

# ACCREDITATION PROGRAM GUIDELINES AND APPLICATION FORMS

FOR



## FOR MEMBER PRE-SCHOOL CHRISTIAN SCHOOLS

- Initial Accreditation
- Continuous Accreditation Report
- Five-Year Accreditation Renewal

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**General Council of the Assemblies of God**  
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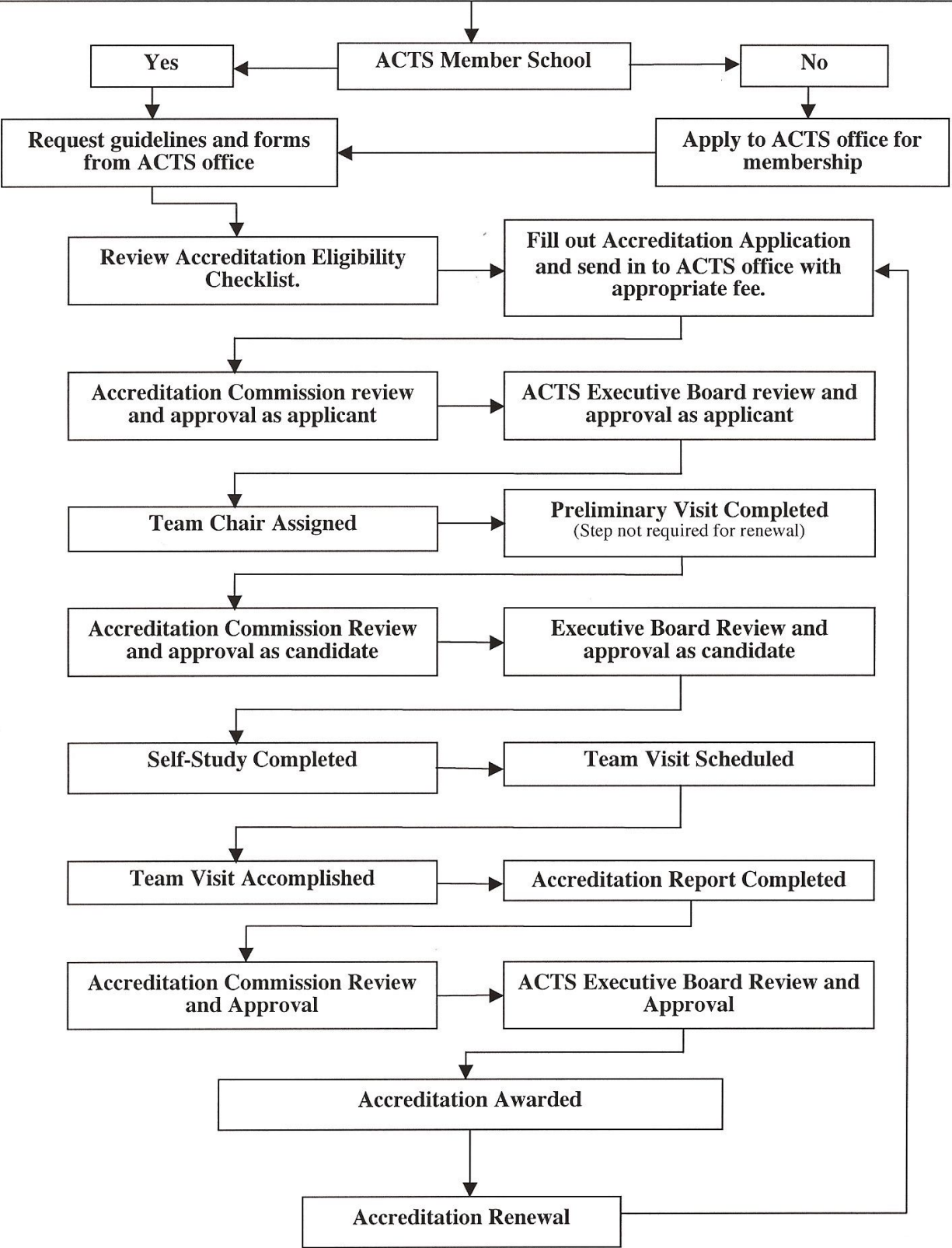
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# ACTS Accreditation Process



# ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS

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Rockford, IL 61126  
Phone (815) 239-6673, Fax (815) 977-5806  
Email: ACTS@actsschools.org  
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ACTS strives for Christ-centered Academic Excellence through Holy Spirit Empowerment!



