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Important School Calendar Dates

Aug 12	ACS Block Party
Aug 16	First Day of School
Sept 4	No School, Labor Day
Oct 9-10	Parent Conferences
Oct 11-13	No School, Professional Development
Nov 22-24	No School, Thanksgiving
Nov 30	Open House
Dec 21	12:00 Dismissal, PS through 5th
Dec 22-Jan 5	No School, Christmas Vacation
Jan 8	School Resumes
Jan 15	No School, Martin Luther King, Jr. Day
Feb 19	No School, President's Day
Mar 12-16	Parent Conferences
Mar 23	11:30 Dismissal, Grandparents Day
Mar 26-Apr 6	No School, Easter Vacation
Apr 9	School Resumes
May 11	CityServe Service Day
May 25	Last Day of School
May 28	Memorial Day (Offices Closed)

Revision Policy

Aurora Christian School reserves the right to change policy or procedure in the Parent/Student Handbook at any time when, in the discretion of the administration, it deems the change to be in the best interest of the school.

Vision Statement

The vision of Aurora Christian School is to be an authentic Christian community, unified by our common faith in Jesus Christ. As a cooperative body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

Mission Statement

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

Theme for the Year

The theme for this school year is SEEK. Jeremiah 29:13 will be the focus: "You will seek Me and find Me when you search for Me with all your heart." Each quarter our focus will change: Aug-Oct – Seek and Find (Jeremiah 29:13), Nov-Dec – Ask, Seek, Knock (Matthew 7:7-8), Jan-Mar – Seek His Kingdom (Matthew 6:33), and Apr-May – Seek Him (Hebrews 11:6). Our desire is for everyone to diligently seek God with all of our hearts – because in seeking and searching – He will be found. And in finding Him, we will all grow in our relationship with Him!

Statement of Faith

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.

We believe that God created Adam and Eve, labeling them male & female and man & woman. Biological sex and gender are divinely connected and represent the image of God in people.

We believe that God has ordained marriage solely as the exclusive union of one man and one woman.

We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His Ascension into Heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that Blessed Hope": the personal, visible, premillennial and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

*This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Board of Directors of Aurora Christian Schools is the final interpretive authority on the Bible's meaning and application for the purposes of Aurora Christian Schools' faith, doctrine, practice, policy, and discipline.

Christian Philosophy of Education

"Before the mountains were brought forth, or ever you had formed the earth and the world, from everlasting to everlasting you are God." -Psalm 90:2 (ESV)

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

- There is only one God (Deut. 6:4), who exists eternally in three persons: God the Father (2 Cor 1:3), God the Son (Heb 1:1-8), and God the Holy Spirit (Eph 4:30).
- The universe and all within was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
- This eternal God has revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2; 2 Ti 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).

- Man's relationship to God was broken by the sin of Adam and Eve (Ge 3); therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Co 15:22; Ro 3:23, 5:14, 6:23; Eze 18:4).
- Jesus Christ, through the miracle of the incarnation, lived among men and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
- A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18,26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian Education will recognize that:

- God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
- A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of thought that are incompatible with biblical truth.
- The primary purposes of Christian education are:
 - to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
 - to nurture, admonish, & encourage the student to live in conformity with the revealed will of God;
 - to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
- Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
- Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Eze 7:25; Pr 22:6).
- God has ordained marriage between one man and one woman (Ge 2:18, 22, 24), the family (Ge 1:27, 28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way he should go: even when he is old he will not depart from it." -Pr 22:6 (ESV)
- The biblical and philosophical goal of Aurora Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian School, all employees and students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian School retains the right to terminate any employee or refuse enrollment to or expel any student who engages in sexual immorality (including adultery, fornication, homosexual behavior, bisexual

conduct, bestiality, incest, and use of pornography) or who identifies as homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender (Ge 1-2, Lev 20:10-16; Mt 15:18-20; Ro 1:26-27; I Co 6:9-10).

Core Values

As is highlighted in our Mission Statement, Aurora Christian School seeks to promote the following core values:

1. RELATIONSHIP
 - a. Our greatest desire is to encourage and support students in their development of a strong personal relationship with Jesus Christ.
 - b. We endeavor to provide both curricular and extra-curricular opportunities for students and families to develop meaningful relationships within a Christian community.
2. EDUCATION
 - a. Our primary responsibility is to provide a quality education from a biblical worldview.
 - b. Our goal is to assist and encourage each student to reach his or her maximum academic potential.
 - c. We believe that each student should be provided with the academic foundation to succeed in further education/training for whatever career/life path the Lord directs.
3. SERVICE
 - a. We believe that Scripture commands Christians to love and serve one another.
 - b. We believe that we are called to help students develop habits of service that will continue throughout a lifetime.

