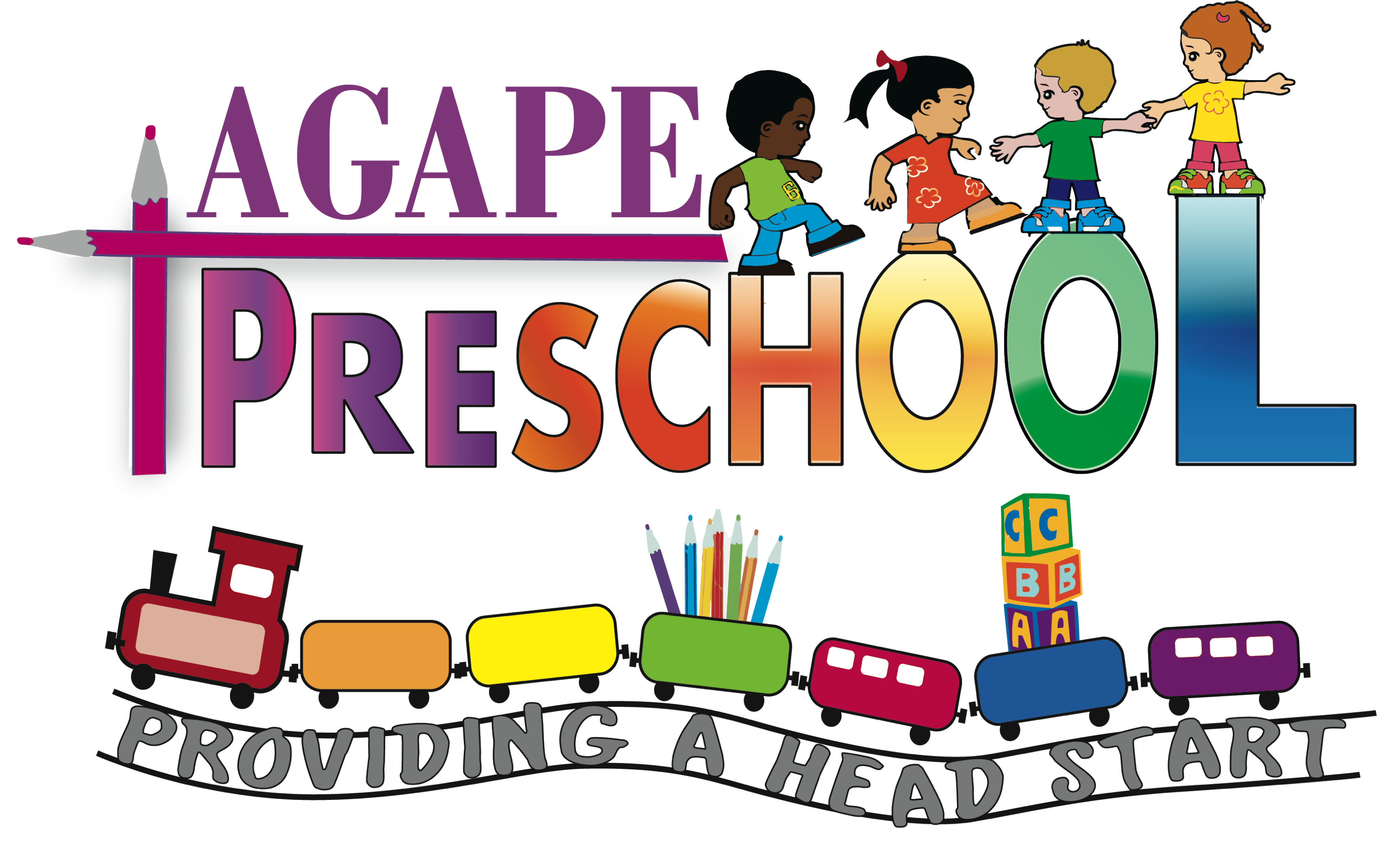
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| Family Handbook | ***Agape Preschool***  ***More Than Child Care***  ***IT’S A CHILD DEVELOPMENT CENTER*** |



***From the Visionary’s Desk***

***In the midst of an educational system that was created to establish and enhance development of Christian Faith, we now find ourselves involved in public education that is separated from church affairs and Christian principles.***

***Over the years, we have allowed Satan to gradually make strides in achieving his goals. Many people think that the present situation began when prayer was taken out of the schools, but this assault by Satan began as early as 1875 with the separation of church and state—specifically in the area of public education.***

***Initially, his attack was not so pronounced leaving many unaware of its implications. The subsequent exclusion of religious holidays, Bible readings, and recitation of prayers and scriptures and religious literature from our public schools soon followed. Suddenly, we became aware of Satan’s attack. We finally realized that children are no longer allowed to pray in school and in some instances, silent prayer is questionable. AGAPE PRESCHOOL purposes to “Change a Generation,” by taking back what the enemy has stolen and allowing God to restore the provision for a Christian education for our children. We believe God’s word! Isaiah 54:13 says, “and all thy children shall be taught of the Lord: and great shall be the peace of thy children.” It is our hearts desire to develop Kingdom Minded young people that value learning and embrace the high standard of academic excellence to ultimately defeat one of the most formidable foes of their time – “The Enemy Called Average.”***