Member schools work together to achieve finer teaching, increased student achievement, superior administration, and a richer spiritual experience in a dynamic Christian environment.

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**NOTE:** Pertinent instructions and forms for Visiting Committee Chairperson and Team Members are contained in the Visiting Committee Members Packet which is sent to the Committee Chairperson when appointment is made.

# ACTS Vision, Mission, and Core Values

## Vision

To be the premier accrediting agency providing a pathway to state, regional national and international accreditation for the Christian academic community.

## Mission

Assisting Christian schools (to) realize the highest level of educational credibility.

## Core Values - We are passionately committed to:

- **A Biblical Worldview** – modeling, teaching, and leading with actions and decisions that are consistent with God’s Word.
- **Integrity** - demonstrating exemplary practices reflective of Christian ethics; with accountability to Christ, our schools, and the educational community.
- **Excellence** - providing exceptional services for the certification and development of Christian administrators and teachers, and pathways to the highest levels of accreditation for Christian schools.
- **Spirit Empowerment** – affirming the indwelling of the Holy Spirit in the lives of believers and the immediacy of His enablement for service.
- **Relationship** – developing and sustaining a partnership with Christian Schools to enhance their ministry through personal connection.
- **Creativity** – being proactive in the pursuit and development of innovative solutions to benefit the growth and development of our organization and its member schools.
- **Service** – Purposing to approach current and prospective members in an “open-handed” manner; offering resources, support, consulting, advice, mentoring, aid to smaller schools

ACTS does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its programs.

You can join the Association of Christian Teachers and Schools by  
requesting an application form from:  
Association of Christian Teachers and Schools  
P.O. Box 8437, Rockford, IL 61126  
or downloading a form from our website:  
[actsschools.org](http://actsschools.org)

ACTS membership is open to Christian Schools and Individual Christian Educators who are not in disagreement with the Assemblies of God Statement of Faith.

# BENEFITS OF MEMBERSHIP IN ACTS

## ACTS Accreditation

ACTS encourages members to provide the highest level of Christian school excellence. Voluntary accreditation is the cornerstone of this goal. Meeting the standards, preparing a self-study, hosting a visiting team, and being approved by the ACTS Accreditation Commission are fundamental requirements for becoming an ACTS Accredited school. ACTS has Regional co-accreditation with National Council for Private School Accreditation (NCPSA).

## ACTS Perspectives

This monthly newsletter includes articles and information for administrators, teachers, and parents.

## Teacher and Administrator Certification

Another quality benefit is the ACTS teacher and administrator certification program. ACTS certification requires spiritual, biblical, and academic qualifications.

## Teacher and Administrator Conferences

ACTS sponsors both regional and national conferences for administrators, board members, and teachers.

## Curriculum Discounts

Bob Jones University Press offers year-round curriculum discounts.

## Retirement Plans

MBA offers Administrator's and Teacher's retirement and investment programs (403 B Retirement).

## Administrative Software Discounts

Hunters Systems and QuickSchools.com offer discounted pricing on Schools Administrative and Teacher Software Programs.

## Tuition Services

FACTS provides financial services to member schools.

## Home Schooling Information

ACTS provides a home schooling information packet upon request. Call the ACTS office for the latest information (815-239-6673).

## Insurance

Special rate for student accident insurance is available through Specialty Market. Medical insurance is available through the AIGILIS Corporation at <http://acts.benefitscommunity.com/>

## Achievement and Ability Test

Pearson Educational Measurement provides discounts and special scoring for the SAT and OLSAT

## Special Assistance

Call the ACTS office for assistance with special circumstances including: facility design, curriculum development, discipline and conflict resolution, finances and budgeting, spiritual distinctive, family involvement, faculty and staffing issues, and recruiting and retaining students.

