



## **Parent-Student Handbook**

Effective August 2024

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### **Mission Statement**

Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

Arma Dei Academy is a member of the Association of Classical Christian Schools

### **Arma Dei Academy Preschool**

341 Wildcat Reserve Parkway, Highlands Ranch CO 80126

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

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## **School Scripture “Ephesians 6:10-20” English Standard Version (ESV)**

### **The Whole Armor of God**

Finally, be strong in the Lord and in the strength of his might. Put on the whole armor of God, that you may be able to stand against the schemes of the devil. For we do not wrestle against flesh and blood, but against the rulers, against the authorities, against the cosmic powers over this present darkness, against the spiritual forces of evil in the heavenly places. Therefore, take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, and, as shoes for your feet, having put on the readiness given by the gospel of peace. In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; and take the helmet of salvation, and the sword of the Spirit, which is the word of God, praying at all times in the Spirit, with all prayer and supplication. To that end, keep alert with all perseverance, making supplication for all the saints, and also for me, that words may be given to me in opening my mouth boldly to proclaim the mystery of the gospel, for which I am an ambassador in chains, that I may declare it boldly, as I ought to speak.

### **Vision**

Students - Arma Dei Academy aims to graduate students, who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so in joyful submission to God. The school strives to build a legacy of intelligent and thoughtful leaders who will pursue a purposeful life marked by truth.

Faculty - Arma Dei Academy purposes for faculty and staff to be professional and diligent in their work, gifted in teaching, and loving of the students and the subjects they teach. Faculty should clearly understand the application of classical Christian education within the classroom, possess a lifelong hunger to learn and grow, and have the opportunity to be refreshed and renewed. Existing faculty will coach and nurture new faculty serving as academic mentors to students as they mature in Christ and grow in the knowledge of God.

Parents - Arma Dei Academy endeavors to cultivate within the school parents a sense of loyalty toward the school; seeing them well informed about the goals of the classical and Christ-centered approach. They are encouraged to be involved and invested in the school. Arma Dei Academy aims to help families follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to be quick to embrace the scripture's injunctions to encourage and stir up one another to love and good works.

Community - Finally, in relationship with the community, Arma Dei Academy aims to be above reproach investing in and bettering the surrounding communities. This will be undertaken by exemplifying the unity of the body of Christ, developing greater fellowship and understanding with local churches, and bringing honor to the Lord Jesus in all endeavors.

Resources - As God enables, Arma Dei Academy aims to provide students with the facilities and resources needed to accomplish all of the above for his glory through submitting totally to him, acknowledging that only he can empower and equip the school for such a task.

## **Mission**

Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

## **Purpose Statement**

Arma Dei Academy Preschool strives to cultivate an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of God's truth. The purpose of Arma Dei Academy Preschool is to provide a high-quality early childhood experience for your child in a safe, enjoyable, and exciting environment where children develop and grow using developmentally appropriate curriculum.

## **Educational Philosophy**

Arma Dei Academy Preschool was established in 2019 as a private, Christian school committed to providing a classical, biblically based education to young children. The philosophy, faith commitment, and approach to education is, and must be, different than what is offered in schools established, controlled, and/or developed by humanistic and pluralistic philosophies, as seen in both the non-classical and non-biblically based schools. Therefore, Arma Dei Academy Preschool believes that God has given primary responsibility for the education of children to the parents and not to the state or church. In response to the biblical commandment to provide a Christian education to children, and believing that this can best be accomplished in a Christian school.

## **Statement of Faith**

The Statement of Faith adopted by the Board of Directors of the corporation is limited to primary Christian doctrine, which is considered central to all Christian denominations and which sets Christianity apart from other faiths. The corporation is based on traditional Christian and Orthodox beliefs and, therefore, believes it is best for all concerned that employment and admission be open only to those who adhere to traditional Christian and Orthodox beliefs. For our purposes a Christian confesses with his mouth and believes in his heart that Jesus is LORD; He died for her/his sins, and that God raised Jesus from the dead. (Romans 10:8-10). The Head of School shall operate a school that will closely adhere to the following Statement of Faith:

We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice. We believe the Bible alone to be the Word of God, the authoritative and final standard for belief and conduct.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. God is omnipotent; that is, He can do all things. God is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. God is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.

We believe that God immutably creates each person to reflect his image as male and female and that

God looked at everything he had made, and he found it very good (Genesis 1:1, Genesis 1:31, Deuteronomy 6:4, John 10:30). We believe that marriage was instituted by God, is the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin (Mark 10:6-9).

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Matthew 1:18, John 1:29, Acts 2:22, Romans 3:24-25, Romans 8:34, 2 Corinthians 5:21, Ephesians 1:20, 1 Peter 1:3, 1 Peter 1:19-20, Revelation 1:5-7).

We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (John 3:3-8).

We believe that salvation is by grace through faith alone and not by works (of any kind) that no one may boast (Ephesians 2:8-9).

We believe that faith without works is dead (James 2:17).