***Hopefully, this handbook will answer your questions regarding the rules and regulations of AGAPE PRESCHOOL. We make no apologies for the Godly standards we aim to uphold. Please discuss them with your child (ren) because not only is the academy accountable for carrying out things “decently and in order,” but also you and your child (ren) likewise will be held accountable.***

***We welcome you to AGAPE PRESCHOOL and thank you for helping us “Change a Generation.”***

***Bishop J. Alan Neal***

***Superintendent***

CONTACT INFORMATION

**Address:** ***AGAPE PRESCHOOL***

Am Lanzenbusch 7

66877 Ramstein, Germany

**Telephone:** 49 (0) 6371 46 3440

**Emails:** [**preschool@agapecfc.org**](mailto:preschool@agapecfc.org)

**Website:** www.agape-preschool.org



**HOURS OF OPERATION**

Before Care: 6:30 A.M. – 7:45 A.M.

Academic Instruction: 8:00 A.M. – 3:00P.M.

After Care: 3:00 P.M. – 6:00 P.M.

Chapel: Wednesdays 8:15 A.M. - 8:45 A.M.

Parents are always welcomed to visit ***AGAPE PRESCHOOL*** where the spirit of volunteerism is always encouraged. If you desire to visit your child’s class for any reason, to include: volunteering, dropping off lunch, homework, books, etc., please be courteous by calling the school at 06371463440 or by coordinating with your child’s teacher in advance. We desire to avoid as many interruptions to the classroom setting as possible.

In addition, if you need to coordinate a visit with the principle, Superintendent or with our administrative personnel, please schedule an appointment by emailing us at [preschool@agapecfc.org](mailto:preschool@agapecfc.org) or by calling us at 06371463440.

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***ARTICLE I***

***GENERAL POLICIES***

**A. Statement of Faith**

* We believe that the Bible is the inspired Word of God and that it is significant for even the youngest of His Children.
* We believe that children are gifts from God, entrusted to our care.
* We believe it is our responsibility to train them in His ways and in His love.

**B. Mission Statement**

We at ***AGAPE PRESCHOOL*** believe early childhood development is paramount to the growth of your child. Our mission/aim is to nurture the whole child by “Providing A Head-Start” in areas of spiritual, intellectual, emotional, social and physical development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of each child. Our love approach and highly acclaimed Abeka pre-school curriculum will ensure a “Head-Start” for your children entering Kindergarten and 1st Grade. Through Christian principles and teacher-assisted and directed activities, your children are encouraged to be independent thinkers and life-long learners.

**C. Philosophy**

At ***AGAPE PRESCHOOL*** we believe that every student is an individual person who has been blessed by God with special gifts of personality, intellect, physical ability, and individual talent. The environment and experiences that are provided at ***AGAPE PRESCHOOL*** are designed to nurture these God-given abilities, while assisting each student in achieving academic excellence and helping them learn to live and work in harmony with others.

***AGAPE PRESCHOOL*** is more than child care. It’s a Child Development Center. We will endeavor to provide a caring environment that fosters creativity and learning while providing an enjoyable and rewarding school setting.

**D. Educational Goals:**

***It is our goal to assist each student in attaining academic excellence in a Christian environment. This goal will be achieved through the use and development of language skills, continuous exposure to new information, and the development of the mind in problem-solving situations that involve the application of our curriculum. Hard work is expected of all who are involved in the process: students, faculty, and parents.***

**Our educational goals are:**

1. To prepare children spiritually by instilling in them a love for God and His Word.

2. To offer an instructional program that meets the academic needs of children and places strong emphasis on the basic fundamentals of education: reading, arithmetic, and penmanship.

3. To develop social skills that will enable them to communicate effectively with peers, parents and adults.

4. To develop a sense of responsibility in each child.

5. To prepare each child for an outstanding position in life.

6. To develop an appreciation and desire for wholesome recreation.

7. To nurture a positive self-image in each child. To help see themselves as uniquely created and loved by God.

8. To foster creative self-expression through play, music and art.

9. To encourage a love for reading by providing an age appropriate fully operational library.

10. To provide the opportunity to recognize and speak beginner’s German.

**E. Admissions Policy**

***AGAPE PRESCHOOL*** exists to offer a Christian- based academic program of excellence in a Christian environment. Students will be expected to listen in a classroom setting and receive instruction. Students must be fully potty trained prior to admissions. Applicants must submit the following:

1. A completed enrollment application package before or at the interview

2. If applicable, an official copy of the student’s transcript and school record

3. A copy of passport

4. A birth certificate or legal copy.

5. Must meet the age/date of birth listed below:

**a. Students must reach their fourth birthday on or before September 1st to be eligible for Pre-K4.**

**b. Students must reach their third birthday on or before September 1st to be eligible for Pre-K3**

6. A current immunization record

7. Yearly registration fee and one full month’s tuition.

8. Photo release statement (signed and dated)

**Notice of Non-Discrimination Policy**

***AGAPE PRESCHOOL*** admits students of all races, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to all students in the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of education policies, admission policies, athletic and other school administered programs. ***Note: Please be advised, AGAPE PRESCHOOL is not authorized to accept local national German citizens due to German law and US SOFA policies. AGAPE PRESCHOOL is open to all Status of Forces Agreement (SOFA) Sponsored Personnel, DOD-GS Employees and Military* *Personnel*.**

**F. Attendance Policy**

If your child is scheduled to attend Pre-school and will be absent, please notify his or her teacher as soon as possible by calling 06371463440.