## Employee and Volunteer Screening Service

Discounted background screening by ACCUFAX from five national databases.

## Handbooks and Model Policies

Examples of parent, student, and policy handbooks are available.

## Website: [www.actsschools.org](http://www.actsschools.org)

Contains a wealth of information and resources to help you in your ministry, such as: teacher and administrator resources, training events, job search, member schools, and links to other web pages.

## Student Activities

ACTS member schools can participate in Academic Competitions through Regional Chapters. Accredited schools may join the National Honor Society. The ACTS Honor Society certificates are available.

## Missions Education Program

An adopt-a-school program has been arranged through BGMC that allows each of your students to become a missionary. As a part of the program BGMC provides free missions education curriculum.

## Legal and Legislative Affairs Representative

ACTS has an appointed attorney that provides legal and legislative affairs information on a limited basis.

## Video Licensing Discount through Christian Video Licensing International

Public performance license allows member schools to legally show certain video products

## Flash-Net-Notes

Keeps you informed on the latest ideas in education and late-breaking news. Send an email to [acts@actsschools.org](mailto:acts@actsschools.org)

## ACCREDITATION PROGRAM

These guidelines are designed to guide member childcare centers through the ACTS Accreditation Program. Information is provided to help you understand the set of standards and the evaluative process that is in place to help verify a member preschool's commitment to its constituency and others that it is carrying out its Christian purpose.

This manual will help preschools complete the *Initial Accreditation Application* and prepare the self-study, file *Continuous Accreditation Report*, and complete the *Fifth-Year Re-evaluation Accreditation Renewal*.

The ACTS Accreditation Commission is the recognized accrediting body for member preschools. The Commission is the representative body charged with carrying out the accreditation process.

The Chairperson of the Commission provides direction for the accreditation program. Final review of the accreditation program and policies is made by the Commission, which then makes recommendations to the ACTS Executive Board for final approval.

The Accreditation Program is designed to meet or exceed the minimum standards recognized by the major Christian School Accrediting Associations. It is important for all member preschools to strive to be accredited. Only member preschools may apply for accreditation. The initial process takes about one year. Accreditation is an ongoing process promoting excellence in Christian preschool education.

### PURPOSE

The purpose of the Accreditation Program is to establish high, uniform standards among ACTS member preschools. Achievement of accreditation status represents a standard of excellence which is recognized by other institutions and the constituency of the community in which the preschool is located. Accreditation requirements identify educational and spiritual criteria which establish high expectations for childcare centers. Parents seek accredited preschools because they believe such preschools offer a quality program. Likewise, the larger community of business and higher education value the standard of excellence established by preschool accreditation.

To become accredited, a preschool will complete a self-study evaluation and open their preschool to an on-site visit by a qualified team of educators who will visit a preschool and examine its program to determine whether it is being operated within the published guidelines of the accrediting agency. ACTS standards are similar to those of other recognized educational accrediting agencies and are designed to meet or exceed the minimum standards for accrediting associations, such as FAANS, TEPSAC, and NCPSA.

### LEVELS OF ACCREDITATION

In the accreditation process, a preschool progresses from Applicant to Candidacy to Accreditation. A preschool may remain in Applicant status or Candidacy status for a maximum of 2 years after being accepted by the Accreditation Commission. If significant progress is not made toward accreditation within this 2 year timeframe, a preschool will be dropped from the accreditation process. At the end of this 2 year timeframe, a preschool must submit a new application and pay an additional \$600 application fee.

1. Applicant Status: A preschool is in Applicant status from the time an official application is filed with the Executive Director until all items have been received and accepted by the Accreditation Commission. A preschool at this stage of accreditation may only refer to themselves as being an Applicant with ACTS.