We believe in the present ministry of the Holy Spirit, and the gifts of the Holy Spirit (1 Corinthians 12), by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).

We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation and separation from God (1 Thessalonians 4:16-17, 2 Thessalonians 1:9).

We believe in the spiritual unity of all believers in our Lord Jesus Christ (John 17:20-23).

The above are the foundational beliefs upon which the school is based. They are the key elements of Christianity and will be unapologetically taught in various ways through all grade levels. All Directors serving on the Board and school staff must subscribe to these foundational principles. This Statement of Faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God, speaks with final authority, concerning truth, morality, and the proper conduct of all mankind, is the sole and final source of all that we believe. For the purpose of school doctrine, practice, policy, and discipline, the Board of Directors is the school's final interpretative authority on the Bible's meaning and application (2 Timothy 3:16).

### **The Apostles' Creed**

I believe in God the Father Almighty,  
Maker of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord,  
who was conceived by the Holy Spirit,  
and born of the Virgin Mary.  
He suffered under Pontius Pilate,  
was crucified, dead, and buried;  
he descended into hell.

The third day he rose again from the dead.  
He ascended into heaven,  
and is seated at the right hand of God the Father Almighty.  
From there he shall come to judge the living and the dead.

I believe in the Holy Spirit; the holy \*catholic church (\*universal),  
the communion of saints,  
the forgiveness of sins,  
The resurrection of the body,  
and the life everlasting. Amen.

### **Staff**

Our staff is carefully selected based upon their spiritual commitment, abilities, training, and their desire to make a difference in children's lives. Our staff creates an outstanding educational environment for children. All of our staff are Christians and are required to sign a statement of faith assuring their belief and a personal relationship with Christ.

### **Like Mindedness**

Arma Dei Academy welcomes like-minded families who share similar goals in training their children in the nurture and admonition of the Lord. Families who attend the academy value God's Word, cultivate the affections of their children's hearts, and encourage their development of soul, body, and mind.

Arma Dei Academy has developed a climate and culture of families pursuing academics and discovery, the value of the written word, and the notion that readers are leaders.

Academy board members describe like-mindedness as families sharing common goals united in shared values and priorities. Families are encouraged to build community by opening their homes and hearts to each other, participating in school activities, and serving one another when needs arise.

### **Nondiscrimination Policy**

Arma Dei Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or any other school administered programs.

Arma Dei Academy Preschool will make every effort to accommodate children with disabilities or who need additional assistance in the daily routines of the classroom. We will comply with Titles I through V of the American Disabilities Act, as amended, and its implementing regulation, Title 29, C.F.R., Part 1630.

Parents of children with special needs will have a tour with the Preschool Director to discuss the child's needs and whether Arma Dei Academy Preschool has the resources available to support these needs. For example, Arma Dei Academy Preschool staff are not trained to provide medical care to children who are medically fragile. Likewise, children who will need extra classroom support (i.e. 1:1) may not be able

to be accommodated in the classroom, unless the family provides minimum wage payment, per hour, for an Arma Dei employee to provide 1:1 support for their child.

Parents or Guardians need to provide specific, relevant information regarding their child's physical, mental, and medical conditions, if any, at the time of registration. Failure to do so may result in the preschool terminating the enrollment of the child because of its inability to properly support and educate the child.

### **History of Arma Dei Academy**

Arma Dei Academy was founded in June of 2012 by four families pursuing an excellent Christian education for their children, but more importantly, for the greater good of generations to come. Their efforts convinced them of the need to provide a classical Christian education, not only for their own children, but also as a ministry to the surrounding communities. As the academy began to become a reality, Mrs. Jennifer Wenger, who would later become a teacher at the academy, suggested the name "Arma Dei." The name means Armor of God in Latin and was chosen by the founding families because classical Christian education supports and encourages students as they learn to put on the whole armor of God (Ephesians 6).

The academy opened in August 2012 with nine students ranging from second to seventh grade, with three full-time teachers, and two part-time teachers. Another student along with two more part-time teachers were added in the ensuing school year. In June 2014 the academy moved into a new 16,000 square foot facility. With a vision for the future and in response to increased interest, a founding family purchased the 6.5 acres adjacent to the existing building and the academy continues to grow for God's glory. In May 2017, Arma Dei Academy completed its fifth year with 132 students and over 20 faculty and staff.

### **Values**

All the values that God teaches in his Word are essential for those who have been called by faith to believe in His Son, Jesus Christ. As parents, students, faculty, and staff are called to work together at Arma Dei Academy, the following values are particularly significant in pursuit of the mission and vision of Arma Dei Academy.

**Excellence** - Because of who God is and what he has done for us, all endeavors at Arma Dei Academy deserve our best effort. Excellence is the standard to which we will aspire in all our actions and work. His divine power has given to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence (2 Peter 1:3).

**Perseverance** - Things of value are not achieved in the short-term; they require steadfast effort over time. Our efforts to achieve the mission of the academy will be marked with perseverance. But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing (James 1:25).

