:00 p.m. Monday — Friday. The academic day begins at 8:00 A.M.

Children being dropped off at 6:30 A.M. must be dropped off at the assigned age drop-off locations posted at the school entrance. Please double check the drop-off locations as it may change as needed.



If a child is not picked up by 6:00 p.m. a late pickup fee will be charged and payment will be due **immediately**. (Refer to *Late Pick-up Fee*.) Children who are picked up at 6:01 p.m. will be charged a late pick-up fee of \$1.00 per minute.

### **Calendar Year**

The preschool is in operation for the entire year, except for holidays and school closings as noted on the School Calendar. Parents will be provided an annual calendar. The calendar is also available at [fca.soars.org](http://fca.soars.org).

# Fellowship Christian Academy Preschool

## 2011-2012 Student Calendar

Aug 11 Meet the Teacher  
Aug. 15 First Day of school

### STUDENT HOLIDAYS

Sept. 5 Labor Day  
Nov. 24-25 Thanksgiving Break  
Dec. 23-Jan. 3 Winter Break  
Jan. 16 MLK Holiday  
Apr. 6 Good Friday  
May 28 Memorial Day

### TEACHER PREPARATION WEEK

August 8-12

### PARENT/TEACHER CONFERENCE

Oct. 10-13 Fall Conferences  
Mar. 5-8 Spring Conferences

### PORTRAIT DAYS

Sept. 6-9 Fall Portraits  
Feb. 7-10 Spring/Graduation Portraits

### STANFORD 10 TESTING

Apr. 16-20



### **SCHOOL CLOSING**

Appropriate precautions will be taken in case of severe weather warning. Students will be released to go home when parents arrive. School closing because of severe weather will be announced on:

- **WEB-SITE:** www.fcasoars.org
- **RADIO STATIONS:** KLTU 94.9 FM
- **TV STATIONS:** KXAS, Channel 5

6:30 A.M. – 8:30 A.M. (this should be announced as OCBF-FCA)

### **Admission**

Children must be 18 months at the time of application. No exceptions. Toddlers consist of students in 18 months to 23 months. \*Students ages two, three and four are placed in age appropriate classrooms.

*\*Age appropriate classrooms are designed to balance the intellectual, social and emotional maturity of each individual child.*

### **Evaluation Criteria**

Fellowship Christian Academy reserves the right to select students on the basis of compatible religious commitments and willingness to cooperate with FCA administration and abide by its policies.

### **Updating and Confidentiality of Student Records**

It is extremely important that the information we have in a child's file is kept current. Parents are required to review and update their child's Student Profile/Emergency Contact Information Sheet to ensure that FCA has the most accurate information on file. Parents are to the preschool notify immediately in writing if there is a change in any of this information.

Student records are open only to authorized persons, including the child's teacher, administrative staff, an authorized employee of the licensing agency, and the child's parent or legal guardian.

### **Pick-up and Delivery of Children**

**No child is to be dropped off before 6:30 a.m., nor picked up after 6:00 p.m.** We strongly recommend that children arrive at school by 8:00 a.m. to gain maximum advantage of Bible and educational benefits of the program. Please do not drop off children during naptime.

If a child is not picked up by 6:00 p.m. a late pickup fee will be charged and payment will be due **immediately**. (Refer to *Late Pick-up Fee*.)

As a safety precaution, **children must be placed in the care of the preschool staff on-duty before parent/parents exit the premises.** The school cannot be held accountable for students that have not been placed directly in our care. **Parents are required to sign their children in before entering the classroom. Parents are also required to sign children out at “pick-up” daily.** This requirement is a mandate from Texas Department of Protective and Regulatory Services.

#### **Authorization of Pickup**

Children can only be released to authorized people that have been listed on the student’s application or updated profile. Parents must provide a written notice, prior to the occurrence, to authorize a person not designated on the student’s application. Designee must display a valid government-issued identification.

#### **Withdrawal**

A thirty day advance notice must be given before withdrawal of a student. It is imperative that you fill out the Student Withdrawal Form to withdraw your child from any entity of FCA. Otherwise, you are still incurring monthly charges and late fees on your account and the Smart Tuition Auto Debit will continue to be drafted on your bank account or credit card. If you withdraw your child and you desire to re-enroll them at a later date, you will be required to pay another registration fee.

Parents who will not have their child participate in the Preschool Summer Program must fill-out and submit a signed withdrawal form (30 days in advance). Otherwise, you are still incurring monthly charges and late fees on your account and the Smart Tuition Auto Debit will continue to be drafted on your bank account or credit card.

Accounts left unpaid jeopardize a student's opportunity to be considered for re-enrollment. Students' records will not be forwarded until accounts are reconciled.

### **Safety Policies**

The staff is educated in safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers, and how to report an accident. 90% of the staff have current first aid and CPR certification. Staff training and thorough facility inspection is conducted throughout the year.

#### **A. Prevention**

The children are under direct adult supervision **at all times**. Fighting is not allowed; running and throwing objects are not allowed except as a supervised part of the curriculum (e.g. tossing ball or running a relay).

All hazardous substances, medications, and sharp objects are stored out of the reach of the children. Objects such as safety scissors are only used under direct supervision. The classroom equipment is observed continually for stability, smoothness of wooden objects, and safe corners.

Toys or personal items (especially those with easily removable parts [eyes, wheels, etc.]) are not allowed at the preschool for the safety of the children and for security. Items that pose a choking hazard, such as suckers, hard candy, gum, etc. are not allowed. Please assist us in taking care of your child by not allowing them to enter the preschool with any of these objects.

In compliance with safety regulations, the playground is secured, and no child is allowed outside to play unless there is a staff member present.

Electrical appliances are used by staff members only. Whenever cooking is a part of the curriculum, the children are cautioned and are under direct supervision.