If your child is scheduled to attend Extended Care (before or after) and will be absent, delayed and or if you will be late to pick up, please notify the teachers or office as soon as possible by calling 06371463440.

If your child is enrolled in our kindergarten program, it is the responsibility of the student and parents to create the habit of being punctual and regular in attendance. Excessive and/or unnecessary absences encourage poor work habits and make it difficult for students to keep up with their academic requirements. All students are required to attend school for 180 instructional days per school year. The standard of ***AGAPE PRESCHOOL*** is, faithful attendance is necessary for the maximum benefit. Any kindergarten student who is absent more than 20 days during the school year may be retained. Cases of unusual or unavoidable circumstances will be addressed on an individual basis. Only excused absences will be given consideration. Students with excessive absences due to illness will be required to have a follow-up physical examination by his/her physician. Please see the policy for excused and unexcused absences for the Kindergarten program listed below.

**Excused Absence**

1. Personal illness.

2. Injury or doctor appointments, which cannot be scheduled after school hours.

3. Illness in the immediate family that requires the student’s presence. (*This does not include routine babysitting with an ill sibling*).

4. Death in the family.

5. Absences with prior approval from the office.

6. Religious Holidays.

7. Unique Family Circumstances.

Students will be required to bring a note to school the first day back after an absence. This note should include the following: exact dates and times of absence, reason for absence, and the signature of the parent or guardian.

It is the responsibility of the student/parent to get a list of lessons missed from the teacher. The student will have no more than the same number of days absent, to complete all assignments after returning.

**Unexcused Absences**

Any absence **not** meeting the requirements under “Excused Absences” will be considered unexcused unless discussed and previously agreed upon by the parent/guardian and the principal. Parents will be contacted for a conference after the third unexcused absences.

**1. Truancy**

Truancy is any absence from school without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the school day or staying out of any scheduled class without permission. Truancy will not be tolerated and may result in suspension or dismissal.

**2. Tardiness**

a. It is important that students always be on time to school and class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every child’s walk of life. If a student accrues 3 tardies, this will count as 1 absence.

b. Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared. After the third unexcused tardy, a conference with the parents and/or issuance of other disciplinary means to discourage this behavior, will occur.

**3. Excused Tardiness**

a. Students arriving to school after 8:15 A. M. must have a note and be signed in by the parent to receive credit for that day’s attendance.

b. We understand at times conditions exist beyond parental control (i.e. automobile troubles, traffic delays due to accident, inclement weather conditions, etc.) that will cause students to arrive to school late. These infractions will be considered an excused tardy.

**G. Withdrawal Procedure**

Any family planning to withdraw a student from school must notify the school office in writing as soon as possible, but not later than two weeks prior to withdrawal. Please note, if withdrawals not due to official orders are made after the fifth of the month, there will not be a refund and the remaining tuition balance is due. See additional fees for more details.

If withdrawal is due to a PCS move or Emergency/Compassionate Reassignment/Hardship tour, a copy of the official orders must be provided.

For any/all withdrawals, all tuition/fees must be paid. School records will be released only when all financial obligations to the ***AGAPE PRESCHOOL*** have been fulfilled.

**H. Financial Policy**

Financial support for *AGAPE PRESCHOOL* is provided from gifts, tuition, and other fees. To maintain a high-quality faculty, it is critical that we contract teachers for the entire school year. The number of staff & faculty hired is determined solely by the number of students registered; therefore, it is imperative that we protect our salary base by requiring a parent to sign the agreement at Appendix A of this handbook, forming a legally binding contract for a minimum of 10 months. *This will ensure we have adequate funds to pay our faculty & teachers for the entire year!*

AGAPE PRESCHOOL is open to all Status of Forces Agreement (SOFA) Sponsored Personnel, DOD-GS Employees and Military Personnel. Tuition is set by the Administrator and Executive Board and may be changed annually. This year’s tuition for all applicable sponsored students is based on an annual fee, currently **€4,000**. For your convenience, tuition may be paid in **ten 10 monthly** installments of **€400** /**month. The last month’s installment or final annual payment of €400 must be fully paid no later than 15 May.**

Tuition is due on the 1st of each month. **After the fifth of the month a late fee of €75 will be applied.** You may make your payment in euros to the Finance Department prior to or on the required deadline. You may also use Direct deposit as an option for payment to go directly into the *AGAPE PRESCHOOL’s* bank account. However, once this arrangement has been made, future payments must be completed via bank transfer. ***Please note:*** Due to the foreign account, it may take the bank up to five business days to post your deposit. The academy will not be held liable for late payments on behalf of the client’s financial institution and a €75 late fee will be applied to your balance.