**Joy** - There is no value in joyless effort. May all we do at Arma Dei Academy, be done with Christian joy. These things I have spoken to you, that my joy may be in you, and that your joy may be full (John 15:11).

## **Organization**

### **Structure**

A board of directors' heads Arma Dei Academy. The board employs the Carver policy governance model in its' duties, focusing on the ends and not the means of the academy and approving policies in furtherance of the academy's mission. The board's one employee is the Head of School and may govern through administration limited policies. The board works to adopt strategic initiatives to guide the academy.

The original permanent board members are: Mr. Greg Vigil (Chairman) and Mr. Scott Macdonald (Vice Chairman), both of whom are representatives of the founding families of the academy. The board may also have ex officio or non-voting members. The Head of School typically attends board meetings, but does not vote in board decisions.

Meetings are open for anyone to attend, except when private matters are being discussed in executive session.

The board of directors is presently composed of 6 permanent directors and additional term directors.

The day-to-day administration of the academy is the responsibility of the Head of School and not the board of directors.

### **Educational Programs**

#### **Age Requirements for Admission**

Three - Year - Old's: Children turning three by October 1<sup>st</sup> of the school year.

Four - Year - Old's: Children turning four by October 1<sup>st</sup> of the school year.

Junior Kindergarten: Children turning four by October 1st of the school year with intent of going to Kindergarten the next school year, children in this program may do 2 years of Junior Kindergarten.

#### **Preschool Classes**

##### **3 Year Old's**

Monday / Wednesday / Friday

Tuesday / Thursday

Monday – Friday

##### **4 Year Old's**

Monday / Wednesday / Friday

Tuesday / Thursday

Monday - Friday

##### **Junior Kindergarten**

Monday – Thursday

Monday - Friday

### **Tuition / Registration Fees**

2 half Day Program \$2,500 annually  
3 half Day Program \$3,500 annually  
4 half Day Program \$4,600 annually  
5 half Day Program \$6,000 annually

### **Enrichment fees**

2 days (T/TH) of afternoon enrichment \$ 1,250 annually  
3 days (MWF) of afternoon enrichment \$1,760 annually  
4 days (M-TH) of afternoon enrichment \$2,325 annually  
5 days (M-F) of afternoon enrichment \$3,000 annually

### **Enrollment Policy**

Arma Dei Academy Preschool enrollment for the following school year begins the first week in November. Returning families are given priority for re-enrollment. The first installment of tuition must be paid when application is accepted to hold a spot for your child for the following school year. If classes are full, a waitlist will be started on a first come first serve basis. No refunds are given for registration fees unless your child does not have a seat in the program.

Arma Dei Academy offers three academic programs:

- Preschool
- Kindergarten – 12th Grade Academy (*full time*)
- Homeschool Collaborative (*part-time*)

**Each program is run separately by a Director who reports to the Principal, having a distinct admissions process independent from the other programs.**

- Upon applying, each applicant must specify one of the three academic programs. Families will then follow the selected program's admissions process for each applicant. Offers of acceptance will be extended to an applicant for one of the three programs. - Acceptance and enrollment into one academic program does not guarantee acceptance and enrollment into another academic program.

### **Registration Procedure**

Registration is done through the Arma Dei Academy Preschool website  
<http://armadeiacademy.com/preschool>

Tuition payments will be done through FACTS  
<https://online.factsmgt.com/signin/4HTRL>

Registration forms and the following information must be kept on file with the office per state requirements. This information must be turned in before your child's first day of school. These records

are confidential and are available only to the Arma Dei Academy Preschool office staff and faculty and licensing agency representatives.

Registration for Arma Dei Academy Preschool requires the following forms:

- Registration Form (online)
- Child Information Form
- Emergency Contact/Authorization Release Form
- Photo/Video Release Form
- Health Information Form
- Policies and Procedures Statement
- Child's Immunization Record\*

\* All children must be up to date on their immunizations before they can start preschool. Children who are not immunized due to acceptable exemptions per state law are admitted to the program. Confidentiality and children's identity will not be shared.

### **Child Abuse**

Child Abuse Guidelines - Arma Dei Academy Preschool adheres to the following guidelines regarding any event or allegations of child abuse.

The academy will maintain a zero tolerance for any such abuse; not tolerating, excusing, defending or ignoring any identified or unidentified case of abuse.

All staff members will aid in identifying and addressing any problem that exists or appears to exist.

Staff and administration are obligated to report if they know or have reasonable cause to suspect, as a matter of information they receive in their professional or official capacity, that a child is abused or neglected. Notification is to be made to the Department of Public Health and Human Services (1-844-264-5437).

### **Etiquette and Discipline**

Student Etiquette - Do nothing from selfish ambition or conceit, but in humility count others more significant than yourself. Let each of you look not only to his own interests, but also to the interests of others (Philippians 2:3-4).