Each staff member is knowledgeable of the locations of the fuse box, the

main electrical power switch, and the gas and water main valves. The electricity will be cut off at the main switch in the event of electrical fire, earthquake or tornado warning. Following an earthquake, the gas, electrical, and water lines are checked carefully for breaks or leaks.


Whenever the children exit the building as a group, they are required to walk in an orderly fashion, accompanied by the staff, and an immediate head count is taken.

## **B. Emergencies**

**1. Fire** – The preschool conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is drawn and posted in the school.

The 911 emergency number and the exact address of the building are posted by the telephone.

**Monthly fire drills** are held. The fire alarm system, emergency power pack lights, and fire extinguishers are checked annually for proper function. All staff members are trained in the use of fire extinguishers.



In the event of a fire, the fire evacuation plan will immediately be activated by staff and campus operations. The campus coordinator shall phone the fire department from within the building if it is safe, or from an outside source. A designated OCBF staff member may attempt to extinguish the fire while the building is being evacuated. All preschool staff members are to remain with the children and direct them safely to the pre-designated emergency area.

**2. Tornado** – A tornado shelter plan is posted. Tornado drills are held monthly from April-September.

A battery operated radio is easily accessible and kept in good In case of an emergency, staff will tune to a local radio station for tornado information. In the event of a tornado warning, the children will be evacuated to the designated area and remain there until the warning is terminated.

**3. Snow/Ice Storm** – In the event that a snow/ice storm prevents parents from picking up their children by 6:00 p.m., the children will be housed at the facility until the parents or guardians can pick them up. Late pickup

charges will not be assessed.

3. **Power Failure** – Power pack emergency lights are installed to light each exit, and flashlights are available.

3. **Transportation** – While transporting children on a field trip, each child is securely buckled into a safety device appropriate for his/her age and weight. Staff will always inspect parked Preschool vehicles to ensure that all students have disembarked vehicles. Immediate head counts will be taken. If there is more than one vehicle, the drivers stay together as traffic allows and watch out for each other. If a vehicle should break down, all vehicles will stop. One adult will telephone for help while the others remain with the children. The director shall be notified to arrange alternative transportation. All adults will remain with the children until assistance arrives.

6. **Inclement Weather** – In the event of inclement weather or other dangerous circumstances, refer to Channel 5 or KLTU-94.9 for school closing. We are listed as Fellowship Christian Academy—Oak Cliff. Or call the FCA Preschool office at (214)672-9200, x4401 to see if there are any changes in the preschool's hours of operation.

### **Health Policies**

The Director is responsible for observing the health and development of students, handling illnesses, and implementing accident-prevention and emergency procedures. The School Nurse and Director of Enrollment will closely monitor health records to ensure that they are complete and current. Students with health records that are not in compliance will be asked to stay home until health records are fulfilled.

#### **A. Staff Health**

Prior to employment, each employee must submit a Medical Report Form signed by his/her source of medical care based on a thorough examination within three months. Statements must be submitted every two years thereafter.

All staff must submit evidence of freedom from tuberculosis before employment. If a mantoux test proves negative, no further evidence is necessary; if the mantoux is positive, a chest x-ray must be taken. If the x-

ray is negative, such evidence is sufficient, but the x-ray must be repeated every two years. A positive x-ray prevents employment.

Any employee who contracts a communicable disease that presents a health hazard to the children is put on immediate sick leave. Following the serious illness, a signed statement from the employee's doctor stating freedom from the infection is required to return to work.

## **B. Children's Health**

1. **Health Care Summary** – Each child is required to have on file a physician signed health statement, which includes an up-to-date immunization record. If a child's health care summary is not complete at the time of enrollment or within 7 days after enrollment, the child will be withdrawn from the program.

Children must have had a physical examination within the last year prior to acceptance into the program. A yearly Medical Information Form must be submitted to the Enrollment Office to ensure that the child's file is compliant. Student files that are not compliant will be given a two-week notice to bring the file into compliance status. Failure to bring the child's file into compliance will require the parent to keep the child out of school until the file is fully in compliance. No exceptions.

2. **Exclusion of a Sick Child** – Any child who arrives to the school noticeably ill, with a rash, or with a fever will not be admitted for that day.

Should a child become ill during the day, he/she will go to the nurse's office or an isolated area and remain there under adult supervision until a parent or authorized person arrives to pick up the child. **Note:** In such instances, the child must be picked up immediately.

In the event a child contracts a communicable disease and exposes it to the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The child will not be allowed to return to school without a physician signed "Permit to Return to School" form.

3. **Infectious Diseases** – This policy applies to those with infectious diseases

including, but not limited to, students with Hepatitis Type B, Tuberculosis, Meningitis, or HTLV-III/LAV, or testing positive for presence of antibodies to the AIDS virus. This policy is based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultations with various organizations representing public health officials, educators, and concerned parents.

- a. A student known to be infected shall not be admitted to the school or permitted to continue enrollment at the school without the unanimous approval of a screening committee. This committee will be composed of at least one of the student's physicians, a public health expert or consultant chosen by a school administrator and the Associate Pastor of Christian Education.
- b. For those infectious diseases for which there is no cure, the parents or guardians of the student who has been permitted to attend school by the screening committee are responsible for securing quarterly medical examinations or more frequent examinations as determined by the school administrator. This will permit a reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must authorize the release of the results of these evaluations to the administrator. Failure to secure such medical evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment.
- c. An infected child permitted enrollment or continued enrollment will be placed in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school.
- d. An infected student that is unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at the school shall be reported to the proper public authorities in accordance with any applicable provisions of the state law.

## **HEALTH SERVICES (MEDICINE)**

The school has a full-time registered nurse who is responsible for the school health program and services provided for the students. The nurse provides health screenings, assessments for chronic and acute illness, emergencies and first aid for school-related injuries. You and your child are encouraged to share concerns or problems relevant to your child's health with the school nurse. If you need information about specific health problems, help with locating or gaining access to healthcare facilities or provider resources, or perhaps adjustment in your child's school environment because of health needs (including in-school medication and other special procedures), your building nurse should be contacted.

