

# **PRESCHOOL HANDBOOK**



Version 1.17.9.9

**Table Of Contents**

1.0. INTRODUCTION.....1

    1.1. PURPOSE.....1

    1.2. MISSION STATEMENT.....1

    1.3. LEGAL ENTITY.....1

2.0. ADMISSIONS.....1

    2.1. QUALIFICATIONS.....1

    2.2. PROCEDURES.....2

3.0. SCHOOL DAY PROCEDURES.....2

    3.1. SCHOOL BEGINNING.....2

    3.2. END OF DAY.....2

    3.3. PARKING PER FIRE CODE.....2

    3.4. SECURITY.....2

4.0. FINANCIAL.....3

    4.1. TUITION.....3

    4.2. REFUNDS.....3

    4.3. DONATIONS.....3

5.0. STUDENT STANDARDS.....3

    5.1. REQUIRED CONDUCT.....3

    5.2. CONDUCT WHICH WILL NOT BE TOLERATED.....3

    5.3. DISCIPLINE.....3

    5.4. DRESS CODE.....4

6.0. VOLUNTEERS.....5

7.0. PARENT – SCHOOL RELATIONS.....5

    7.1. HEALTH INSURANCE.....5

    7.2. PARENT/TEACHER CONFERENCES.....5

    7.3. PROBLEM SOLVING PROCEDURE.....5

    7.4. TRANSPORTATION.....5

8.0. MEDICAL INFORMATION.....5

    8.1. COMMUNICABLE DISEASES.....5

    8.2. EMERGENCY CONTACTS.....5

    8.3. PRESCRIPTION MEDICATION.....5

9.0. MISCELLANEOUS.....6

    9.1. SCHOOL CLOSINGS.....6

    9.2. TELEPHONE.....6

    9.3. SOLICITING.....6

    9.4. SCHOOL VISITS.....6

***Kingdom Academy***

**Of Bluffton, Inc.**

225 Ferguson Park Court  
Bluffton, IN 46714

**Table Of Contents**

APPENDIX I - STATEMENT OF FAITH .....7  
APPENDIX II – BOARD MEMBERS TERMS OF OFFICE .....10  
REVISION HISTORY .....11

## 1.0. INTRODUCTION

### 1.1. Purpose

The purpose of Kingdom Academy is to provide an education in the subjects mandated by the state of Indiana at an academic level, which challenges each student to achieve his/her highest potential. At graduation students should be fully equipped to meet any academic challenges facing them in the future.

### 1.2. Mission Statement

With God's grace and wisdom, Kingdom Academy will strive to develop young men and women with an education, character and strong values that will allow them to be a light and witness wherever God places them. "Let your light so shine before men that they may see your good works, and glorify your Father, which is in Heaven." Matt. 5:16.

### 1.3. Legal Entity

The school is a non-profit corporation, which qualifies for tax-exempt 501(c)(3) contributions under IRS code.

## 2.0. ADMISSIONS

### 2.1. Qualifications

- 2.1.1 In order to maintain a high level of moral conduct and educational excellence, Kingdom Academy of Bluffton, Inc. is open to students whose parents or guardians agree to:
- a. Provide a nurturing home environment for their children's soul and mind while eliminating unwholesome entertainment. The school board will have the authority to decide on these specifics.
  - b. Monitor their children's homework habits. Encourage and help them learn to their fullest potential.
  - c. Support the teachers, handbook and school board decisions.
  - d. Provide volunteer assistance to the school.
  - e. Attend the Apostolic Christian Church of America, Inc. on a regular basis and be in agreement with the Statement of Faith of the Church (See Appendix I). The Board, on a case-by-case basis, will consider each application for admission and special considerations may be given to extenuating circumstances.
- 2.1.2 If students have the above qualifications change during the school year their eligibility will be reviewed at the end of the semester.
- 2.1.3 Kingdom Academy of Bluffton, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of

educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

2.1.4 To be eligible for preschool, children should be 4 years old on or before August 1.

## 2.2. Procedures

2.2.1. Interested parents should read the preschool handbook carefully.

2.2.2. Families who have children already attending Kingdom Academy should let the school administrator know by June 1 if they will be sending their children the following school year. Parents should complete and submit the Admission Package no later than August 1st.

2.2.3. Families who have children already attending Kingdom Academy should let the school administrator know by June 1 if they will be sending additional children the following school year. Parents should complete and submit the New Student Admission Package(s) no later than August 1st.

2.2.4. Families who do not currently have children attending Kingdom Academy should contact Brian Steffen or Jessie Steffen before August 1.

## 3.0. SCHOOL DAY PROCEDURES

### 3.1. School beginning.

For the morning class parents should have their children at school no earlier than 7:45 a.m. and no later than 8:15 a.m. Students need to be ready for class to begin by 8:15 a.m.