History of Aurora Christian School

Aurora Christian School (ACS) began as a dream in the hearts of concerned parents and Christian citizens, and on January 7, 1975, about 40 persons met to discuss the possibilities of such a school. A board was formed, curriculum chosen, teachers selected, and, on September 3, 1975, school opened with 82 students (grades K - 9) in facilities loaned by Claim Street Baptist Church. Enrollment was 114 at the end of the first year.

Pupil population grew to 220 at the beginning of school year 1976-77. The Aurora Christian Preschool and the tenth grade were added. This enrollment required additional facilities which were provided by First Presbyterian Church.

The need for our own building was clear. A large building, with adequate land, central to the Fox Valley and surrounding communities was urgent if ACS was to continue to grow. The Milford Tool and Rivet Company was selling just such a building. July 30, 1976, escrow was closed and remodeling construction began at 801 W. Illinois Ave.

The resulting facility was the product of thousands of hours of volunteer work (and some contracted labor) and many love gifts from interested and caring friends. The building was an open beamed, high-ceilinged, concrete and steel factory. It became a warm, comfortable, pleasant school building--the result of "love going to work."

By the end of the 1977-78 school year, pupil population had swelled to well over 380 students...once again we faced the need for larger facilities. On Saturday, June 3, 1978, a public auction was held at 14 Blackhawk St. Through a miracle, the old Benjamin Franklin Junior High School--a building of 73,000 square feet of classrooms, offices, gymnasium, auditorium, etc. on a full city block--became the property of ACS for \$150,000! Families and friends of our school again performed a monumental task of completely redecorating the "new" building by August 28th, the first day of classes for 1978-79.

Over the next several years, pupil population continued its steady climb. June of 1986 saw the groundbreaking for a new addition to our 801 W. Illinois Ave. campus. One year later, there were 26,000 more square feet at 801, containing 18 new classrooms, a full size gymnasium, and a dramatic 145 foot long two story atrium connecting the two buildings--enough space for 500 new students!

Two major milestones were reached in 1988. Our school received full accreditation from ACSI (Association of Christian Schools, Int.) and full recognition from the State of Illinois Board of Education. The latter enabled us to join the IHSA (Illinois High School Association) as full members for athletic and other competitions. In 2003, our school also received full accreditation from NCA (North Central Association).

In April of 1997, God continued the miracle called ACS with the addition of 116 acres of land near I-88 on Deerpath Road. In 2003, portions of this property were sold and loans were acquired to allow the purchase of an office/warehouse facility on Sullivan Road. Renovation occurred during the spring and summer of 2004. The Sullivan Road Campus was fully occupied by grades 6-12 during the spring semester of 2005.

This beautiful facility has enabled our high school enrollment to flourish, stabilizing around 300 students. Through generous donations of time and talents, a state-of-the-art football field and track were added to the campus for kickoff in the fall of 2008. During the summer of 2010, the decision was made to consolidate our campuses. All Preschool through 12th grade students officially came "Under One Roof" on Sullivan Road in February, 2011.

In November, 2012, the Lord provided another miracle with the refinancing of our debt! We were overjoyed to Celebrate His Faithfulness!! We continue to pray for God's provision. We are glad you are a part of the Aurora Christian School Family. To God be the Glory; great things He has done!

Nondiscrimination Policy

Aurora Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to ACS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Aurora Christian School.

Organizational Structure

The Aurora Christian School Board of Directors is a self-perpetuating, policy governance board. All operational and educational responsibilities and decisions are delegated to the Superintendent and his/her designees.

Aurora Christian School functions best when all involved follow a simple principle of communication and problem resolution: involve the least number of people and at the lowest level possible. This approach is based on the teaching of Scripture as found in Matthew 18. When seeking resolution, we encourage students to meet individually with the teacher. Should no resolution result, the student and parent together should schedule a meeting with the teacher. Should no resolution result, all parties should together consult with the next level supervisor. Requests for meetings with supervisors prior to initial steps will be redirected appropriately.

Parent Statement Of Cooperation

The following statement is printed on each enrollment application. Parents will be asked to affirm the statement with their signature on the application form.

We understand that enrollment in Aurora Christian School is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student as well as for the entire school. Therefore, if this application is accepted, we hereby give permission for our student's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with biblical principles of discipline as set forth in Scripture. We also understand that all students, regardless of age, must live with a parent or legal guardian to maintain enrollment. We will continue to uphold the

authority of the teachers and staff of Aurora Christian School by recognizing their right to use necessary disciplinary measures.

We will acquaint ourselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard. If we ever find that we cannot accept the disciplinary standards of ACS or if our student fails to meet the minimum academic requirements, we may withdraw our student or face possible dismissal. In the event of academic failure where no alternatives are available, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition monies paid. All tuition paid is nonrefundable, including the Tuition Deposit. We understand that the only exception to this policy is for a family who must move out of the school area. In that event alone, a prorated tuition refund will be made. We understand that we have entered into a contractual relationship with ACS for the payment of all tuition and related fees for the entire school year, and that we agree to abide by the tuition policies of ACS as stated above and in the Parent/Student Handbook.