2. Candidacy Status: Once a preschool's application and accompanying documentation have been received and accepted by the Accreditation Commission, the preschool will be advanced to Candidacy status and assigned a chairperson as an advisor. After the preschool receives their formal notice that their application has been accepted, they may refer to themselves as having Candidacy status with ACTS.
3. Accreditation: Upon completion of the on-site visit, the visiting team will submit a report and recommendation to the Accreditation Commission. The Accreditation Commission then makes a status report to the Executive Board. Accreditation may be granted by the Executive Board for a maximum of five years. A preschool may refer to themselves as Accredited by ACTS upon receipt of notice of approval by the Executive Board.
4. Revocation of Accreditation: A preschool may be dropped from accreditation for failing to maintain compliance with the standards or for failing to file a Continuing Accreditation Report. A preschool must first be notified by the Executive Director of the reasons for the pending revocation by certified mail. A preschool so notified has the right to a hearing before the Executive Board. The decision of the Executive Board shall be final. The preschool will be notified of board action by certified mail. Upon receipt of said notification, the preschool must immediately stop referring to itself as an ACTS accredited preschool (See page 9 for Appeal and Complaint Procedures.).

### **PROCEDURE TO APPLY FOR INITIAL FIVE-YEAR ACCREDITATION**

A preschool wishing to become accredited may contact ACTS Executive Director, P.O. Box 8437, Rockford, IL 61126, Phone (815) 239-6673, Fax (815) 977-5806. Guidelines and forms will be forwarded to the preschool.

When a preschool submits its initial application for accreditation, a chairperson will be appointed to make an initial on-site visit to the preschool. The purpose of this initial visit is to verify that the applicant preschool has met all of the initial requirements listed in the Eligibility Checklist. At the time of this visit, the applicant preschool must be prepared to provide documentation that will verify that all eligibility requirements have been met.

The chairperson will file a written report to be included with the preschool's application. The applicant preschool is responsible to pay all expenses associated with this initial campus visit.

When a preschool seeking initial accreditation has its application processed and accepted by the Accreditation Commission, a contact/chairperson is appointed to assist the preschool in understanding the accreditation guidelines and completing the forms for the self-evaluation study. After the forms have been filled out completely and returned, a chairperson and a visiting committee will be appointed.

The following Accreditation Eligibility Checklist identifies areas that must be met for preschools seeking accreditation.

### **ACCREDITATION ELIGIBILITY CHECKLIST**

As soon as the preschool's accreditation application is received in the ACTS office, an advisor will be assigned to make a preliminary visit to the preschool. The preschool should be prepared to demonstrate to the advisor that the preschool meets all of the requirements in the Eligibility Checklist. The advisor will make a written report to the Accreditation Commission detailing how the preschool meets each of the eligibility criteria. This report will be attached to the preschool's application and the preschool will be given a copy. A preschool's application for

## ACCREDITATION ELIGIBILITY CHECKLIST. Cont.

The preschool:

1. Is a current member of ACTS.
2. Has legal authority to operate and must be able to address each of the following areas:
  - a. Philosophy and Objectives: Each accredited preschool shall be required to have a concise, clearlywritten statement of its philosophy and objectives in order to guide the academic program and the over all development of its students.
  - b. Curriculum: Each preschool shall have a curriculum consistent with its philosophy and objectives. This shall be designed to effectively fill the needs of the students enrolled. Curriculum offered shall be organized sequentially and described in current written curriculum guides and courses of study by subject and grade level.
  - c. Preschool Plant and Facilities: The plant and equipment shall be suited to the purpose and adequate for the total program of each preschool. Evidence of conformity to local codes for preschool building and health, safety, and sanitation must be present.
  - d. Faculty and Administrative Staff: The preschool professional staff must meet criteria established by theaccrediting body which are suitable to the program and mission of the preschool. The criteria must address the requirements of degrees and/or certification.
  - e. Transfer of Student Records/Data: Standards shall insure the maintenance and safe-keeping of accurate student records and the provision of a transcript indicating work covered by students.
  - f. Financial Records/Accounting: The financial resources and management of the preschool shall be such as to sustain an educational program consistent with its philosophy and objectives. Evidence offinancial stability in the form of a financial statement shall be prepared annually and be available for review by the Accreditation Association during evaluations.
  - g. Health and Safety: All preschools shall meet all applicable local and state laws relating to fire protection, safety, sanitation and health. Evidence of evacuation drills and emergency pro cedures are required. The preschool buildings shall comply with local and state zoning, struc tural and fire codes.
  - h. Non-Discriminators Policies: All preschools must issue statements of nondiscrimination (in writing) stating that they do not discriminate on the basis of race, color, national or ethnic origin.
  - i.. State Laws and Regulations: Accreditation standards must require each preschool to comply with all applicable state laws and regulations.
3. Is under control of a governing body, duly empowered with its governance, and meeting all state legal requirements.
4. Is administered by a chief administrative officer designated for the preschool.