### **ALLERGIES**

There is increasing frequency and intensity of allergic reactions that impact students in the educational environment. Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student.

### **COMMUNICABLE DISEASE PREVENTION/CONTROL**

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school, The Texas Department of State Health Services and from the Center for Disease Control and Prevention. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, and ringworm of the scalp. An effort will be made to notify parents/guardians about school exposure to communicable disease that pose a risk to students. It is particularly important that you immediately report cases of a communicable disease to the school nurse.

### **EMERGENCY CONTACTS**

Parents are encouraged to keep the main office and school nurse informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day should the need arise. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. If information changes during the school year please insure you child's emergency contact information is

updated. In the event of a serious accident or other emergency, every effort is made to contact the parent immediately. When the parent cannot be contacted, an emergency ambulance is called and the student is taken to an appropriated medical facility accompanied by an adult from the school. The parents/guardians will be held responsible for all expenses. FCA shall not be responsible for costs of treating injuries or assume liability for any cost associated with an injury at school or at any school-related function.

## **ILLNESS**

The main reasons for keeping your child home are:

- He's too sick to be comfortable at school.
- He might spread a contagious disease to other children.

### **As a rule of thumb, a child should stay home if he has:**

- A fever higher than 100.4 degrees Fahrenheit
- Vomited more than once
- Diarrhea
- A very frequent cough
- Persistent pain (ear, stomach, etc.)
- A widespread rash
- Red Swollen Eye(s): with white or yellow discharge (until on antibiotics for at least 24 hrs or until physician releases)

Whenever there is a doubt in your mind about sending your child to school, consult your child's doctor before doing so. Please call the school if your child has an infectious disease, other than a cold so that we may take steps to protect other students in the school if necessary.

**4. Emergency Authorization** – The preschool must have on file a signed Permission for Health Care form authorizing emergency care and a health care summary. Emergency numbers for reaching the parent or guardian and two other authorized persons must also be on file.

**5. Emergency Procedures** – All staff members are trained in emergency procedures and are required to have current first aid and CPR certification within the first year of employment.

In the event of a serious accident or illness requiring emergency care, the child's parent, guardian, or authorized person will be notified immediately. First aid shall be administered by the nurse or a certified staff member.

If a child is transported to the hospital, his/her health summary and signed Permission for Health Care form will be sent along. A staff member will accompany the child until the arrival of the parents, guardian, or authorized person. In the event of such emergency, the child will be transported to the nearest hospital, unless emergency medical professionals advise otherwise. An Illness/Injury Report will be completed for each occurrence with the exception of minor scratches and/or abrasions. An account of the occurrence will be documented immediately. Copies of this report will be placed in the student's file, in the Teacher's Accident Log, and given to the parent.

**6. Medications** – Medication is kept in the nurse's office. Any **nonprescription** medication cannot be administered at FCA or by FCA personnel. Nonprescription medication must be administered at home by the parent.

Prescription medication brought by parents to be administered to their child must be in the original container, labeled with the student's name, date of issue, expiration date, directions to administer the medication, and issuing physician. A Medication Request Form must be signed by the parent/guardian authorizing the administering of the medication and the specific dosage.

**NOTE:** This information is checked thoroughly when staff receives medication from parents.

- If the medication label is not legible or missing, it is returned to the parent for relabeling by the pharmacist.
- After the medicine has been administered, the Medication Request Form shall be filed in the child's folder.
- Any unused portions of prescription drugs are returned to the parent or discarded by the Director.
- Medications having a specific expiration date are not used after the date of expiration.

**7. General Cleanliness** – Children are encouraged and assisted in keeping themselves clean. Appropriate sanitary items such as paper towels, soap, etc. are provided for their use. Children are supervised in toileting procedure, and proper grooming.

### **Nutrition**

The school does not provide breakfast, therefore students should have a balanced breakfast before they arrive in the morning. However, if a child is dropped off before 7:30 a.m. parents may provide a breakfast to be served at the preschool.

**NOTE:** Research suggests that the sugar content of young students be limited and monitored. Please assist us by refraining from providing foods with high sugar content.

A nutritionally balanced lunch and snacks (morning and afternoon) are served each day. Lunch menus are posted on the parent board in each classroom. A copy of the menu is sent home to parents monthly. The menu is also available on-line at [www.fcasoars.org](http://www.fcasoars.org)

With advanced notice to administrative staff, parents may bring special treats for birthdays or other times during the year. Such celebrations are limited to 30 minutes in the Pre-K3/4 classes to maximize instructional time. Due to state regulations regarding the serving of food, these treats must be purchased commercially, either prepackaged or from a bakery. We request that parents support our Christian environment in their choices of treats and decorations.

### **Field Trips**

An important part of FCA Preschool's curriculum is exposing the children to a variety of experiences within the community; therefore, a number of field trips are built into the preschool year.

Parents will be informed of field trips in advance. A signed permission form must be completed for all off-campus field trips. We strongly recommend that parents participate in field trips. We also ask that you make prior arrangements for childcare if your child will not be attending off-campus Field Trips. The cost for field trips will vary according to the outing. Field trip costs and detailed information will be given prior to any scheduled trip. The school will follow all safety precautions during all field trips. Frequent head counts and vehicle inspections will be conducted by several staff members.

### **Discipline**

Acceptable behavior is encouraged by giving positive reinforcement to children. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children. Other methods used are redirection and time-out. If a student demonstrates unacceptable behavior, the following steps may be taken:

1. The student is encouraged and praised for good behavior
2. The students is reminded of behavior expectations.
3. The student is redirected using positive statements.
4. The student is sent to the Director's office to be counseled.
5. If the student has behavior problems which persist, the parents will be asked to a conference to provide means to motivate their child to exhibit appropriate behavior.