Discipline is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with his people, students are trained to respond with good character. The faculty models good character so the student understands what is expected. The faculty also reward students who show exceptional character, and discipline those who lapse until they reach a state of true, heartfelt repentance. In all of these steps, love and forgiveness are integral parts of the discipline of a student. Arma Dei Academy seeks to be a formative institution, rather than a punitive one. When guidance is needed Arma Dei Academy Preschool will follow these steps:

1. Create an environment for positive communication between staff, child and family.

2. Create and maintain a respectful social and emotional environment and mental health.
3. Consult an early childhood mental health consultant or other specialist when needed.
4. After all avenues have been explored Arma Dei Academy Preschool will then discuss the possibility of further enrollment with family.

### **Office visits due to discipline**

If for any reason, a student receives discipline from the Director, the following accounting will be observed within the school year.

The first three times a student is sent to the Director, the student's parents and teacher will be contacted and given the details of the visit.

The incident will be recorded and entered in the student's preschool file. An email detailing the event and the discipline measures taken will be sent to the parents after each incident and attached to the student's file. The parents' assistance and support in averting further problems will be sought.

Should the student warrant a fourth office visit, a two-day suspension will be imposed on the student. A meeting with the student's parents, teacher, and director will be required for student's re-admittance.

If a fifth office visit is required, the student will be dismissed from the school.

### **Philosophy**

Classical Christian education uniquely recognizes that education is the process of training student affections. Arma Dei wants students to love the academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Arma Dei seeks to train students to love standards, and be disciplined in love. This involves a close, loving community and high standards.

### **Harassment and Bullying**

The definition of harassment and bullying is any repeated, one-sided, systematic pattern of communication, including words, gestures, or physical acts by any individual or group towards another student at any academy function that places a student or academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and appropriate administrator mutually agree what constitutes bullying in any given situation.

### **Reporting Harassing and Bullying Behavior**

Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or Head of School.

Any academy employee who has witnessed a student subjected to any act of harassment or bullying

behavior should report the incident to the appropriate teacher or administrator. Investigation of Harassment and Bullying Reports - The teacher or administrator shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students.

### **Disciplinary Action**

The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying by eliminating a hostile environment if one has been created, and prevent harassment from occurring again.

Violations of this policy should be considered misconduct and will result in commensurate disciplinary action. Please refer to our section on Etiquette and discipline for disciplinary actions and dismissal.

The teacher will notify both parents immediately if any occurrence of bullying occurs.

### **Operational and Administrative Procedures**

#### **Absence**

If your child will be absent, please notify the Preschool Director. You may email the Preschool Director [bconklin@armadeiacademy.com](mailto:bconklin@armadeiacademy.com).

#### **Late Pick-Up (Dismissal)**

Please pick up your child promptly at the end of school. In emergency situations, please call the school office. If you are excessively late, your child will be brought to the office and you will be asked to pay an overtime charge. The overcharge fee is \$1 per minute past the pick up time.

If the child is not picked up the following procedure will be followed:

The Preschool Director will attempt to contact the parent/guardian immediately. If the parent cannot get to the school within a reasonable length of time, the staff and parent/guardian will discuss who will come to pick up the student.

If no contact is made with the parent/guardian, the Preschool Director will call the emergency contacts immediately to have them come pick up the child.

If all the above steps have been exhausted and approximately 1 hour or more has passed, the school staff will then call the local law enforcement for assistance in locating the parents.

#### **Tardiness (Arrival)**

We believe that students are forming character traits today that will carry them through the rest of their lives and affect their future in powerful ways. Therefore, parents are expected to model responsibility by making sure their child arrives at school on time and prepared for the day.

We understand that situations occasionally arise that will cause a student to be late, i.e. a flat tire, bad weather, etc.

#### **Withdrawal or Dismissal**

If you plan to withdraw your child from preschool, please give a written notice of one month to the Preschool Director. Tuition paid to date is not refundable. All fees through the full month notice are

required to close the student's account.

Our wish is that the preschool experience is a happy time for your family and your child. In the unlikely event that it becomes necessary to dismiss your child from the program, a conference with the teacher, Preschool Director, Head of School, and parent/guardian will take place before any final decisions are made. For dismissal of students, please refer to our section on Etiquette and discipline.

### **Uniform Policy**

#### **Boys:**

Tops. Navy, white, hunter green polo shirt.

Bottoms. Khaki or Navy colored pants or shorts (corduroy and cargos are acceptable). Socks. Neutral socks if visible.

Shoes. Suitable for playing outdoors. Please bring indoor shoes when wearing snow boots.

#### **Girls:**

Tops. Navy, white or hunter green polo shirt.

Bottoms. Khaki or Navy colored pants, shorts, skirt or uniform style jumper without embellishment. Socks/Tights. Solid, neutral tights/socks only.

Shoes. Suitable for playing outdoors. Please bring indoor shoes when wearing snow boots.

### **Security - Court Issues**

In the event that a court issues any order relevant to the education or communications related to the student(s), parents must immediately and in no case less than annually by the first day of school, provide Arma Dei Academy with the most recent and complete court order and/or other applicable court document. For more information about separated, divorced, or divorcing parent expectations, please click [here](#).