a. **Tax Deductions for Tuition:** *AGAPE PRESCHOOL* is a German Entity (business), therefore it is governed by German Tax Laws. We are a “for profit” entity and pay German taxes as a small business. Use of your tuition payment is not deductible under German Law!

b. **Monthly Payment:** In the event that you elect to pay ten monthly installments, a tuition payment is due on the first of each month, beginning August (half payment is due) and ending with the final payment due 15 May (Please note: half payment for June is due by 15 May). A late fee of €75 will be added to payments received after the 5th of the month. In the event that one month’s tuition is outstanding when another comes due, tuition for both months must be paid before the student can return to class. After two (2) late payments, all future payments must be paid by the first of each month in order for the student to continue attending classes. ***Please be advised that the above payment plan only applies to those who begin school in August and end in June. If the attendance of the child is different than what’s described in the above paragraph, you will need to speak with the financial manager for further instructions on payments.***

c. **Enrollment Fees:** Students enrolling after the first week of the school year must pay for a full month of service when enrolled on or before the 15th of a month. After the 15th of the month, new enrollees (non-returning students) must pay the registration fee and pay for one half month’s pay. No other prorated amount will be authorized. Once enrollment payment is complete, please follow the financial guidelines outlined in this handbook.

d. **Gif ts/Donations:** From time to time, parents and others may be asked to donate books, classroom equipment, and other items. Anyone who desires to make a donation may check with the principal to determine the school’s specific needs. Gifts may be designated as follows:

1. to a specific project.

2. Deposited into the general operation fund for the AGAPE PRESCHOOL.

e. **Other Fees**

1. **Registration Fee:** A 200.00 Euro **non-refundable**, **non-transferable** registration fee must accompany each registration form. Classrooms are designed for limited capacity of 10-15 students. Placement is given on a first come basis, provided students have met all other admission requirements to include the paid registration fee.

2. **Textbooks and Supplies:** Parents are responsible for ordering/purchasing all textbooks and supplies. Textbooks may be ordered via the Internet from [www.ABeka.com](http://www.abeka.com). Student textbook list and supply list are provided during summer months. **If a student lacks the required books, a fee of** €**75.00 per week for a maximum of three weeks is incurred for making copies of minimal class materials. Please order student books early to avoid copy fees. If books are purchased, parents must present a receipt to avoid the above charge.**

3. **Uniforms:** Students are required to wear uniforms to school. Parents are required to purchase a minimum of two complete sets of uniform for their children. Uniforms can be purchased from [www.frenchtoast.com](http://www.frenchtoast.com) ; [www.childrensplace.com](http://www.childrensplace.com), [www.gap.com](http://www.gap.com), or any store carrying the proper uniform attire. The cost for uniforms will vary. There will be “Out of Uniform Days where the student pays a fee not to wear their uniform. The student must choose to wear clothing that agrees with school policy. For safety reasons, students are not allowed to wear any type of open-toed shoes.

4. **Special Fees**: As the year progresses, parents may be asked to provide funding for special programs, field trips or planned events developed by the Parent/Teacher Forum.

5. **Early withdrawal penalty:** If a student withdraws for any other reason except for the above stated in ***Student Withdrawal***, **the parent remains responsible for the entire remaining** **school years tuition.** **All obligations, including financial, must be cleared before records can be mailed to the receiving school or childcare facility.**

6. **Request for Refund:** If a parent feels that he/she is due a refund of any kind, they must provide a written request within 30 days of withdrawal. *Please note: the request for withdrawal is only a two-week process, but if request for funds is made, 30 days written notice is required*. However, this does not guarantee a refund. All accounts will be considered final at this point. ***Considering the tuition and attendance is based on an annual rate, withdrawal refunds are only guaranteed in the event of a PCS move/ Emergency with verification and a Hardship/Compassionate reassignment. Situations will be dealt with on a case-by-case basis.***

7. **Extended Care (Before/After)**:

1. Before Care 6:30 A.M. – 7:45 A.M. is €40 per month. This is a service provided to assist parents who have obligations prior to the school’s instructional hours. This is not a period of instruction. Children may eat breakfast you provide or nap until instruction begins.
2. This is a service provided to assist parents who have obligations after the school’s instructional hours. This is not a period of instruction. Children may complete homework during this time. However, this is not a tutoring session and will require parents to assist students with homework assignments.
3. Late fee for Extended Care is €1 per minute after the scheduled pick-up time. Payment will be paid to the Extended Care Personnel upon arrival. *Note: habitual late pick-up may result in loss of extended care service.*

**I. Dismissal**

*AGAPE PRESCHOOL* reserves the right to dismiss any student who does not respect its Christian standards, cooperates in the education process, or fails to comply with the standards of conduct and attitude established by the school. Dismissal can also occur when the parent(s) do not respect the *AGAPE PRESCHOOL* standards as well. There is no refund of tuition and fees in cases of dismissal.