**In the event that behavior problems continue to persist, the child may be denied continued enrollment at the preschool.**

**Parent are not allowed to reprimand another student while in FCA's care. The matter should be referred to the student's teacher.**

### **Problem Resolution Process**

If a parent has a concern with a classroom procedure/incident, it should first be addressed to the classroom teacher. If the concern is not sufficiently resolved within a reasonable amount of time, the parent should request a conference with administrative staff.

A follow-up conference, between the administrator, the parent and the teacher may be arranged.

If a parent has a concern with any support staff member, it should be immediately addressed with administrative staff.

### **Child Abuse**

Should staff suspect possible abuse or neglect, observations and dates will be documented. The staff member must inform the Director, who in turn must immediately notify the Texas Department of Child Protective Services as required by state law.

### Naptime

A supervised sleep or resting period will be provided for all children after the noon meal. Each child should have a pillow, crib/flat sheet, a small blanket (no nylon sleeping bags) unless the student's classroom supply list states otherwise and a change of clothing. All Items should be labeled and taken home on Fridays to be laundered.

### Dress Code

Children are required to wear the school uniform Monday—Thursday. Friday has been designated as “Spirit Day”, and the students wear their FCA T-shirt. T-shirts are ordered at the beginning of each school year. T-shirts must be paid for at the time of ordering.

## **PARENTAL INVOLVEMENT**

### Communications with Parents

Parents are informed of the activities of the preschool through the Director's Newsletter, classroom newsletters, memos and FCA web-site. These are either posted or placed in your child's cubby. You can log onto the schools web-site at [www.fcasoars.org](http://www.fcasoars.org) Please check for these items daily. **Parents are responsible for any information posted or distributed. Failure to notice items posted, or failure to check your child's cubby or folder does not pardon responsibility.**

Fall and spring parent conferences are held each school term, however, either the parent or the teacher may request an additional conference any time there is a special concern.

### Visitation

Parents are welcomed to visit the preschool at any time. We ask that parents use discretion when visiting to maximize instructional time. Since teachers are not free to talk extensively while they are supervising and engaging the children, please refrain from visiting with teacher when students are present. Daily reports are issued to inform parents of the day's engagements. Teachers will also be happy to arrange a more appropriate time to talk with you.

Volunteers are needed throughout the year in various capacities. Please check regularly with your child's teacher to find out how you can assist.

For security reasons, please inform the front office when you arrive to visit or volunteer. Because of state regulations concerning class size and teacher ratio, students are not permitted to bring friends to visit.

### **Parent Teacher Fellowship (PTF)**

One vital way parents can get involved in their child's educational experience is to be a member of the **PTF**. This committee will present various opportunities for parents to assist in making the preschool exemplary. Dues are \$10.00 per family. PTF seeks to help the preschool develop and maintain:

- an environment that is safe and attractive, and
- an educational program that is distinctively Christian, developmental, and age appropriate.

### **PARENT PARTICIPATION**

Participation by parents in activities that support the classroom or the school is invaluable. Following are some of the many opportunities available:

### **Parent Expectations**

Parents are crucial components in a child's learning experience. For this reason, parents are expected to become partners with FCA Preschool Administrators and staff to ensure a positive learning experience for their child or children. Our desire is to provide an atmosphere that honors and glorifies God. Therefore, if any problems occur, we will use Biblical principles to resolve them. **Written** concerns may be forwarded to a preschool administrator and conferences may be set up to address legitimate concerns.

**Parents who repeatedly cause dissension in the preschool will be asked to leave.**

Please join with us in making this the best educational experience your child can encounter, remembering that the early years are the most crucial.

*"Behold, how good and how pleasant it is for brothers to dwell together in unity! It is like the precious oil upon the head."*

Psalm 133:1-2

## FINANCIAL INFORMATION RESOURCE GUIDE

### TUITION PAYMENT OPTIONS

All Fellowship Christian Academy families have three (3) options for paying tuition. All families that elect option 1 below are required to enroll in the Smart Tuition Management Program, as described hereinafter.

- OPTION 1:** Ten (10) monthly payments for elementary, middle school and after school program students and/or twelve (12) monthly payments for preschool students, which will be automatic deduction through the Smart Tuition Management Program (*see enrollment process for Smart Tuition Management Program*).
- OPTION 2:** A single lump sum payment for the entire year, due on or before August 2<sup>nd</sup> paid directly to Fellowship Christian Academy by money order or cashier's check.
- OPTION 3:** Two single lump sum payments per semester, due on or before August 2<sup>nd</sup> and January 2<sup>nd</sup> paid directly to Fellowship Christian Academy by money order or cashier's check.

### ENROLLING IN THE SMART TUITION MANAGEMENT PROGRAM

Complete the Smart Tuition Enrollment Form as described below:

- Provide Smart Tuition your contact information;
- If needed, complete "Authorized Party" section. This field allows another person to access your tuition account information as well as make payments on the account.
- Select one of the auto payment plans; (1) Auto debit (EFT) Electronic Funds Transfer from your checking/savings account or (2) Auto payment via credit card transfer - American Express, Discover or MasterCard. Smart Tuition does not accept VISA.

If you choose to debit your checking account, attach a voided check to the Smart Tuition Enrollment Form. If you choose to pay by credit card, a 2.5% convenience fee will apply to all credit card payments.

- TIPS:**
- Check with your financial institution to obtain the correct routing and account numbers to insure the ACH automatic deduction will be accepted. Also check to make sure that they have received the ACH instructions to deduct from your account on the settlement date.
  - If you have concerns contact Smart Tuition a minimum of 10 business days prior to the ACH date.
  - Your tuition may change each month due to fees that have been applied to your account.

#### **OTHER FINANCIAL INFORMATION**

**ANNUAL ADMINISTRATIVE FEE** – Smart Tuition charges a \$43.00 Annual Administrative Fee per family, **per entity** which will be auto deducted by Smart Tuition. This fee is non-refundable. However, if you have a child in both entities of the school i.e. elementary and preschool, you will receive a **credit** of \$21.00 (*60 to 90 days*) after school starts on your preschool child's account (*which will make your preschool administrative fee \$22.00*).