Arma Dei Academy Preschool contact information: Arma Dei Academy, 341 Wildcat Reserve Parkway, Highlands Ranch CO 80126 303-346-4523

### **Emergency Procedures**

Emergency numbers for fire, police, poison control, and the health department are posted in the director's office and in classrooms.

#### **Fire**

In the event of a fire in the building, each classroom will calmly and quickly line up and evacuate the building through the door in their classroom and head to the designated area. The teachers will take their class attendance with them and count their children to be sure they are all present. They will wait for directions from the Preschool Director or Head of School before returning to the building.

#### **Tornado**

In the event of a tornado or dangerous weather storm, all of the children in the school will gather in the designated area until it is safe to return to their classrooms. The Preschool Director will notify faculty when it is safe to return to classrooms. Teachers will use the attendance sheets to ensure all of the children are present.

## **Lockdown or Evacuation**

Danger outside of the building: If there is a dangerous circumstance outside of the building, the teachers will gather all of the children in the designated area and lock the door until it is safe to return to their classrooms. The Preschool Director or Head of School will notify teachers when it is safe. Teachers will use the attendance sheets to ensure all of the children are present.

Danger inside of the building: The teachers will lock their rooms if it is safe to do so, and gather to the safest part of their classroom and wait for the Preschool Director or Head of School to notify the teachers that it is safe.

A plan will be created upon enrollment to accommodate children with special needs during evacuation.

In the event that Arma Dei Academy Preschool has to evacuate the building we will reunite with parents at:

A: Arma Dei Academy Rhetoric School - 345 Wildcat Reserve Parkway, Highlands Ranch, CO 80126

B: Northridge Rec. Center 8800 S Broadway, Highlands Ranch CO 80126

## **Injury or Accident**

If a child receives a major injury while at school, the parents/guardians will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately. If a child receives a minor injury, such as minor cuts and scrapes, the area will be washed out with soap and water, and a bandage may be placed on it. Arma Dei Academy Preschool is not allowed to place medication of any kind on the wound. The supervising staff will fill out an accident form so that the parent is notified of the details, including how the accident happened and what action was taken.

If an injury is serious and requires emergency care, 911 will be called immediately and the parent will be contacted. If the custody of the child is shared, both parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Preschool Director will make the decision concerning emergency care for the child.

## **Lost Child**

Children are actively supervised at all times during school. However, in the unlikely event that a child is missing, the following emergency plan is put into effect: The staff will thoroughly search the school and grounds for the child. After ten minutes, the parents/guardians and the police will be contacted. All available staff will search the area surrounding the school and follow the directions of emergency personnel.

## **School Wide Communication**

The academy website, parent portal, weekly emails from the director, and the monthly newsletters are the primary means of school-wide communication. Parents are responsible to read communication in

order to keep abreast of happenings and important information.

### **Second Hand Smoke/Drugs/Alcohol**

Arma Dei Academy Preschool does not permit smoking of any kind in our facilities or on school grounds. Parents are not allowed to be under the influence of drugs or alcohol while picking up, dropping off, or volunteering. IF a staff member observes that a parent or authorized person picking up is under the influence of drugs or alcohol and is driving a motor vehicle, the staff will call 911. If the parent or authorized person picking up is not driving, a call will still be made to 911 if the child's safety is at risk.

### **Security**

Preschool doors will remain locked during school hours.

### **Sharing Student Information**

While information regarding students is considered confidential; staff may share information with each other only; about the student's academic progress, developmental or behavior issues, or other pertinent information on a need-to-know basis.

### **Volunteers and Visitors**

All visitors must present a form of ID (Driver's License or another government issued form of identification) at the reception desk and sign in and then obtain a badge to be worn while on campus. The badge should be returned when the visitor signs out.

All volunteers will submit to an annual background check, record hours in Raptor, and wear issued badges while on campus.

Visitors who do not have children enrolled in the preschool program are requested to make an appointment with the Preschool Director. The office staff will escort the visitor to their classroom destination. They must sign out before they leave. If a visitor demonstrates untrustworthy or questionable behavior, Arma Dei Academy Preschool reserves the right to ask them to leave and call the police if deemed appropriate.

Visitors and volunteers should maintain appropriate dress by wearing nice jeans, slacks, sensible skirts, dresses, and shorts, and modest tops (for women). Athletic tights, yoga pants, without the benefit of a long tunic are not appropriate.

If you wish to review a copy of the Colorado State Rules and Regulations for Childcare Centers, visit the following websites:

Colorado Secretary of State  
[www.sos.state.co.us](http://www.sos.state.co.us)  
Colorado Department of Human Services  
[www.colorado.gov/CDHS/childcare](http://www.colorado.gov/CDHS/childcare)

### **Health**

## **Child Care Health Consultant**

Arma Dei Academy Preschool has a registered nurse on call for consultation to promote health, wellness, and safety in child care settings. The CCHC trains, supports, and educates the preschool staff to ensure healthy and safe practices are followed in the preschool. Teachers who administer medications are trained and delegated by the Child Care Health Consultant.