School Records

If there is legal paperwork/documentation regarding custody or parental rights, it is the responsibility of parents to provide up-to-date information to the principal for review and to be added to the student's file.

Student Standards of Conduct

Students of Aurora Christian School have a reputation of excellence to those in the community. Therefore, as a condition of enrollment, students agree to abide by all the standards set forth in this handbook.

Absence

In the case that your child has been exposed to a contagious illness such as chicken pox, measles, strep, "pinkeye," etc, or is going to be absent for an extended period of time, please email the classroom teacher notifying her of the absence. This will help the teacher to plan.

For a daily absence, please email the teacher in the morning before school begins. Also see the section Tardiness in this handbook.

Accidents/Injuries

Aurora Christian School does not employ a school nurse; however, faculty members are certified in First Aid and CPR. Minor injuries will be treated in the office. All accidents/injuries that occur during the school day or on any school sponsored trip will be reported to the office immediately. Students with serious injuries will be taken immediately to the hospital (911 will be called if necessary) and parents will be notified by phone. It is the parent's responsibility to see that the office has on file emergency telephone numbers where a parent, relatives, or emergency contact can be reached in case of emergency.

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with authorization for emergency medical treatment. Parents of students with special health needs (e.g. diabetes, anaphylaxis) must complete a Special Medical Procedures form. A staffing with appropriate school personnel will be coordinated.

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required.

Animals at School

We ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day.

Assemblies

Special assemblies and/or programs will be conducted from time to time during the school year. Each student will be expected to attend and behave in the proper manner at these functions.

Bible

The Bible is of primary importance at Aurora Christian Preschool, and all subjects are taught from a biblical perspective. Each day includes a Bible lesson taught from a non-denominational perspective. Children will memorize Bible verses that are coordinated with the theme of the week and appropriate to their age level.

Book Bag

Students should use a book bag to carry school items home daily. Parents should clean out the book bag each night.

Car Pools

If car pools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school cannot be responsible for the safety of the child in any car pool. Please be sure that the driver is adequately covered with insurance. Students are to be properly dropped off and picked up on school property.

Chapel

Preschool chapel time may be held as part of the school program. Chapel attendance is required of all students. These chapel times are designed to provide a positive, meaningful experience for all students at ACS.

Chewing Gum and Candy

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher) at home.

Child Care Days

There are days in the calendar that are “no school” days, but child care may be available if pre-enrollment demands. Registration for these dates will begin at the beginning of the school year. There is an extra hourly fee for enrollment on these dates.

Class Assignments

Parental requests for specific teachers or classmates are not considered in determining class assignments.

Class assignments are made for the duration of the year. Preschool assignments are made based upon schedule, age, gender, ratio of new students and returning students, and the individual student personalities. Assignments are also made based upon the schedule requested by the parents and the schedule of the teaching staff.

Discipline

Enrollment at Aurora Christian Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the

Scriptures. We believe that children should be taught to obey and respect their parents and those in authority over them.

Teachers and staff will encourage appropriate behavior through the use of consistent, clear rules and expectations and involve children in problem solving to foster the child's own ability to become self-disciplined. Teachers and staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions. Teachers and staff will use discipline that is developmentally appropriate and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Teachers and staff will help students learn to control their own behavior and to make good behavioral decisions. Our goal is to help students learn emotional control in order to discipline themselves. Assisting the student to problem-solve, adjust to social experiences, develop independence, make wise decisions, and learn cooperation enables the child to grow in understanding emotional responses.

The definition of challenging behavior is, "any behavior that 1) interferes with children's learning, development and success at play, 2) is harmful to the child, other children, or adults, or 3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (2nd Ed.), Pearson Education Inc., 2007, p. 8). Examples of challenging behavior include physical aggression (hitting, biting, shoving, hitting with a toy, etc.), relational aggression ("You can't play with us." or verbal aggression), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules. We will make every attempt to work with each child and family. If there are continual discipline problems with significant disruptive or aggressive behaviors, the parent(s) will be called in for a conference with the teacher. Our goal is to work together to help your child.

If a child inflicts willful damage to property on the ACS premises, the parents will be responsible for repair or replacements. Students are expected to walk in the hallways. Students should also leave toys (except for show and tell items) at home. All school rules also apply to field trips.

Teachers and staff make every effort to communicate with parents so that we can work together in helping your child.