Tuition payments will be deducted from your bank account/ credit card on the 2<sup>nd</sup> of each billing month. Examples of failed payments are: failed auto deductions, declined credit card payments. If the 2<sup>nd</sup> falls on a weekend or on a holiday, the deduction will be made the following business day.

**DISHONORED PAYMENT FEE (FAILED AUTO-DEBIT)** – A \$25.00 fee will be applied to your account for failed auto deduction attempts from your bank accounts. In the event of a failed auto debit, you will have until the 5<sup>th</sup> of the

month to contact Smart Tuition and resolve the issue. There **will not** be an opportunity for a second attempt.

**LATE TUITION FEES** – A \$15.00 FCA late tuition fee will be applied to your account, in addition to a \$30.00 Smart tuition late fee, if your tuition is not paid by the 5<sup>th</sup> of the month.

**NSF FEES (MISC. ITEMS)** – Occasionally parents may pay for miscellaneous items; such as, t-shirts, fund raiser items, etc. by check. If a check is returned as Non-Sufficient Funds, all future payments to the school, must be made with a money order or cashier's check for the remainder of the school year (this applies to any family member's check). A fee of \$35.00 will be assessed to your account and is due immediately. NSF Fees will be billed by FCA Financial Services, not Smart Tuition.

**FEES** – Initial tuition (*if applicable*), registration, book, and activity fees must be paid at the time of registration by money order or cashier's check by July 1<sup>st</sup> (**made payable to Fellowship Christian Academy**).

**OFFICIAL RECORDS** – There is a \$5.00 charge for all record requests. This fee will apply to all current and former FCA families and must be paid at the time the request is made. Requests must be submitted in person, mailed, or faxed. Your request will not be fulfilled if payment has not been received. In addition, all fees, fines and/or account balances owed to FCA, must be paid in full before **any** official records are issued.

**LATE PICK-UP FEES** – After school and preschool late pick-up fees are due at 6:01 p.m. The fee is \$1.00 per minute. If you are enrolled in the Smart Tuition Program, late pick-up fees are added to your Smart Tuition account. If you are not enrolled in the Smart Tuition Program and your account incurs a late pick-up fee, these fees are due the same day of service via cash (*please place your payment in an envelope and drop it in the tuition box*).

**DROP-IN FEE** – This fee applies to students who attend FCA elementary and middle school and who are not enrolled in the After School Program (ASP). FCA students not picked

up 15 minutes after the normal dismissal time will be sent to ASP. If you are enrolled in the Smart Tuition Program, drop-in fees are added to your Smart Tuition account. If you are not enrolled in the Smart Tuition Program and your account incurs a drop-in fee, these fees are due the same day of service via cash (*please place your payment in an envelope and drop it in the tuition box*).

**LATE FEES** – Smart Tuition will assess late fees to accounts with an outstanding balance of at least \$30.00 of any kind (i.e. fees or tuition, this includes late pick-up and drop-in fees). An additional \$15.00 FCA Late Fee will be applied to your account, as well as an additional \$30.00 Smart Tuition Late Fee. **These fees will be added if your account is not cleared by the following month.**

**MULTIPLE CHILD DISCOUNT** – A multiple child discount of 10% is given to families who pay **full (100%) tuition**. **No other discounts will be applied**, unless approved by the FCA Education Committee. If you have more than one child attending preschool, elementary or middle school, each additional child will receive a multiple child discount. The child with the **smallest** tuition will receive the 10% discount. Please note that after-school multiple child discounts are given if two or more siblings attend the after-school program.

**WITHDRAWAL** – A thirty day advance notice must be given before withdrawal of a student. It is imperative that you fill out the Student Withdrawal Form to withdraw your child from any entity of FCA. Otherwise, you are still incurring monthly charges and late fees on your account and the Smart Tuition Auto Debit will continue to be drafted on your bank account or credit card. If you withdraw your child and you desire to re-enroll them at a later date, you will be required to pay **another** registration fee.

**REFUNDS** – Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. FCA will issue refunds for overpayments only at the end of the school year.

**LATE ENROLLMENT** – If you enroll your child in any FCA program before the 10<sup>th</sup> of July and you elect option 1, your

August tuition will be paid through the Smart Tuition Management Program. If you enroll your child in any FCA program after the 10<sup>th</sup> of July and you elect option 1, you will pay the August tuition in advance along with the other applicable fees.

- Tuition for elementary and middle school is an annual fee.
- If you enroll your child in any FCA program after August 1<sup>st</sup>, but before the 10<sup>th</sup> of the month and you elect option 1, you will pay the tuition for the current month and all prior months in advance along with the other applicable fees, after the 10<sup>th</sup> of the month you will also pay the tuition for the following month in advance.
- EXAMPLE: If you enrolled after August 10<sup>th</sup> but before September 10<sup>th</sup> you would pay the tuition for both August and September at the time of enrollment. After September 10<sup>th</sup> you would have to pay the tuition for August, September and October at the time of enrollment via money order or cashier's check made payable to Fellowship Christian Academy.