## **Contagious Illness**

Children showing signs of contagious illness may not come to school. This is for the protection of your child, the other children, and the staff. If you administer medication related to the presenting condition/illness, please keep your child home until they are symptom-free. If your child demonstrates symptoms of illness at school, the parents will be contacted to immediately pick up their child. If a parent cannot be contacted, an emergency contact will be called to pick up the child. The ill child will be isolated from other students and be supervised in the school office by a school staff member until the parent or emergency contact arrives. The child may not return to school until he or she is symptom-free for at least 24 hours with no fever-reducer in their system. Arma Dei Academy Preschool reserves the right to request a statement from the child's health care provider. If your child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school. It is your responsibility to notify the school, if your child has a communicable disease such as: measles, mumps, meningitis, TB, hepatitis, ringworm, chicken pox, salmonella, hand foot and mouth disease, Covid etc. A child may be readmitted without a statement from a health practitioner only if the child has been absent for a period of time equal to the longest incubation period of the disease.

There are four reasons to keep sick children at home:

- The child does not feel well enough to participate comfortably in usual activities.
- The child requires more care than program staff can provide, without affecting the health and safety of the other children.
- The illness is on the list of symptoms or illness for which temporary exclusion is recommended.
- The child has a fever

Please also refer to the document "How sick is too sick" published by the CDPHE

## **Food and or Environmental Allergies**

While the academy will reasonably cooperate with parents and students in managing a food or environmental allergy, Arma Dei Academy Preschool cannot guarantee an allergy safe environment.

## **Hand Washing**

Frequent hand washing with soap, running water, and paper towels is necessary to prevent the spread of disease. Children and adults need to wash their hands before and after preparing or eating, before and after tactile play, after handling animals, using the toilet, coughing, and wiping noses. Children are required to wash their hands for 20 seconds. And other numerous times throughout the day due to cleanliness.

## **Immunization Policy**

Due to allergies, or personal or religious beliefs, some families choose not to immunize their child. Arma Dei Academy Preschool does not discriminate against non-immunized children and accepts them into our program.

## **Lotions**

We can administer lotion if the parent or guardian provides a signed note. These may not be applied to open wounds or broken skin unless there is a written order by the prescribing doctor.

## **Medication Policy**

Most medications cannot be stored at the school or be administered by anyone other than a parent/guardian. Special exceptions may be made for a child that requires medical attention that is set forth in a doctor-approved plan. We will also administer medication that is required for asthma or life-threatening allergies.

Medications may be kept at school when presented with a doctor's note and full instructions for use. All medication must be in its original container. The medication will be stored in a locked cupboard inaccessible to children. Emergency medication will be taken with the teacher during recess. Teachers who administer medications are trained and delegated by the Child Care Health Consultant. Medication and equipment must be provided to that staff prior to the child's first day of care.

## **Physical Examinations**

Each child admitted to Arma Dei Academy Preschool must submit annually a dated, written statement of the child's current health status and an immunization record signed by an approved health professional that has seen the child during the last twelve months. A statement of Health Status and current immunization record must be submitted to the Center by the first day of school. Any child who has allergies/special needs shall supply information and instruction for care.

## **Sunscreen**

The center must obtain written authorization and instructions from the parent(s)/guardian(s) for the application of sunscreen or the use of another form of parent(s)/guardian(s) approved sun protection with a full-spectrum UVA/UVB rating of SPF thirty (30) or greater to their children's exposed skin prior to outside play year-round. A doctor's permission is not needed to use sunscreen at the center.

The center must apply sunscreen, have the parent(s)/guardian(s) apply sunscreen, or use another form of parent/guardian approved sun protection for children prior to children going outside. Sunscreen must be reapplied as directed by the product label.

When the parent(s)/guardian(s) applies sunscreen, the center must have a mechanism for documenting application times to ensure sunscreen is reapplied as directed by the product label. If documentation of application time is not available, the center must ensure that sunscreen is applied thirty (30) minutes before going outdoors.

If the child will be outside for more than one hour, sunscreen must be reapplied every two hours. Arma Dei Academy Preschool will apply Coppertone Water Babies SPF 50 sunscreen on your child.

### **General Information**

#### **Birthday Celebrations**

If you would like to celebrate your child's birthday at school, we are asking that you come in and read your child's favorite book to the classroom or spend time helping out. Due to all allergies throughout the school we are asking there be no treats provided to students while on campus.

#### **Complaint Procedures**

Arma Dei Academy Preschool is licensed as a large child care center by the Division of Child Care, Colorado Department of Human Services and the Colorado State Department of Licensing. Parents have the right to file a complaint with the State Licensing Department. If a concern is not resolved at school, contact Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., First Floor, Denver, Co. 80203-1714. Telephone (303) 866-5700.