General rules include:

- Listen
 - Do what the teacher asks
 - Be kind
 - Do your best work
 - Take good care of your school
1. Discipline Purpose
 - a. Character Development. Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.
 - b. Classroom Environment. Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.
 2. Discipline Procedure
 - a. General Principles
 - Each staff person will be primarily responsible for administering discipline.
 - Each staff person will seek to identify and reinforce positive behavior demonstrated by each child whenever possible.
 - Verbal acknowledgment and praise.
 - Granting special privileges.
 - Physical affirmation (hug, high-five, etc).
 - Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
 - b. Specific Practices
 - Each staff person will allow a period of orientation (about 2 weeks) for each new child to become acquainted with classroom schedule and behavioral guidelines.
 - Each staff person will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).

- If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major (i.e., hitting another person), then each staff person will establish a "time-out".
 - The child is separated from the class.
 - The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense (1 minute per year of child's age).
 - Upon successful completion of the "time-out", the staff person will initiate a reentry conversation with the child.
 - The child is asked to explain why he/she was in "time-out".
 - The staff person insures that the child clearly understands the reason for being disciplined.
 - The staff person is careful to distinguish between the unacceptable behavior and the accepted child as a person.
 - The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.
 - The staff person, after demonstrating acceptance of the child, invites the child back to the class.
 - Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, a staff person will refer the student to the Principal for further discipline.
- c. If a child is referred to the Principal for discipline
- The staff member will contact the parent.
 - The Principal will email the parents regarding the discipline.
 - If necessary, the staff member will initiate a parent-teacher conference.
- d. Office procedures for continued disobedience
- Parent/Teacher/Principal conference.
 - Suspension from school. If this occurs, the Principal will call the parents and ask them to come to school to pick the child up for the day. Suspension may be for the remainder of the day or may be for up to 3 school days.
 - Disciplinary Observation. A preschool child placed on disciplinary observation has demonstrated continued disobedience with multiple visits to the Principal. A student on disciplinary observation is in danger of expulsion or may be denied enrollment for the next school year.
 - Dismissal or Expulsion. If the discipline process is ineffective in producing the behavior desired in the child's life, a child can be dismissed or expelled from school. A student can also be dismissed or expelled because of a specific behavior or action if the administration determines that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable.

Dress Code

We want to create a good self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls, in accordance with the principles of modesty which is set forth in Scripture.

The dress code of Aurora Christian Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance. Any writing or emblems that are offensive or antagonistic to the values and beliefs of ACS, as determined by the administration, will not be allowed.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. We recommend that students come to school dressed to play. This would include appropriate apparel for weather, sneakers with socks, and jeans or shorts. Please save fancy clothing and dresses for Sundays or special events. If there are questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

Writing or pictures on shirts that could be determined as mockery, a put-down, inappropriate humor, or defaming in any way should not be worn to school. Statements like “blame my parents,” “I’m with stupid,” “so wanted,” “got attitude,” “you’re dumb – I like that,” and “I’m probably lying” are the types of examples of sayings that should not be worn to school.

Please keep in mind when dressing your child for school that you should send him or her in clothing that is easy for your child to manage. If clothing worn to school begins to distract any student from classroom orderliness or interrupt the educational process, parents may be asked to keep the student from wearing it to school.

All clothing should be labeled with your child’s name.

General Guidelines

- Acceptable school attire:
 - Pants: clean and neat slacks, shorts, blue jeans, pants, or clean/neat sweats with no holes worn at the waist – pants may not be frayed or have excessive holes and should be clean (if suspenders are worn, they should be fastened and properly worn)
 - Girls: dresses, skirts, (recommend that girls wear shorts under skirts/dresses)
 - tunics worn with leggings/spandex
 - modest sun dresses, sleeveless, and spaghetti straps
 - Shirts: collared, button-down, sweatshirt, pullover, t-shirt, tank top
 - Shoes: dress shoes, gym shoes, or boots (Velcro tennis shoes are best for preschoolers)
- Restricted attire:
 - “Pull-ups” (disposable pants which are a transition from diapers to regular underwear), training pants, or rubber pants
 - Shirts or outfits with any writing/emblems that are offensive or antagonistic to the values and beliefs of Aurora Christian School as determined by the administration. Do not send your child to school in clothing that bears a skull and/or cross bones.
 - Bodysuits or clothing with snapped crotches
 - Immodest fit, bare midriff, halter, cut-off, or see-through clothing
 - Clothing that displays secular artists, skulls, skeletons, weapons, or offensive material, or writing across the seat of the pants.
 - Shoes untied, with open toes, wheels in soles, slippers, sandals, Crocs, or backless shoes
 - Hats or headwear (except Hat Day), including a raised hood or sweatband
 - Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
 - Belts, sunglasses, watches, chains, spikes or jewelry considered potentially harmful. (i.e. – wallet chains, spiked rings or necklace, etc.)
 - Clothing that is excessively frayed
 - Pajama clothing or clothing that looks like PJs
- Appearance Standards for Boys
 - Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck. If hair is braided, it is to meet these length codes
 - Headbands, barrettes, ponytails, will not be allowed
 - Nail color, earrings, or body piercings are not permitted for boys
- Appearance Standards for Girls
 - Hair should be clean, well groomed, not extreme, and away from the eyes.