**PRESCHOOL TUITION IS BASED ON 12 MONTHLY PAYMENTS. ELEMENTARY, MIDDLE SCHOOL AND AFTER SCHOOL PROGRAM TUITION IS BASED ON 10 MONTHLY PAYMENTS.**

**ALL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE**

FELLOWSHIP CHRISTIAN ACADEMY SCHOOL FEES	PRESCHOOL	ELEMENTARY	MIDDLE	AFTER SCHOOL	MISC.
APPLICATION FEE	50.00	50.00	50.00	-	-
REGISTRATION	150.00	250.00	300.00	50.00	-
BOOK/CURRICULUM FEE (2YR-4YR)	50.00	-	-	-	-
BOOK/CURRICULUM FEE (KINDERGARTEN)	-	75.00	-	-	-
BOOK/CURRICULUM FEE (1- 8-)	-	150.00	200.00	-	-
TUITION (18M - 2YR) (450.00 M)	5,400.00	-	-	-	-
TUITION (3YR - 4YR) (425.00 M)	5,100.00	-	-	-	-
TUITION (KINDERGARTEN - 8- GRADE)	-	4,100.00	4,100.00	1,200.00	-
LATE PICK-UP FEE (\$1.00 PER MIN)	-	-	-	-	-
ASP DROP-IN FEE	-	-	-	20.00	-
BEFORE SCHOOL CARE	-	25.00	25.00	-	-
GRADUATION FEES	50.00	50.00	50.00	-	-
TESTING FEES (STANFORD ACHIEVEMENT TEST)	20.00	-	-	-	-
ACTIVITY FEE	100.00	40.00	40.00	-	-
RECORD REQUEST FEE - <i>cashier's check or money order (due upon day records are requested)</i>	-	-	-	-	5.00
NSF FEES (MISCELLANEOUS ITEMS)	-	-	-	-	35.00
FCA LATE TUITION FEE	-	-	-	-	15.00
SMART TUITION LATE FEE	-	-	-	-	30.00
SMART TUITION FAILED AUTO DEBIT FEE	-	-	-	-	25.00
KIDS COLLEGE (SUMMER) REGISTRATION \$100.00	-	410.00	-	100.00	-
BREAKFAST (PER DAY) - <i>cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP</i>	-	1.50	1.50	-	-
LUNCH (PER DAY) - <i>cash, check or money order made payable to OAK CLIFF BIBLE FELLOWSHIP</i>	-	3.00	3.00	-	-

## PARENT FINANCIAL AGREEMENT (MOU)

The purpose of the Parent Financial Agreement which contains the Memorandum of Understanding (MOU) is to continuously provide an understanding and a working arrangement between FCA and our parents, as a team working together to honor God, and to protect the welfare our children, faculty and staff. The MOU is strictly for internal purposes and is not a legal document. It is an instrument confirming that you have read and understand what is expected, to ensure that you and your children have a productive, Christ centered experience.

**MEMORANDUM OF UNDERSTANDING BETWEEN FCA,  
SERVICE PROVIDER AND PARENT/GUARDIAN**

**PARENT FINANCIAL AGREEMENT**

Parent's Name: \_\_\_\_\_ Father's Phone Number: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Grade / Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**SCHEDULE OF FEES**

FCA Description	Amount	Total Paid
Application Fee	\$100.00	
Registration Fee	\$100.00	
Book/Compassion Fee (2nd-5th)	\$50.00	
Book/Compassion Fee (6th-8th)	\$75.00	
Book/Compassion Fee (9th-12th)	\$100.00	
Activity Fee	\$50.00	
Transportation (if State)	\$100.00	
Activity Fee	\$50.00	
<b>TOTAL PAID</b>		

DEDUCTION FOR THE AMOUNT OF: \$1500.00 per year  WILL REMAIN ON STATE:

DEDUCTION FOR THE AMOUNT OF:  WILL REMAIN ON STATE:

**MEMORANDUM OF UNDERSTANDING BETWEEN FCA, SERVICE PROVIDER AND PARENT/GUARDIAN**

I UNDERSTAND that Fellowship Christian Academy (FCA) provides quality education in a nurturing Christian environment by partnering with the parents/guardians of the students who attend FCA. FCA also partners with Smart Tuition, LLP to collect tuition and other applicable school fees, while FCA Financial Services oversees and monitors my tuition account.

I UNDERSTAND that the Smart Tuition ACH payment will occur on the 2<sup>nd</sup> of each month. (If I am not enrolled in Smart Tuition, my tuition payment is still due on the 2<sup>nd</sup> of each month or August 2<sup>nd</sup> and January 2<sup>nd</sup>). In the event the ACH attempt fails, I have until the 5<sup>th</sup> to pay the tuition as well as the \$25.00 fail transaction fee, otherwise I will be assessed FCA's \$15.00 late fee and Smart Tuition's \$30.00 late fee. I FURTHER UNDERSTAND that there WILL NOT be an opportunity for a second attempt. If tuition and other fees are not paid BEFORE the 15<sup>th</sup> of the month, my child WILL NOT be allowed to return to school until all fees are paid in full directly to FCA via a money order or cashier's check. I ALSO UNDERSTAND that all fees, fines and/or account balances owed to FCA, must be paid in full before any official records are issued.

If I am not enrolled in Smart Tuition, I understand and I will agree to comply with the terms and conditions mentioned above. I have also read the "Financial Information Resource Guide" and I will support the public school Parents.

Parent/Guardian's Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_  
 FCA Representative: \_\_\_\_\_

I AM ENROLLED IN SMART TUITION  I AM NOT ENROLLED IN SMART TUITION

**I UNDERSTAND** that Fellowship Christian Academy (FCA) provides quality education in a nurturing Christian environment by partnering with the parents/guardians of the students who attend FCA. FCA also partners with Smart Tuition, LLP, to collect tuition and other applicable school fees, while FCA Financial Services oversees and monitors my tuition account.

**I UNDERSTAND** that the Smart Tuition ACH payment will occur on the 2<sup>nd</sup> of each month. (If I am not enrolled in Smart Tuition, my tuition payment is still due on the 2<sup>nd</sup> of each month or August 2<sup>nd</sup> and January 2<sup>nd</sup>). In the event the ACH attempt fails, I have until the 5<sup>th</sup> to pay the tuition as well as the \$25.00 fail transaction fee, otherwise I will be assessed FCA's \$15.00 late fee and Smart Tuition's \$30.00 late fee. **I FURTHER UNDERSTAND** that there WILL NOT be an opportunity for a second attempt. If tuition and other fees are not paid BEFORE the 15<sup>th</sup> of the month, my child WILL NOT be allowed to return to school until all fees are paid in full directly to FCA via a money order or cashier's check. **I ALSO UNDERSTAND** that all fees, fines and/or account balances owed to FCA, must be paid in full before any official records are issued.