**J. Parental Involvement**

*AGAPE PRESCHOOL* assumes and expects active and substantial parental involvement in the education of their children. The *AGAPE PRESCHOOL* role is to assist the parents with their God given responsibility. Therefore, parents are expected to participate in the following activities:

1. Parent Orientation Night. This meeting will be scheduled prior to the opening of each academic year.

2. Daily monitoring and assisting with academic subjects as assigned by the classroom teacher. It is imperative to spend time with your child to do homework. If your child is in aftercare, it is not the aftercare staff’s responsibility to ensure your child’s homework is done, regardless if you are paying for after care.

3. Ensure their child attends school well-groomed and dressed in the appropriate school uniform.

4. Special activities and programs in which your child will participate in, such as field trips, award programs, have a lunch with your child, etc.

5. Parent Chaperones. All field trips require parent participation to some extent, however in the event chaperone is unable to attend, childcare arrangements must be made by the parent due to on-site care’s unavailability.

6. Provide a work area free of interruption during scheduled instructional hours.

**K. Volunteers**

Volunteers in the classroom are welcomed. You, a grandparent, an uncle or aunt, or other significant family friends are welcome to come to the classroom and share special skills, interests and experiences with the children. Possibilities include but are not limited to:

* Read a book
* Tell a story
* Assist with a special art lesson in drawing, painting, sculpture (no arts/crafts project)
* Do some science or math experiments
* Show photos from a past trip
* Tell about your job, hobbies, etc.
* Cooking activities, holiday foods, ethnic recipes, healthy snacks
* Play an instrument, teach new songs
* Teach a dance or exercise program, yoga
* Share information about your culture/country, teach a language
* Talk about your favorite artists, musicians, bring examples of their work
* Gardening and planting

Classroom volunteer hours will be coordinated with the lead teacher of the classroom. If you are interested in volunteering on a regular basis, please indicate that interest to your child’s teacher.

***ARTICLE II***

***STUDENT CONDUCT & DISCIPLINE***

**A. General School Code of Conduct**

*AGAPE PRESCHOOL* expects students to live a lifestyle that reflects Christian standards and provide for the orderly operation of the school. We believe that discipline is necessary for the welfare of the students as well as the entire school. As a result, each teacher is given liberty for making and enforcing classroom regulations in the manner in which they feel in accordance with Christian principles, administrative directives, and discipline set forth in the Scriptures. Parents will be provided a disciplinary coordination form to be discussed with the teacher. *AGAPE PRESCHOOL* expects full cooperation of the student and parent. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. All students are required to adhere to the general school rules outlined below:

1. All students are subject to the authority of any staff person at any time on the school grounds during the school day and during school functions.

2. Students will be courteous and respectful to teachers, teacher assistants, staff, volunteers, and visitors at all times.

3. Students are expected to address all adults as Mr., Mrs., or Ms. Students are also expected to use an expression of respect or honor when responding to adults, i.e. “**Yes Sir,” “No Ma’am”, “Yes, Ms. \_\_\_\_\_\_\_\_\_\_\_”, etc.**

**B. General Classroom Code of Conduct**

All students are expected to follow these general rules of conduct. The teacher may establish additional rules or guidelines to meet the needs of a specific grade or class.

1. Stay in your seat.

2. Be quiet at appropriate times.

3. Face the front of the class.

4. Raise your hand when you need to address the teacher unless he/she has given blanket permission to speak.

5. Address those in authority with respect.

6. Do not lie or steal nor tolerate those who do!

7. When in the building, walk at all times.

8. Students must obtain permission from their teacher before leaving their desk or room.

9. Students involved with fighting, sexual harassment, drugs, tobacco, bringing weapons to school and alcohol related incidents should expect to be suspended immediately. The Superintendent/ principal will decide the number of days.

10. Be kind and courteous to others.

**C. Discipline for Minor Infractions**

Each classroom teacher will manage the conduct of his/her students throughout the day. Students should expect to be corrected when their behavior does not meet expectations. Parents are not generally notified about minor infractions unless the teacher’s corrective action has not been successful. In those cases, the parents should expect to be both informed and involved in administering corrective actions.

The following are examples of minor infractions: Chewing gum, running in the building, excessive talking, minor property damage, minor dress code violations, and improper behavior during assembly or school sponsored activities.

**Consequences for Minor Infractions**

|  |  |
| --- | --- |
| First Offense | Verbal warning. |
| Second Offense | Verbal and/or written reprimand. |
| Third Offense | Parents notified. |
| Fourth Offense | 4th & continuous infractions of the same manner will be handled as major infractions with consequences outlined in the next section. |

**D. Discipline for Major Infractions**

Major infractions will be handled in a firm and earnest manner. In these cases, parents will be notified and will be involved in the disciplinary process. The following are examples of major infractions: obscene or suggestive language or gestures, willful destruction of property, lying, stealing, fighting, disrespect for staff members, rebellious attitude, and/or exhibiting an attitude unbecoming a Christian. In some instances, students with continued minor offenses will be disciplined according to the rules regarding major infractions.