### 3.2. End of Day.

School dismisses at 11:15-11:25 a.m.

Parents should remain outside the building until dismissal time.

Parents need to let teachers know if someone else will be picking up their children.

### 3.3. Parking per Fire Code

No long term parking between the carports or under the carports.

### 3.4. Security

Doors will remain locked during school hours.

## **4.0. FINANCIAL**

### **4.1. Tuition**

Tuition for preschool is \$700 per school year. There are no book fees but there is a \$60 supply fee. Tuition can be paid in full when school starts, or annually in ten (10) equal installments beginning in August.

If you have questions you can email the Treasurer at [katreasurer01@gmail.com](mailto:katreasurer01@gmail.com)

### **4.2. Refunds**

Refunds can be given for tuition paid in advance if a student stops attending school. Registration fees are not refundable.

### **4.3. Donations**

Donations to the school are tax deductible per IRS guidelines.

## **5.0. STUDENT STANDARDS**

### **5.1. Required Conduct**

- 5.1.1. Obey the policies and standards of the school and respect teachers and others.
- 5.1.2. Maintain Biblical standards in courtesy, kindness, language, morality and honesty.
- 5.1.3. Refrain from disruptive behavior.
- 5.1.4. Respect the property of the school and of others.

### **5.2. Conduct which will not be tolerated**

- a) Foul or profane language
- b) Deliberate disregard for school policies and standards
- c) Fighting
- d) Theft
- e) Deliberate damage to school property.
- f) Belittling other students
- g) Defiant attitude toward authority
- h) Chewing gum

### **5.3. Discipline**

- 5.3.1. Parents shall support and assist in disciplinary action.
- 5.3.2. The school will maintain discipline, which is firm, fair, consistent, and tempered with love. Disciplinary procedures will be up to the teacher's/teacher's aides' discretion.

## 5.4. Dress Code

- 5.4.1. The students' dress at school should reflect the biblical principles of modesty and gender distinction. It is the parent's responsibility to insure that the students leave home well groomed and in compliance with the dress code.
- 5.4.2. General Dress Code
  - a. Everyone shall be neatly and modestly attired.
  - c. All clothing must be clean and in good repair.
  - d. Girls must wear skirts or dresses.
  - f. Shirts and blouses must have sleeves.
  - g. Boys must wear long, well-fitted pants (not baggy).
  - k. Dress pullover shirts are permitted, although they must have nothing on them, which is derogatory or unsuitable for a Christian.

## **6.0. Volunteers**

Teacher helper volunteers are welcome based on teacher requests for assistance. The volunteer will be subject to direction from the teacher they are assisting. Volunteers will be expected to follow the general dress code.

## **7.0. PARENT – SCHOOL RELATIONS**

### **7.1. Health Insurance**

Student's health insurance will be the responsibility of the parents.

### **7.2. Parent/Teacher Conferences**

Parent/teacher conferences can be requested by either the teacher or the parents and should be arranged to avoid conflicts with school. Regularly scheduled conferences occur once each school year or as needed.

### **7.3. Problem Solving Procedure**

Care should be taken to follow the proper procedure as outlined in Matthew 18:15-17. Parents should discuss problems with the teacher before contacting the Board. School problems should not be discussed at church.

### **7.4. Transportation**

Transportation to and from school will be the responsibility of the parents.

## **8.0. MEDICAL INFORMATION**

### **8.1. Communicable Diseases**

The teacher must be notified if a student has a communicable disease.

### **8.2. Emergency Contacts**

Emergency contact names and phone numbers are to be provided by the parents and updated as necessary.

### **8.3. Prescription Medication**

A teacher must administer prescription medication taken by a student at school. All medications must be in possession of a teacher.



## **9.0. MISCELLANEOUS**

### **9.1. School Closings**

Weather-related closings will be announced on the radio WBCL 90.3fm, TV21.1 and TV33.1, as well as on their websites. As a convenience WBCL offers text alerts.

### **9.2. Telephone**

Use of the school telephone is at the teacher's discretion. Student use is for emergencies only.

### **9.3. Soliciting**

The School Board must approve the sale of any items at school.

### **9.4. School Visits**

School visits are encouraged but should be scheduled with the teacher.