**IT IS MY UNDERSTANDING** that all fees paid to FCA such as; application fees, registration fees, book fees, activity fees and tuition are non-refundable and non-transferable. FCA will collect payment for both Preschool and After School Program (ASP) late pick-up fees and ASP drop-in fees via Smart Tuition. **I UNDERSTAND** that if I am not enrolled in the Smart Tuition Program, I will pay the above mention fees directly to FCA via money order or cashier's check.

**I AGREE** that if I withdraw my child or if my child will not continue with FCA, over-payments/credits will be issued as a refund at the end of the school year (after July 31<sup>st</sup>). If I am due a refund during the course of the school year and I am enrolled in the Smart Tuition Program, the credit will be applied to my Smart Tuition account.

I have read this “Memorandum of Understanding”, I understand and I am willing to comply with the terms and conditions mentioned above. I have also read the “*Financial Information Resource Guide*” and I will support the policies stated therein.

**PRESCHOOL STUDENT DAILY DRESS CODE**

**Girls**

**Monday-Chapel Day**

***(No Tennis Shoes on Chapel Day)***

- \* Navy Blue jumper or Navy Blue skirt (**NO SHORTS, SLACKS, SKORTS**)
- \* White peter pan collar blouse (long or short sleeve)

- \* Burgundy button down sweater with FCA logo
- \* White socks, white tights - **only** - (solid, no lace) - **no logos or printing on the sides of socks**

- \* Black & white or blue & white saddle ox-fords and solid black or blue shoes—**only**

**Tuesday thru Thursday**

- \* Navy blue jumper, skort, slacks, or shorts

\*Polo shirt with three buttons (short or long sleeve, white or burgundy) or white peter pan collar blouse. White polo shirts must have FCA logo. Peter Pan collar blouse must have embroidered logo on collar. Burgundy polo shirts logo will be required beginning 2012-2013.

- \* Turtle necks - burgundy or white (may be worn during winter)
- \* Burgundy button down sweater with FCA logo
- \* White socks, white tights - only - (solid, no lace) - (**no logos or printing on the sides of socks**)
- \* Black & white or blue & white saddle ox-fords and solid black or blue shoes or tennis shoes

**Friday - Spirit Day**

\*FCA T-shirt or sweatshirt, slacks, shorts, or jeans. T-shirt can be purchased at FCA's front office.

- \* Tennis shoes (non-marring) - **only** - (**heels on tennis shoes are NOT acceptable**) **No twinkling lights. No wheels.**

**Note:**

- Friday, students **must wear** the Monday thru Thursday attire if they do not have Spirit T-shirts – **NO EXCEPTIONS**
- Students are required to wear enclosed shoes year round
- Pre-school uniforms can be purchased from Absolute Uniforms. Sweaters with logo can also be purchased at Absolute Uniforms.
- During the months of June and July, uniforms are NOT required.

**Boys**

**Monday-Chapel Day**

***(No Tennis Shoes on Chapel Day)***

- \* Navy Slacks - (standard uniform slacks only) (**NO SHORTS**)
- \* White Oxford button down collar shirt – **only. No logo required.**

- \* Burgundy button down sweater with FCA embroidered logo
- \* Black, white, or navy socks - **no logos or printing on the sides of socks**

- \* Black shoes—**only**

**Tuesday thru Thursday**

- \*Navy slacks or shorts (elastic is acceptable)

\* Polo shirt with three buttons (short or long sleeve, white or burgundy). White polo shirts must have FCA logo. Burgundy polo shirts logo will be required beginning 2012-2013.

- \* Turtle necks - burgundy or white (may be worn during winter)
- \* Burgundy button down sweater with FCA logo
- \* Black, white, or navy socks - **no logos or printing on the sides of socks**

- \*Black shoes or Tennis shoes (non-marring)

**Friday - Spirit Day**

\* FCA T-shirt or sweatshirt, slacks, shorts, or jeans. T-shirt can be purchased at FCA's front office.

- \* Tennis shoes (non-marring). **No twinkling lights. No wheels.**

TODDLER SUPPLY LIST

FALL	SUMMER
Toddlers pull-ups or underwear	Toddlers pull-ups or underwear
Large wipes and container	Large wipes and container
A change of clothes in a zip lock bag	A change of clothes in a zip lock bag
Large plastic bib with pocket	Large plastic bib with pocket
Two large boxes of facial tissue	Two large boxes of facial tissue
A large old T-shirt for painting	A large old T-shirt for painting
Blanket and fitted crib sheet	Blanket and fitted crib sheet
One package of manila art paper	Pillow
Pillow	Old magazines for art
Old magazines for art	Large & small zip lock bags
Plastic grocery bags	Construction paper
Large & Small zip lock bags	Two jumbo box of crayons
Construction paper	Two large bottle of glue bottles
Two jumbo box of crayons	One package of manila art paper
Two large bottle of glue bottles	Plastic grocery bags
Two reams of color copy paper (24 lbs)	One crib sheet, one child size blanket that child can handle or preschool sleeping bag with pillow
One ream of white copy paper (24 lbs)	<b><i>Returning students only need to bring Kleenex® and baby wipes for the summer</i></b>
One crib sheet, one child size blanket that child can handle or preschool sleeping bag with pillow	

PLEASE TAKE ALL BEDDING AND BIBS HOME ON FRIDAYS TO BE WASHED. **Please label all items and check your child's diapers, wipes, facial tissue and clothing for restocking supplies.**

**A Reminder: For potty training purposes, please bring extra underwear, clothing, shoes and a plastic cover along with sheet and blanket.**