**Consequences for Major Infractions**

|  |  |
| --- | --- |
| First Offense | Parents will be notified by telephone. A follow-up letter will  be sent home. A parent conference can be scheduled at the  parent’s request but is not required. |
| Second Offense | A parent conference is required before the student can be  re-admitted to school. |
| Third Offense | Dismissal/Expulsion as deemed necessary by the Superintendent and or Principal. |

***The school reserves the right to dismiss/expel students at any level of offense of major infraction. Levels of correction may be skipped, based on the nature of the offense. The above procedures and policies also apply to students while on school-sponsored field trips.***

**E. Devotions and Assemblies**

Daily devotions and weekly assemblies will be an important part of the spiritual education program of *AGAPE PRESCHOOL*. Each school day will begin with a devotional period of prayer and bible lesson. Weekly devotions will be held on Wednesday mornings in the Sanctuary from 08:15 A.M. - 8:45 A.M. The following guidelines will be used:

1. Attendance is required of all staff and students. Parents are always welcome to attend.

2. Each student will demonstrate proper courtesy to the speaker, persons leading the devotion or assembly, and peers.

3. There will be no unnecessary talking, distracting of others, or disturbances.

4. In regards to respect and sanctification of God’s house, there is **no** food, drinks, candy or gum allowed in the Sanctuary **at any time**.

**F. School Uniforms**

*AGAPE PRESCHOOL* expects all clothing and dress to be consistent with and appropriate for the age of the students as Christians. Students must be dressed in proper school uniform, or parents will be called to bring necessary items before the student is admitted to class.

***AGAPE PRESCHOOL***

***K3-K4 UNIFORM LIST***

Shirts: white, light blue, or navy blue polo shirt

Pants: blue jeans

Shoes: black or white athletic shoes

*If your child is enrolled, the following uniform guidelines apply:* Uniforms must be purchased through French Toast Uniform Company at [www.frenchtoast.com](http://www.frenchtoast.com) or any of the websites listed below. The following information serves as a guide to order and the proper wear of the uniform:

[www.Frenchtoast.com](http://www.frenchtoast.com)

[www.childrensplace.com](http://www.childrensplace.com)

[www.gap.com](http://www.gap.com)

Shoes – All Black non-athletic (no logos or characters)

***ARTICLE III***

***ACADEMIC MATTERS***

**A. School Accreditation**

*AGAPE PRESCHOOL* meets the standards set forth by the Fire, Health and Safety Departments of the State of Rheineland-Pfalz, Germany. The school has met all requirements for registering as a Non-Public School. A copy of the *AGAPE PRESCHOOL’S* license and recognition as a non-public school is posted in the administrative area.

*AGAPE PRESCHOOL* is a member of the Association of Christian Schools International (ACSI). The ACSI European Headquarters is located in Budapest, Hungary.

Parents who have students enrolled at *AGAPE PRESCHOOL* have met all the requirements of the United States Compulsory School Law.

1. *AGAPE PRESCHOOL* will not be bound to any curriculum that is contrary to sound Christian education standards.

2. Accreditation of a Christian school is not necessary for a graduate to enroll in a college or university. The basic criteria for college admission are student aptitude and achievement as determined through nationally normed standardized tests. *AGAPE PRESCHOOL* instructional program is designed to allow its students to stand on their own academic achievements and merits. Additionally, the Abeka Curriculum is a proven standard of excellence in education.

**B.** **Teacher Qualifications**

*AGAPE PRESCHOOL* recognizes that the most important degree is a B.A. (Born Again), degree. All teachers are dedicated to Christian service and understand the importance of a Christ-centered curriculum and classroom for your children. Each teacher holds a belief that the Christian School Ministry is his/her service to God.

*AGAPE PRESCHOOL* employs qualified and well-trained teachers based upon their experience or desire to learn through proper training. Teachers are to have current certification credentials or are actively pursuing certification. Professional Development is provided through training workshops, webinars, and correspondence courses.

**C.** **Homework**

Homework is an integral part of the educational process and is given to:

* Reinforce classroom instruction.
* Increase understanding and retention.
* Transfer and extend classroom instruction.
* Prepare for class discussion and provide curriculum enrichment opportunities.

Homework logs, as determined by the classroom teacher, will be sent home on a regular basis. Your child may be assigned additional requirements to reinforce skill acquisition. Please note, Extended Care (Before/After) providers are not responsible for students completing their homework even though the parent may be paying for this service. Please see more details in Article H, Extended Care.

**D. Curriculum**

*AGAPE PRESCHOOL* utilizes the Abeka Curriculum for all grades and subjects with the exception of some foreign languages, some music, and extracurricular activities. Parents should purchase student kits not later than July of the upcoming school year to ensure availability of all materiel before the start of the school year. Late enrollers should order kits upon completing the enrollment process. Please see Article II, section H, additional fees for more information on our policy for ordering required school material.

***ARTICLE IV***

***SCHOOL ROUTINE***

**A. School Calendar**

Understanding our local community’s high operations tempo and the number of academy students having older siblings attending public school, we have attempted to match our calendar as close as possible to that of the local Department of Defense Dependent Schools (DoDDS) school calendar. Please see your teacher for a copy of the current year’s calendar. You may also find the calendar on the school’s website.

**B. Change of Address/Telephone**

Parents are expected to notify the school immediately if their address, telephone number, work location and/or email changes. It is very important that the emergency information remains current at all times.