## APPENDIX I - STATEMENT OF FAITH

1. The Bible is the inspired and infallible Word of God to man. The New Testament serves as the foundation of the doctrine of the Apostolic Christian Church. The authorized King James version is embraced. John 1:1, II Tim. 3:16, II Pet. 1:20-21, Rev. 22:18-19.
2. There is one eternal God, the Creator of all things, who exists in three persons: the Father, the Son and the Holy Spirit. Gen. 1:1, Matt. 28:19, Col. 1:16-17, Rev. 1:8.
3. Jesus Christ, the Son of God, was begotten by the Holy Spirit and born of the Virgin Mary. He lived a sinless life. Is. 1:14, Matt. 1:23, Heb. 1:1-8, Heb. 7:26
4. Man was created in God's image, but by his transgression, he became separated from God. All who reach the age of accountability are responsible for their sinful deeds. Gen. 1:26, Gen 3, John 3:3, Rom. 3:10,12,23.
5. Jesus Christ gave His life on Calvary's cross and His precious blood was shed as a ransom for all. He was buried, and He rose again the third day for our justification. Rom. 4:25, Rom. 5:8, I Cor. 15:3-4, I Tim. 2:6, I Pet. 1:18-19.
6. Both the saved and the lost will be resurrected; the saved unto eternal life and the lost unto eternal damnation. Dan. 12:2, John 3:16, John 5:28-29, II Pet. 3:7-9, Rev. 20:12-15
7. Faith in Christ's redemptive work on Calvary (which results in repentance) is the beginning of a true Christian life. The fruits of repentance are a humble and contrite heart, prayer, godly sorrow, confession to God in the presence of man, forsaking of all sin, restitution and a forgiving spirit. Ps. 34:18, Prov. 28:13, Matt. 3:6-8, Matt 18:21-35. Luke 14:33, Luke 19:8, Acts 17:30, Acts 19:18, II Cor. 7:10, Eph. 2:8-9, Heb. 11:6, I John 1:9.
8. A true conversion is evidenced by a spiritual rebirth, restoration of peace with God and man, the fruit of the Spirit and obedience to God's Word. Rom. 5:1, Gal. 5:22-26, I Pet.1:23, I John 2:3-6.
9. Following a testimony of faith and conversion, a covenant of faithfulness to God is made. Baptism of faith (by immersion) is administered in the name of the Father, Son and Holy Ghost. Matt. 28:19, Rom. 6:3-4, Heb. 10:16-17, I Pet. 3:21.
10. The believer is sealed with the Holy Spirit of promise. This is acknowledged and symbolized in a prayer of consecration (following baptism) by the laying on of hands of the elder. As a member of the body of Christ, the believer experiences spiritual growth and edification within the church. Rom. 12:5, Eph. 1:13, Eph 4:15, I Tim 4:14, Heb. 6:1-2.
11. The New Testament Church appears in two distinct aspects:
  - a. A fellowship of converted men and women (known as Brothers and Sisters), with Christ as Head, functioning in accord with New Testament teachings. Matt. 18:20, I Cor. 1:10, Col. 1:18.
  - b. The glorious Church, the Bride of Christ, including all saints of all ages, to be manifest fully at the return of Christ Jesus. I Cor. 15:52, Eph. 5:27, I Thes. 4:16-17.
12. Brethren who are sound in faith, doctrine, and example serve as elders, ministers and teachers. They are chosen from the congregation for the furtherance of the Gospel of the grace of God to all people. Matt. 28:19-20, Eph. 4:11-12, II Tim. 2:2, Heb. 13:7,17.
13. The bread and the fruit of the vine in Holy Communion symbolize the body and the blood of Christ. A closed communion is observed by the church, following self-examination by the members. I Cor. 10:16, I Cor. 11:17-32, II Cor 6:14-18.
14. The Holy Greeting, a kiss of charity, is practiced among brethren as a symbol of love for one another. Rom. 16:16, I Cor. 16:20, I Pet. 5:14.
15. Sisters wear a veil or head covering during prayer and worship as a symbol of their submission according to God's order of Creation. I Cor. 11:1-16.

16. The believers live separated, sanctified lives and are not conformed to the world. Discipline of erring members is administered for their spiritual welfare and for the preservation of the church. Matt. 18:15-17, John 17:14-16, Rom. 12:2, I Cor. 5, Gal. 6:1, I Thes. 5:22, II Thes. 3:6, 14-15, James 1:14-15, 4:4, I Pet. 1:14-15, I John 2:15-17.
17. Governmental authority is respected and obeyed. Members serve in a non-combatant status in the military. Oaths are not taken, but truth is affirmed. Matt. 22:21, Luke 3:14, Rom. 13:1-10, I Tim. 2:1-2, Heb. 12:14, James 5:12, I Pet. 2:12-14.
18. Marriage is a lifelong union ordained of God in which a man and a woman of like mind, faith and fellowship are united in the Lord in Holy Matrimony. Mark 10:9, I Cor 7:39, Eph 5:21-33, Col. 3:18-19, Titus 2:2-6, I Pet 3:1, 7.
19. Although the gift of eternal life is a present possession of every true believer, it is possible for a believer of his own free will to forsake his faith, return to sin and consequently forfeit eternal life with Christ. Matt. 25:24-30, John 3:36, John 15:1-7, Rom. 6:16, Rom. 8:35-39, I Cor. 9:27, I Tim. 1:18-20, I Tim 4:1, II Pet. 2:22, I John 5:11-13, Rev. 2:10, 3:5, 16:21.
20. Built upon the Lord Jesus Christ, the church is a closely knit body of believers sharing each other's joys and sorrows in the true spirit of brotherhood. The church seeks to grow in the love of Christ and the understanding of His Word. The church extends a gracious invitation to all to come and worship in spirit and in truth. Luke 24:47, John 4:24, I Cor. 1:10, I Cor. 12:25-26, Eph. 4:16, Phil. 1:21.