#### **Contacting Social Services**

If you have any concerns about Arma Dei Academy Preschool, we welcome your questions or feedback. We desire to serve you well. If you have reason to contact Social Services in any respect, you may do so by sending correspondence to the following:

Colorado Department of human Services, Division of Childcare  
1575 Sherman Street, 1<sup>st</sup> floor  
Denver, Colorado 80203-1714  
303-866-5958

#### **Curriculum**

A developmentally appropriate curriculum is planned and implemented with attention to the different needs, interests, and developmental levels of the children.

#### **Developmental Screening**

If your family would like information about referring your child to a specialist, please discuss this with the Preschool Director. Families of children who will benefit from further assessment in language, motor, social, or cognitive domains will be provided contact information for their local Child Find contact and the Children's Hospital.

#### **Field Trips**

Arma Dei Academy Preschool does not offer field trips involving transporting children off-site.

#### **Holidays/Class Parties**

Generally, Arma Dei Academy does not take class time to celebrate holidays that are unrelated to our educational goals. The focus of any celebration should be the love of God extended to all.

Students may not distribute invitations at school for a private party unless ALL students of a class are invited.

Special feasts that are related to the curriculum, such as Thanksgiving, or historical feasts will be structured to reflect the academy's educational goals.

Halloween and the Easter bunny will not be acknowledged or celebrated. Historical origins of Saint Patrick, Saint Nicholas, and Saint Valentine may be acknowledged.

### **Inclement Weather Delays and School Closings**

In cases of severe weather, the academy will generally follow the school closings as announced by Douglas County School District. Parents will be notified via text message through the emergency text alert system. In inclement weather due to heat the children will play inside. Please dress children appropriately for Colorado weather.

### **Lost and Found Policy**

As a courtesy to parents and students, the academy has a lost and found bin at the reception desk. Periodically this bin will be emptied. Labeled items will be returned to students. A notice will be sent home via email whenever the lost and found bin is to be emptied.

It is very important that all students' clothing be marked with a legible name. Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize his/her clothing, but to facilitate easy return. The use of iron-on or sew-in name labels is highly recommended. In addition, please do not forget to clearly mark your student's lunchbox, backpack and water bottle.

### **Lunch**

Parents are asked to provide a wholesome and nutritious lunch for their children each day. A wholesome and nutritious lunch includes fruit, vegetables, whole grains, dairy items, and a meat or meat alternative. Please bring a lunch that does not need to be heated. Also, consider the amount of food your child eats, and send what you would like your child to finish. We are required by licensing to have a cold pack in the child's lunch box. Please make sure to add one daily. The food your child does not eat will be left in their lunch box so that you can be informed of what they do not eat daily.

### **Media Policy**

Arma Dei Academy Preschool classes do not watch television or movies. Given the short amount of time in class and the extensive resources available in books, pictures, art, and the outdoors, school administration does not feel that television or movies are necessary for any reason during the school day. Music will regularly play, including classical, Christian, jazz, and other age-appropriate genres.

### **Missing Lunch Requirements**

Parents play an important role in supporting the wellness, health, and development of their children,

through the provision of nutritious foods. Arma Dei Academy Preschool is required by the rules regulating Colorado child care centers to have food available to supplement your child's lunch if a meal from home does not appear to meet current USDA child food program meal pattern requirements. Please pack a wholesome and nutritious lunch which includes fruit, vegetables, whole grains and a meat or meat alternative.

### **Notification of Change**

It is the policy of Arma Dei Academy Preschool to notify parents in writing of significant changes to services, policies, procedures, fees and staffing changes.

### **Outdoor Time**

The preschool class will go outside every day for outdoor learning and physical development. Outdoor time is scheduled 2 times a day for half day programs and 3 times for full day programming. If there is severe/increment weather that may be hazardous, outdoor play will be canceled by the Preschool Director. Teachers will provide alternative activities inside the school. Please make sure your child is dressed appropriately for the weather each day.

### **Parent and Teacher Communication**

Parents are encouraged to provide ongoing communication with their child's teacher. There are several avenues available which include a quick word before or after school, e-mail, and phone calls. If you wish for a staff member to call, please leave a message with the front office. Teachers will send a regular newsletter with reminders, announcements, important dates, and an overview of what the children are learning monthly.

Parent-teacher conferences will be held once per semester. Parents may request to schedule a meeting with their child's teacher at any time.

### **Parent Evaluations**

Parents or guardians will receive an evaluation form each February that allows for input and

feedback. **Personal Belongings and Money**

Please do not send toys or money with your child to school. All personal belongings should be labeled with your child's name. Arma Dei Academy Preschool is not responsible for lost or broken items.

### **Playground Etiquette**

Children are not allowed on the playground before or after school hours.

### **Procedure for Closing the Center at End of Day**

At the end of every school day, the teacher for each classroom will check the sign-in/sign-out log to ensure all the children have been signed out. If not, the teacher will immediately call the parents of the child(ren) not signed out to ensure they were picked up. The teacher or Preschool Director will check

all classrooms, bathrooms, hallways, and outdoor play areas to ensure no children are present prior to closing the center at the end of the day.