Dress Code Violations

When a child is in violation, the following procedure will be followed:

- First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation of the principal.
- Second Offense: A letter will be sent home from the principal with your child explaining the dress code violation.

- Third Offense: The parent will be called, and the child will remain in the office until he/she is in dress code.

Electronic Equipment

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment (iPods, etc.), cellular phones, etc, are not permitted at school. This includes the school day, before school, or after school.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated and it is the parent's responsibility to claim the item in the school's office.

Emergency Closing

Information regarding emergency closings (snow, heat, cold, other problems) can be obtained by checking the school's website: www.aurorachristian.org. When an emergency closing must occur, administration will send an email blast and/or phone blast informing parents of the details of the closing.

Emergency / Crisis

Aurora Christian School has developed a comprehensive crisis plan in cooperation with local and state authorities. Multiple safety drills approved by local fire and police departments are held each year. The school is equipped with an Automated External Defibrillator.

Since the school will practice several types of drills (Fire, Tornado, Emergency Drill, etc.) during the school year, students should be cooperative and obedient to follow every direction of the teachers and/or staff. Students will be instructed in procedures and behavioral expectations.

Extended Care

Extended care is available before and after school. The preschool opens at 6:30am, and children may arrive at school any time between opening until 8:15am when school starts (according to arrangements made in the office).

Please walk your child into the building each morning and follow the sign in procedure. No one younger than fifth grade may escort a preschooler into the building. **You must stay with your child at all times until you drop him/her off in the extended care room.**

Half-day children must be picked up by 11:30am. If you are late in picking up your half-day child, your child will be taken to the lunchroom and you will be charged for a lunch plus whatever extended care time is used until you arrive.

You will be billed for extended care for any time exceeding your registered time. All children must be picked up by 6:00am in order to avoid late charges.

Field Trips

Each student may be charged a fee if his class takes part in a school-sponsored field trip. Parents will be notified in advance of the cost. If parents choose for their child not to participate in a field trip, they should keep their child home or find other care for their child during the time of the field trip. Chaperones must be at least 18 years old. Parents will also be notified if there is a need for chaperones on a field trip. If you do choose to assist the teacher as a chaperone, we ask that no other children attend the trip. Following are guidelines for parents serving as chaperones:

1. I will help in adequately supervising the students.

2. The classroom teacher is in charge. As the leader of my group I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip.
3. I will:
 - bring a watch, noting meeting places and times to avoid making the group wait.
 - comply with the dress code unless other arrangements have been set for the day.
 - not chew gum or hand it out to the students.
 - not smoke or drink alcohol on the field trip.
4. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
5. If I have volunteered to chaperone and a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get a message to the teacher.
6. I will be responsible to pay any fees required of chaperones.

Finances

All finances are to be handled promptly through the school office. Tuition payments are due the first Friday of every month beginning in September. Your statement may be viewed through the online RenWeb program (office staff can help you log-in and access your account). There is a \$25.00 late fee added to any payment that is late. If a payment is not made for the current month, your child will not be allowed to return to school until the payment is made.

There is a \$25.00 charge for any checks returned from your bank due to insufficient funds. In the event that a check is returned, the preschool will accept only cash or money order for tuition payments thereafter.

All money sent to the office should be in an envelope clearly marked with:

- your child's name
- the teacher's name
- the amount of money enclosed
- purpose (tuition, lunch, etc.)

Grandparents Day

Each year Aurora Christian School hosts a Grandparents Day. This special day is a half-day of school, and that time in the morning is dedicated to honoring grandparents. Morning drop-off procedures remain the same as all other days in the school year, and a schedule of the events of the day will be produced prior to Grandparents Day.

Parents are encouraged to schedule a grandparent or a person to represent a grandparent (like a neighbor, friend from church, friend of the family, great aunt or uncle, etc.) to come and enjoy the program. Because Grandparents Day is a half-day of school, parents are to make arrangements for the grandparent (or surrogate grandparent) to take the preschooler for the remainder of the day after the Grandparents Day program. Parents should notify the teacher in writing the name of the grandparent (or surrogate grandparent) so the teacher may release the preschooler for the day. This coordination on the part of the parent helps the day to flow smoothly and will help to make the day special for the student and the grandparent (or surrogate).

After the program, all students are to leave school with the grandparent, surrogate, and/or parent, and be gone for the remainder of the school day. Child care is not available.

Health Guidelines

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student.

If your child is at school and it is determined that he/she has a fever, we ask that you arrange to have your child picked up within 30 minutes of notification. A child should not return to school unless he/she has been fever free, free from vomiting, and/or diarrhea free for 24 hours. If your child has had a fever,

vomiting, or had diarrhea the night before a school day, please keep him/her home for the next school day.