**PLEASE LABEL ALL SUPPLIES**

**TWO YEAR OLDS SUPPLY LIST**

<b>FALL</b>	<b>SUMMER</b>
1pkg of 11x17 construction paper (multicolor)	One small blanket and a small pillow (no large blankets/pillows allowed)
Two boxes of 8 jumbo crayons	Two packages of baby wipes
Two small bottles of glue	One cot sheet
Four glue sticks	Two boxes of facial tissue
Three boxes of facial tissue	A change of clothes in a zip lock bag
Two reams of color copy paper (24 lbs)	
One oversized T-shirt for painting	
Two small wallet size pictures of your child	
One small family picture	
One small blanket and a small pillow (no large blankets/pillows allowed)	
Three pocket folders (yellow)	
One ream of multicolor copy paper (24 lbs)	
One cot sheet	
A change of clothes in a zip lock bag	
One long plastic smock for water play	
One box of gallon zip-lock bags	
One box of sandwich zip-lock bags	
One four pack tubs of play-dough	
One pair of blunt scissors	
Two water color pallets	
One ream 24 lbs. weight white copier paper	
Three packages of baby wipes	

PLEASE TAKE ALL BEDDING HOME ON FRIDAYS TO BE WASHED

PLEASE LABEL ALL SUPPLIES

**THREE YEAR OLDS SUPPLY LIST**

FALL	SUMMER
A change of clothes in a zip lock bag (underwear, socks, pants, and top)	One box of Kleenex® Tissue
One crib sheet and one child size blanket that child can handle	One box of large 8 count crayons (Crayola brand only)
One small travel pillow with pillowcase only (both can be purchased at Wal-Mart for \$2.50 each no large pillow will be allowed)	One box of large 8-count marker (Crayola brand only)
Three boxes of Kleenex® tissue	Three Glue sticks
Four boxes of baby wipes	One box of Baby Wipes
Three boxes of large 8 count markers (Crayola brand only)	One set of summer clothes in a large zip-lock bag
Three boxes of large 8 count crayons (Crayola brand only)	One four pack tubs of play-dough
Nine glue sticks	One crib sheet & one child size blanket that child can handle
Three pocket folders (1blue, 1green, and 1 orange)	A change of clothes in a zip lock bag
One pkg 9x12 construction paper	
One pkg 9x12 manila paper	
One ream of white copy paper (24 lbs)	
Two reams of color copy paper (24 lbs)	
Three large pencils	
Three regular size pencils	
Two small wallet size pictures of child	
One family picture (please write the name of each person in the picture on the back)	
One picture of child's pet	
Two boxes gallon size zip-lock bags	
One box of sandwich size zip-lock bags	
Light sweater or jacket to leave in the classroom	
One four pack tubs of play-dough	

PLEASE TAKE ALL BEDDING HOME ON FRIDAYS TO BE WASHED  
PLEASE LABEL ALL SUPPLIES

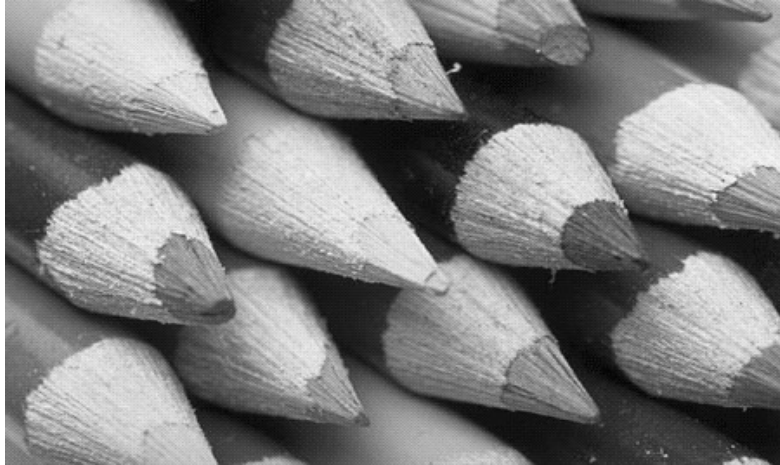
**FOUR YEAR OLD SUPPLY LIST**

FALL	SUMMER
Two beach towels or rolled up mat (child size) One travel size pillow and pillowcase (Walgreen's or Wal-Mart)	Two beach towels or rolled up mat (child size) One travel size pillow and pillowcase (Walgreen's or Wal-Mart)
A change of clothes in a zip lock bag	One pocket folder (yellow)
Two wallet size pictures of child	Two glue sticks
Two reams of color copy paper (24 lbs)	One container of baby wipes
Four boxes of Kleenex®	One pkg. 9x12 construction paper
Three pocket folders (red)	One pkg. 12x18 manilla paper
A light sweater or jacket to leave in class	One box of 8 count crayons
Eight glue sticks	One box of large markers
Three small bottles of Elmer's glue	One box of small markers
One pair of blunt scissors	Two water colors (variety tray)
One package of styrofoam plates	Two paintbrushes
One package of paper plates	One pkg. regular size pencils
Three containers of baby wipes	A change of clothes in a zip lock bag
One pkg. 9x12 construction paper	
One pkg. 9x12 manilla paper	
One pkg. 12x18 construction paper	
One pkg. 12x18 manilla paper	
One pkg. regular size pencils	
One box of jumbo crayons	
Two boxes of 8 count crayons	
One box of large markers	
Two boxes of gallon size zip-lock bags	
One box of sandwich size zip-lock bags	
Two large pencil erasers	

PLEASE TAKE ALL BEDDING HOME ON FRIDAYS TO BE WASHED  
PLEASE LABEL ALL SUPPLIES







1821 W. Camp Wisdom Rd.  
Dallas, TX 75232  
**(214)672-9200, x4401**

A Ministry of Oak Cliff Bible Fellowship

Dr. Anthony Evans, Senior Pastor  
Marcus Bellamy, Lead Associate Pastor