### **Procedure for Release of Children**

Children will only be released to a parent/guardian or an adult designated on the child's authorization release form that is filled out and signed by the parent or guardian. Each child must have at least two people listed that the parent is authorizing the release of their child. If it is an emergency and someone who is not listed on the child's release form needs to pick up the child, the parents or guardians can call the Preschool Director and give verbal authorization to release their child. All persons that are unknown to the office staff or lead teacher will be required to provide a valid picture ID to verify their identity. If someone who is not authorized attempts to pick up a child without the parental or guardian's consent, they will be asked to discuss the situation with the Preschool Director. The director will call the parents/guardians to get their consent to release the child. If their consent is not given, the person will be asked to leave the premises and the Preschool Director will escort him/her out of the building. The authorities will be contacted if they refuse to leave. Parents, indicate on your registration forms if there is someone with whom you do not want your child to be released. In the case of a custody issue, to keep a parent from picking up their child, please provide all legal documentation and custody papers to the school. This information will be communicated to your child's classroom teachers, but kept confidential in the child's file. Children will only be released to an individual over the age of 16.

### **Recalls**

The Preschool Director regularly receives emails updating the school on current recalls for toys. The staff regularly checks the equipment for safety.

### **Class Schedules**

**Arrival- 8:15 am-8:30 am**

**Children start at 8:30 am.**

#### **Circle Time (10 minutes)**

Purpose; prepares child for the day

Attendance, introduce centers, weather, calendar, and letters

#### **Learning Centers (75 minutes)**

Purpose; provides opportunities for a child's need to explore, create, and exercise

**Eight centers are required-** art (child and teacher Directed), Blocks and Accessories, Dramatic Play, Manipulative Toys, Music, Quiet/Library Area, Science, and Sensory

#### **Clean Up (2 @ 5 minutes)**

Purpose: reinforces cooperation and following directions

#### **Snack Time (20 Minutes)**

Purpose: reinforces healthy eating habits. Parents are encouraged to bring nutritional snacks.

**Music (15 minutes)**

Purpose: builds creative and self- image.

Action songs, fingerplays, introduction to rhythm sticks, piano, bells, etc.

**Playground (55 minutes)**

Purpose: reinforces socialization and large motor coordination.

**Lunch Time (35 Minutes)****Story Time (15 Minutes)**

Purpose: Develops attention span- encourages creative thinking.

**Dismissal**

Dismissal will be at 12:20 pm - 12:30 pm.

**Enrichment hours 12:30-3pm****Snack**

Parents are asked to provide a healthy snack each day for their child. There may also be times of special snacks for birthdays or other celebrations. Please contact your child's teacher for menu suggestions and more information. Food allergies and dietary restrictions are considered when serving snacks to the entire class; therefore, please make sure all allergy information is up to date in your child's file. Please notify the Preschool Director and your child's teacher in writing if there are changes in your child's dietary restrictions.

**Third Party Sale of Goods**

In respect for others, no students or adults may sell goods or services, not related to Arma Dei Academy, on the school grounds.

**Toilet Training**

Typically developing children are expected to be trained to use the restroom before they start preschool. However, we understand that accidents will sometimes occur. In the event of an accident staff members will teach and encourage the child to assist themselves in the bathroom. If a child needs assistance, the staff member will assist while encouraging and teaching the child how to help with the change of clothing. Parents are required to provide extra clothing in case of accidents. The school has limited clothing for emergencies.

**Transitions**

Young Children may have difficulty making transition from care with their parents to care at preschool. The staff will offer a variety of approaches. The parent or guardian may stay with the child for the first hour of the day if the child is experiencing extreme separation anxiety. The staff will prompt the parent on ways to say goodbye; set up a special routine, make a special necklace, visit any playground over the weekend and talk about school. The parent is also encouraged to call in to check on their child.

**Enrichment Hours 12:30pm 3:00pm (pick up will be between 2:45 PM - 3:00 PM)**

### **Quiet Time**

The children will have quiet time for a minimum of 30 minutes. the children will not be required to sleep. Those children who choose not to sleep will be permitted to look at books or engage in quiet activities.

Quiet time mats will be provided by Arma Dei Academy Preschool and sanitized daily. Families are required to provide a fitted, crib sheet and blanket. These will need to be washed by families weekly.

### **Curriculum for Enrichment hours**

The curriculum will be strictly Biblical based learning. During this time children will learn through science, nature, and exploration of a deeper sense of the Bible and what God has given to us.

### **Drop in Enrichment 12:30-3:00 pm daily; \$50 per day**

Children must attend the morning session to stay for afternoon enrichment. Drop-in Enrichment is available when student-teacher ratios allow. Parents must submit requests for drop-in Enrichment in writing at least 24-hours in advance. Drop-in Enrichment fees (\$50 per day) will be charged through FACTS. Arma Dei Academy will accept no other form of payment.