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. **Chicken Pox:** All the chicken pox must have a dry scab and no new pox may have appeared for the last 3 or 4 days.
2. **Pinkeye:** Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.
3. **Ringworm:** The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.
4. **Strep Throat:** We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.
5. **Lice:** When a case of head lice is found in the school, all students in the class will be inspected. If your child is found with head lice, we must have a doctor's or pharmacist's note verifying that the child has been treated. The office will need to check the child before returning to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.
6. **Hand, Foot and Mouth Disease:** When a case of HFMD is reported, a letter will be sent home to for all students who could get infected. HFMD is a contagious disease caused by a virus and spread by direct contact. See www.idph.state.il.us/health/infect/comm_disease_guide.pdf for details. A student infected may return to school when there are no blisters in the mouth or secreting lesions and fever free for 24 hours and well enough to actively and comfortably participate in school activities.
7. **Fever:** Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.
8. **Vomiting or diarrhea** (even though he/she may not have a temperature): the parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or had diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.
9. **Food Allergy:** Students with severe and/or life threatening food allergies must register this information with the principal. A procedure must be in place in case an allergic reaction occurs on school property. Please schedule an appointment with the principal at the beginning of the school year to see that a procedure is established for your child. A child with severe and/or life threatening food allergies will not be able to attend Aurora Christian School until a procedure is established.

We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.

Health forms (new or updated) must be turned in by the first day of school.

Inspections

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

Insurance

All students will be covered during school hours and while involved in any school activity by a blanket student accident insurance policy. This insurance is secondary to your personal (primary) insurance. There is no extra charge for this service. No additional insurance will be available through the school.

Lost and Found

The school maintains a “lost and found”. Please make sure all personal items are properly labeled. The school cannot be responsible for lost or stolen items.

Lunch Program

A daily hot lunch program is offered for all preschoolers who stay longer than half-day. It is included in the tuition if your child is here for 7 hours or longer. You will be billed for lunch (\$3.50) if your child is a half-day student staying longer on any given day. All children need to be able to feed themselves. Lunch menus will be available online. Preschool children may bring a sack lunch, but no discount will be provided for those who choose to bring their own lunch. Students bringing lunch are to use disposable paper lunch bags and disposable goods such as zip lock baggies. If your child does bring lunch from home, please train your child to open all containers and eat the food in the sack lunch.

Medication and Allergies

If your child has been ill and requires a prescription medicine during the day, please keep him/her at home or arrange to come to school at lunchtime to give the medicine yourself.

It is very important that you notify your child’s teacher and the preschool administrative assistant of your child’s allergies (i.e., milk, bee sting, nut, etc.). All allergies that are of a life threatening nature must be recorded in the office and with the teacher before a child may attend the preschool (see the office staff for more detailed information). Life threatening issues are to be taken very seriously. Intolerance to foods should also be communicated to the teacher, but are not treated as allergies.

Music Programs

All preschool children have music as part of their weekly schedule. The music department produces a program for all parents, grandparents, and friends to attend at Christmas time and again at Easter. Information regarding programs will be sent home in your child’s book bag. Dates for programs are posted on the school’s calendar, viewable on the website or in RenWeb. We invite you to attend and support these functions.

If your child is sick on the day of a program or has been sent home due to sickness during that day, he/she may not participate in the program that evening.

Newsletter / Regular Communication

RenWeb is the internet based program used by the school to help with communication to parents. Newsletters and forms used will be posted on RenWeb. The school’s hot lunch menu is also posted monthly for you to review. Other regular communication will be provided by the classroom teacher, the principal, the superintendent, and the school.

Orientation / Beginning of the Year / Block Party

Parent orientation will take place at the Block Party, which is the Saturday before school starts. This is very important for parents of both new and returning students. Important policy and procedural information will be communicated. Parents who do not attend should make arrangements with the classroom teacher to fill out any paperwork.

The Block Party is designed to be a time for each student to get a photo taken for student IDs, pick up a Red Zone school t-shirt, see the school, meet the teacher, and get a glimpse of the classroom before school starts.

Parental Expectations

We request that parents:

- Read bulletin boards, notices, newsletters, and emails that are sent home. Important information is shared with you on a regular basis.
- Help your child adjust quickly to the routine of leaving him/her at preschool. Parents can help set a positive tone for the rest of the day by attending to student needs in the morning before walking into the preschool.
- Value staff members and show them common courtesy. Your child's teachers are valuable partners in helping accomplish the mission of the school and in supporting you in the education and development of your child. Address concerns to the appropriate person. Do not include people that are not part of the solution in your discussions about a problem. Also communicate as necessary with teachers about what is going on at home.
- Focus on your child when you pick him/her up. Greet the staff and your child and see if there is anything the teacher wishes to communicate before you leave.
- Please refrain from using your cell phone as you are dropping off and picking up your child. This allows for better communication with the school staff and the chance to focus on your child without disruption.
- Help to enforce school rules. Please keep your child with you so that your child's safety is not compromised.
- Make sure your child is wearing appropriate clothing for the weather. Children will get dirty playing outside, or need snow boots, gloves, and winter apparel when cold, or appropriate hot weather clothing when warm.
- Keep a sick child home. Health regulations regarding the prevention of infectious illnesses must be considered. Although it may seem inconvenient for you at times, these rules also keep your child from being infected by others. It is up to you to have a back-up plan for a child who should not attend preschool.
- Understand that your child's time in school has been rigorous. Your child has had academic time, development time, play time, activity time, and been under a structured environment while at preschool. Be wise at pick-up time to help your child re-fuel by having a snack or spending time just letting him/her talk with you.
- Make sure your child gets a good night's rest and has a good breakfast before his/her busy day.
- Be prompt with tuition and fee payments.

Parent/Teacher Conferences & Communication with Teacher

We strongly encourage home-school communication. For this purpose, parent/teacher conferences will be held twice each year. The fall conference is required for parents. Spring parent/teacher conferences are optional based upon teacher discretion or parent request. Conference dates are available on the school website. Outside of those times, we urge you to communicate in one of the following ways:

- Email the teacher. Email addresses are posted on the website.
- Call the school office and ask to leave a voice mail for the teacher.
- Schedule appointments with the teacher while off duty. (Please do not distract the teacher while she is on duty by engaging her in a lengthy conversation. She is there to watch your child and others.) This conference with your child's teacher is dedicated time to sit and talk together.
- Send a note in your child's book bag or in a place that your child's teacher designates.

Please contact the office if you must change or, due to an emergency, cannot keep your appointment.

When the fall and spring parent/teacher conferences are held, appointments may be scheduled in timed increments. Parents are asked to make these conferences a priority and schedule their time with the classroom teacher.

We request that you do not bring the child or any brothers or sisters to the conference.

Parties

The preschool has six scheduled parties during the school year:

- October - Teddy Bear Parties
- November - Pilgrim Parties
- December - Christmas Parties
- January - Doggie Day
- February - Valentine's Day
- March or April - Yellow Day (celebration of Spring)

Parents who would like to help with these events may arrange to do so by contacting your classroom teacher as the events are drawing near, or by signing up on the sheet posted outside your child's room.

Birthdays: If you wish, you may send treats on your child's birthday for the children in his/her classroom. Please make arrangements for this with your child's teacher.

In addition, if you would like, you may donate as a birthday treat a book, tape, or a puzzle to your child's class. Gifts given in this way are marked with the child's name and birthday.

Patriotism

We expect students to respect our country and the government. Students will be asked to pledge to the American Flag. Out of respect for those who have served or are currently serving our nation, we celebrate Veterans' Day and observe Memorial Day.

Photographs and Yearbooks

School photographs are taken each year in the fall and spring (see school calendar) and are available for purchase. Each child will receive a composite of his/her classmates. Details will be sent home from the office prior to the day pictures are taken.

Yearbooks are included in your school fees and will be delivered in the spring. These albums highlight the events of the school year and are a very special way to preserve preschool memories.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a consent/denial form on file. This form is a part of the enrollment application.

Pick-Up/Drop-Off Procedure

Please be sure to fill out a pick-up slip listing those people who have permission to pick up your child from school. Please list as many as possible and keep a record of your list. When you wish to change your list, you must come to the office and do it in person (otherwise, anyone could call the school, say they are you, add their name to the list, and pick up your child). Anyone not recognized by the teacher in charge of your child must be prepared to show a photo ID (driver's license, student ID, etc.), so all pick-up persons should carry a photo ID whenever they come to pick up your child.

No one younger than a fifth grader may escort a child into the building or pick-up a child from school. Anyone picking-up a child must be listed on the pick-up slip.

Preschool children are taught to ask the teacher, "May I please go?" before being released to accompany you out of the building. Please wait for this procedure before taking your child.

When classes are outside, we ask that parents communicate with staff and follow dismissal procedures.

The time of drop off and pick up must be recorded daily. The school uses a photo ID system that is computerized and records student attendance digitally. If you have questions about this procedure, please ask for assistance from school personnel.

Potty Training

Being “potty trained” means independently:

- being able to communicate the need to use the potty.
- taking pants and/or tights down.
- getting on the potty.
- cleaning self appropriately and thoroughly.
- getting clothes back on correctly.
- washing and drying hands.

Our desire as a preschool is to provide a clean, healthy environment for the students attending. When students have “accidents,” it creates an unhealthy environment for the child as well as the other children in school. “Accidents” also take teaching staff away from their responsibilities as a teacher to assist with properly cleaning a child.

There should be no more than one accident per week during the first month of school enrollment. There should be no more than one accident per month during the remainder of the school year.