## APOSTOLIC CHRISTIAN CHURCH GOVERNMENT

### Local

1. Christ is the head of the church, the chief Shepherd; and all authority flows from Him. Eph. 1:22-23, Col. 1:18-20, I Pet. 5:4.
2. Direction is sought from the congregation for filling teaching and leadership offices either by vote or personal suggestion. The decision for appointment rests with the elder, a responsibility given to Timothy by the Apostle Paul. II Tim. 2:2.
3. the qualifications given in I Tim. 3 and Titus 1:5-9. The congregation's sentiment for support of a ministering brother for such duties is obtained by ballot. The decisions for appointment of elders and ordained deacons rest with the national elder body. Acts 6:2-6.
4. Duties of elders and deacons:
  - a. An elder is the administrator of the spiritual matters of the church. He performs the rites (baptism, laying on of hands, communion, marriage), counsels converts and members and performs all ministerial duties. Heb. 13:7, 17, I Pet. 5:1-5.
  - b. A deacon serves as assistant to the elder and performs all ministerial duties. Acts. 6:1-6.
5. Discipline of erring members is administered for their spiritual welfare and for the preservation of the church. The elder is responsible for administering discipline in the assembly of believers with their support and for their benefit. I Cor. 5, Gal. 6:1, II Thes. 3:6, I Tim. 5:20.

### Denominational

1. There are approximately 60 active elders who meet semiannually to handle the national governance matters.
2. Doctrinal authority rests with this elder body, which depends on the inspiration of the Holy Spirit and the Word for guidance.

3. There is no hierarchy within the elder body. Each is of equal authority and responsibility except that a rotation committee of five elders elected by this body handles correspondence, prepares the agenda, conducts orderly meetings, and responds to special local congregational needs.
4. The elder body is responsible for the approval of elder and ordained deacon candidates and establishment of major church projects.
5. Extensive communication and cooperation exists among the elders. There is frequent interchurch visiting and assistance with duties such as communion, hearing of testimonies, ordination services and many other important matters.

**APPENDIX II – Board Members Terms Of Office**

School board members for 2017/2018

<u>Member</u>	<u>Length of term</u>	<u>Term Expires</u>	<u>Office</u>
Jim Bloomfield	1 year	2018	Maintenance Coordinator
Aaron Isch	2 years	2019	President
Rich Pfister	3 years	2020	Secretary
Dave Moser	4 years	2021	Treasurer
Krent Frauhiger	5 years	2022	Vice President

## Revision History

### **Revision 1.12.4 4/13/12**

Initial release

### **Revision 1.12.4.1 4/23/12**

3.1 changed starting time from 8:00am to 8:45am.

Added section 3.4 End Of Day.

### **Revision 1.12.4.2 4/25/12**

3.1 & 3.4 added afternoon class information

4.1 changed tuition from \$500 to \$450 and added registration fee.

### **Revision 1.12.8.1 8/27/12**

Appendix II removed Jim Fiechter, added Brian Steffen

### **Revision 1.13.05, 5/3/13**

General updates in several sections.

### **Revision 1.13.05,1 5/18/13**

General updates in several sections.

### **Revision 1.13.05,2 5/25/13**

3.2 changed to "School dismisses at 11:45 a.m. "

3.2 added "Parents need to let teachers know if someone else will be picking up their children."

### **Revision 1.13.06 6/18/13**

Removed Section 9.1.2

### **Revision 1.14.05 5/11/14**

4.1 changed tuition from \$515 to \$585.

Updated Appendix II

### **Revision 1.14.11 11/17/14**

Appendix II updated board member list

### **Revision 1.14.9.9 9/9/2017**

Revised Cover

2.1.4 Added: To be eligible for preschool, children should be 4 years old on or before August 1.

2.2.4 Changed Administrator to Brian Steffen and Kindergarten Teacher to Jessie Steffen

2.2.4 Changed date to August 1

3.1 Morning drop off time changed to no earlier than 7:45

3.1 Deleted drop off time for families with other students attending

3.2 Dismissal time changed from 11:45 to 11:15-11:25

4.1 Tuition boosted from \$585 to \$700 and registration fee changed to supply fee

Appendix II updated board member list