**C. Telephone Calls/Messages**

All telephone calls and messages to students or teachers must be directed to the school office. Students and/or teachers will not be called for telephone calls except in cases of emergency. Students’ use of the telephone will be limited to emergency calls only! **No cell phones or use of cell phones is permitted during school hours.** The school reserves the right to determine if a call is an emergency.

**D. Illness during School Hours**

Parents will be notified to pick up students who become ill during the school day. Parents are expected to arrive for pickup within 30 minutes of notification. It is important for the school to have current work phone number, home telephone number, cell phone number and an emergency contact number. Also, parents will be contacted to pick up their child if his/her temperature exceeds 99 degrees. *Please note: Students cannot attend school while infected with a communicable disease. Please telephone the AGAPE PRESCHOOL immediately if your child is diagnosed as having a contagious disease. You are expected to keep the child out of school until the condition is resolved*.

**E. Student Injury/Emergency Medical Care**

The staff at *AGAPE PRESCHOOL* will exercise reasonable judgment in the care of students in the unlikelihood of physical injury or illness. If the injury or illness appears serious, *AGAPE PRESCHOOL* facultyreserves the right to seek professional help including ambulance, doctor, and emergency room services. However, transport will not be made using personal vehicles of the *AGAPE PRESCHOOL* staff.Parents will be responsible for paying for the services obtained on the child’s behalf. Attempts will be made to contact the parents by telephone. Every parent is required to obtain and complete a Certified Medical Power of Attorney. This authorization stands for the duration of the school year or as long as the student remains at *AGAPE PRESCHOOL.*

**F. Medications**

Medications are sometimes justified in chronic health conditions and short-term acute health situations. In these cases, the parent must bring the medication to the school office. Under no circumstances will any AGAPE student be allowed to administer his/her own medication. Prescription medications must be in the original, labeled container and include instructions for administering. The child will see his/her teacher and/or the principle to receive his/her medication at the prescribed time. Students can be administered Tylenol or Motrin if the parent (indicating the exact dosage for minor aches and pains) has signed a consent form. The mediation must be *in its original container* and *provided by the parent of the child*. In order for this to be done, parents must agree not to hold the *AGAPE PRESCHOOL* or any staff member thereof liable for any adverse effects. Parents should bring in a supply of Tylenol or Motrin (*in its original container*) if there is a suspected illness (i.e. headache, toothache, etc.). ***Please note for Food Allergies: Parents have to provide written notification of food allergies upon enrollment and/or no later than the first day of school. It is the parent’s responsibility that all applicable medication is not outdated and provided to the child’s teacher/principal with directions and dosage information.***

**G. Closed Campus**

Students are not allowed to leave campus once they arrive on school premises unless picked up by a parent or designee. Parents must specify in writing who is allowed to pick up their child(ren). Students will only be released to parents or their designee. If there is a custody stipulation that one parent is not allowed to pick up a child, a copy of the court order must be filed in the child’s record. All parents or guardians are required to fill out a Student Release Authorization Form indicating who is allowed to pick up their children.

**H. Emergency School Closing and Inclement Weather**

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to severe weather, which makes the roads impassable or unsafe. In case of an emergency closing, such information may be broadcast over AFN radio and television. The decision to close school will rest with the administration. Parents are required to pick up their children as soon as possible after notification. This will allow staff members to depart while conditions are safe for traveling. The same applies for man-made emergencies.

**I. Fire Drills**

There will be unannounced fire drills throughout the year. Students are required to follow fire evacuation plans posted throughout the building.

**J. Lost and Found**

Students are expected to have all personal items labeled. Labels should be on all clothing, lunch boxes, coats, sweaters, supplies, etc. This will immediately identify the owner. Lost items that are not claimed by the end of each week will be donated or discarded. *AGAPE PRESCHOOL* cannot assume responsibility for lost items. Students are required to take all belongings home at the end of each week.

**K. Physical Activity**

All students will have some type of physical activity appropriate for his/her age/grade throughout the school year.