If there is an existing medical condition, a doctor’s note should be submitted and on file explaining all of the details.

Recess

Recess is scheduled on a regular basis for each class with the teacher supervising playtime. Recess is considered a privilege, not a requirement. Children will also play outside during extended care hours, weather permitting.

If picking up a child outside, please wait with the teacher/staff while your child comes to the teacher.

Retention Policy

At the end of the school year, a determination must be made regarding a student’s progress. At the preschool level, every student passes. Retention might be recommended/required based upon a child’s developmental/classroom performance. A principal’s recommendation, teacher’s recommendation, overall classroom performance, academic analysis, input from outside of ACS, and/or parental input may all be used to help in making a retention recommendation/decision.

Safety

School safety and security is of paramount importance. A schedule for door safety will be produced by the school each school year. The schedule will show times that doors are supervised and students and parents are permitted to use exterior entrances. Also see Traffic and Parking Procedures.

If you exit a door other than those listed, please do not “hold” the door open for others to enter. These door procedures are for the safety of all inside the building.

Students are expected to keep all the safety rules set by the school. If the child is riding in a car pool, he/she is never to change carpools unless he/she has permission from the parent and the parent has notified the teacher.

School Directory

An ACS preschool directory will be available to school families through RenWeb. This directory will include student name, grade, parent name, home number, and address of students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent. Parents who choose to exempt their address and phone number from the directory may do so by modifying their family information in RenWeb.

School Supplies

Please be sure that all items are clearly marked with your child's name.

Supplies are to be purchased prior to the beginning of school. The school supply list is available in the office or on the school's website at www.aurorachristian.org.

Tardiness

Punctuality is a part of the student's training. Parents are expected to help in this area by making sure that their child arrives at school on time. Children should arrive no later than 8:30 a.m. Children may arrive between 8:00-8:30 without being charged for extended care.

Our preschool day begins promptly at 8:30 each weekday morning. The teacher takes classroom attendance and begins class. It is important that your child be on time so that the class is not interrupted. If your child arrives after 8:30, he/she is considered tardy. Please help your child start out his/her school years right by practicing promptness.

Traffic and Parking Procedure

General Parking Lot Rules

- Parking at Aurora Christian is to be in the designated parking spaces only.
- No car is to be parked in a fire lane (red curbs) or traffic lane.
- Do not leave your engine running while you "run in" to the building.
- Do not leave children unattended in the vehicle.
- Misuse of the traffic parking procedures may result in children being dismissed from Aurora Christian School.
- Enter using the first Bowman Drive access on the west side of the building for student drop-off (This lane is a one way driveway).
- Exit using the second Bowman Drive access on the west side of the building or Sullivan Road.
- Speed limit is 5 mph.

Arrival of Preschool Students

- Park in designated parking area.
- Preschool students are to be escorted into the building (escorts must be a responsible child in fifth grade or older, or an adult).
- Enter the Preschool through door #7.
- Drop-off time must be recorded daily, so check your child in and register for lunch or no lunch.
- Walk with your child to hang the backpack/coat/items at student's coat hook.
- Escort your child to the drop-off location (this may change depending on time of drop off).

Departure of Preschool Students

- Park in designated parking area.
- Until 4:00 (or the designated time), enter the Preschool through door #7. After hours pick-up time may be adjusted based upon the number of students. Parents enter the building through Door #4.
- Pick-up time must be recorded daily.
- Go to the pick-up location (Anyone picking up a child will be asked to provide photo identification from staff if the staff member does not know or recognize the individual.).
- Walk with your child to retrieve backpack and things to go home.
- All children must be picked up by 6:00pm or additional late charges will apply.
- Please stay with your child at all times while on the premises.

Visitors

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus. Visitors must report directly to the office for clearance before going anywhere in the building.

Parents are welcome to visit the preschool, but we request that you discuss this with the teacher beforehand. All visitors must stop at the office to receive a visitor's pass.

Volunteers

Parents are encouraged to volunteer a part of their time on a regular basis to assist teachers, office personnel, cafeteria staff, etc. Our school could not function without our volunteers. Please call the school office if you are available and would like to know how you can help, or if someone you know wishes to help. Volunteers who may work alone with a student must fill out an application and submit to a fingerprint background check.

Website and Email

Please bookmark the ACS Website at www.aurorachristian.org. If you wish to email a specific teacher, click on his/her name/link in RenWeb or on the staff page of the school website.

Withdrawals

Withdrawals from the school must be done through the school office. Notice should be given one month in advance for all withdrawals if possible. Tuition adjustments will be made only in cases of moving from the area or loss of job by the head of household.

Yearbook

Yearbook pictures will be taken all during the school year. The charge for a yearbook is included in your Activity Fee. Yearbooks will be delivered in the spring. Yearbooks cover preschool through 5th grade.