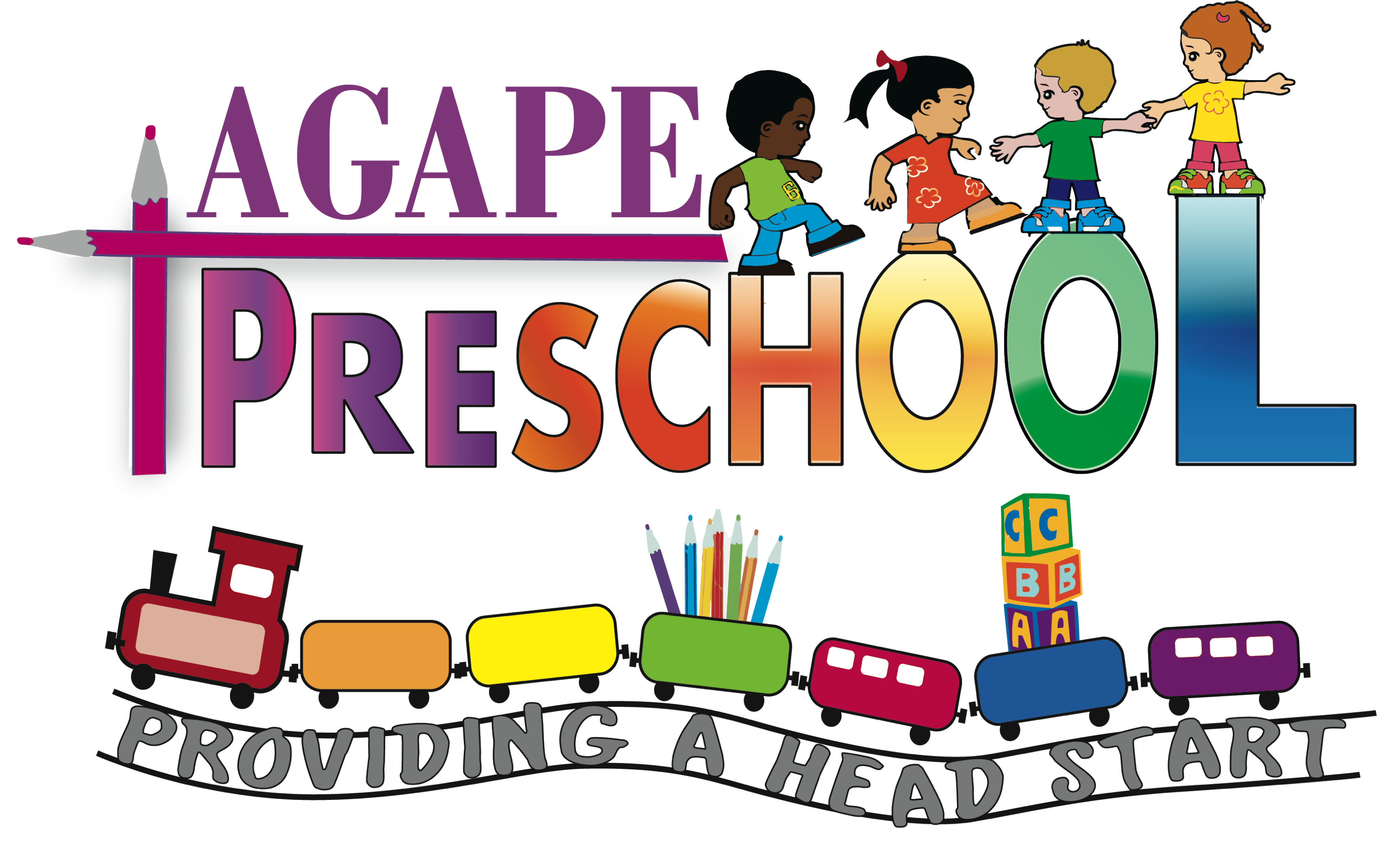
**L. Parties/Birthdays/Celebrations**

Parties may be held for various occasions during the school year. Parents may be asked to help furnish various items and assist with activities during these occasions. The Academy encourages the eating of healthy foods. Please contact the Principal or your child’s teacher prior to bringing party items for birthdays or special occasions. While the celebration of life and growth is as important to us as it is to you, we rather not diminish the true meaning of celebrations by requesting or exchanging gifts. *Please note, parents who might have objections of religious or other holidays should indicate such objections in writing so that proper arrangements can be made to respect your wishes.*

**M. Reporting Child Abuse**

It is the position *AGAPE PRESCHOOL* that our students be afforded the utmost protection in all suspected cases of child abuse and neglect. Any school employee who knows or suspects that a child’s health or welfare has been or appears to have been harmed as a result of child abuse or neglect has a duty to report the case. The employee is required to report this information to the Principal. The Principal will then confer with the Superintendent and make a decision about reporting information to the proper authority. The intent of *AGAPE PRESCHOOL* is not to harass or discredit anyone; however, the school purposes to assure the wellbeing of each student.

Any doubt about reporting a suspected situation shall be resolved in favor of the child. A school employee is immune by statues from any civil and/ or criminal liability when reporting in good faith suspected child abuse and neglect. Failure on the part of any school employee to report may result in disciplinary action against the employee by the school and/or civil action under law.



***PARENT/STUDENT CONTRACT***

**We, (parent’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent of (student’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the** *AGAPE PRESCHOOL* **Family Handbook. We understand its components and are in agreement with you on these rules and expectations. We sign this contract willingly and lawfully and will abide by its contents and amendments.**

**We understand that the educational process is vital to the future of our child and will work with the academy by assisting the faculty where possible.**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All parents and students: Please sign, detach, and return this page to the Administration for student’s file.**

**Thank You,**

*AGAPE PRESCHOOL*

**Telephone: +49 (0) 6371-463440 AGAPE PRESCHOOL Bank Name: Volksbank GLM**

**Email:** [**preschool@agapecfc.org**](mailto:preschool@agapecfc.org) **Am Lanzenbusch 7 IBAN: DE82 5409 2400 0019 072010**

**Website:** [**www.agape-preschool.org**](http://www.agape-preschool.org) **D-66877 Ramstein-Miesenbach BIC: GEN0DE61GLM**