5. Has been in operation a minimum of one (1) year.
6. Has written statements of purpose and faith that are not in conflict with Statement of Fundamental Truths of the Assemblies of God (See Appendix).
7. Must send a minimum of two representatives to at least one National or ACTS approved regional conference each year.

## **ACCREDITATION COMMITTEE**

### **VISITING COMMITTEE**

This visiting committee will consist of at least three or more people who have current education experience. This may include preschool administrator, college faculty, or a teacher with classroom experience who holds a master's degree or higher.

The committee chairperson will guide the preschool through the accreditation process. Chairperson responsibilities include the following:

1. Communication with the preschool administrator regarding ACTS accreditation standards.
2. Identification of areas needing improvement prior to the visit.
3. Setting a date for the committee's on-site visit. This should be a three-day visit which includes attending an evening worship service (usually Sunday) and two instructional days.
4. Coordination of the Visiting Committee's activities.
5. Responsibility for the final written report.

The Visiting Committee members shall each receive a copy of the self-study at least one month before the on-site visit. If the self-study is not received at least 30 days prior to the visit date, the team visit will be rescheduled. All classes, programs, and records should be open to the committee. Committee members will talk with the pastor, administrator, teachers, staff, and students during the visit.

Preliminary results of the evaluation will be given to the administration on the day of the evaluation.

Detailed results will be provided in writing by the chairperson of the committee. Any reported deficiencies must be corrected before accreditation is granted.

### **PURPOSE AND OBJECTIVES**

1. The primary purpose of the Visiting Committee's visit as a part of the process of accreditation is to verify the preschool's self-study and to determine if it accurately reflects the preschool's programs and ministry. The visiting committee serves a key role in the accreditation process and in the assessment and improvement of the preschool.
2. The objectives of the accreditation visit include the following:
  - a. Providing for the ACTS Accreditation Commission a final report that addresses every aspect of a preschool's program, assuring that the preschool's self-study is objective and accurate and that it reflects the preschool strengths;

- c. Serving as a stimulus for reviewing and/or changing those areas of the preschool's operation that are not in compliance with ACTS Standards;
- d. To determine that the preschool has no violations of ACTS Standards.

**VISITING COMMITTEE CHAIRPERSON AND MEMBERS**

1. The chairperson shall have served on a previous visiting committee on-site visit and have experience as a preschool administrator, principal, assistant principal, or college education department director/faculty member. Workshops are provided at ACTS National Conferences to train perspective team chairs.
2. The selection of the Visiting Committee chairperson is the responsibility of the Director of Accreditation and the Executive Director. The Director of Accreditation, with input from the office of the Executive Director, consults the preschool's administrator concerning any input that he/she might have on the selection of a visiting team from a list of qualified persons. A list of qualified persons shall not include an individual deemed to have a conflict of interest, including but not limited to an employee of the applying institution, a relative, or church member. The preschool personnel may veto a suggested appointment if they feel a bias exists.
3. The Visiting Committee will consist of a chairperson and at least two committee members. Additional committee members may be added by the Director of Accreditation after consultation with the Executive Director, the Visiting Committee chairperson, and other appropriate personnel, such as the preschool administrator or pastor.
4. The final selection of the Visiting Committee members is the responsibility of the Director of Accreditation with input from the Executive Director. When possible, the Visiting Committee members are chosen from the same region or state in which the preschool to be visited is located.
5. The selected Visiting Committee members are chosen to provide balance and competence to the evaluation. Their professional background and expertise shall include the areas of teaching, programs, curriculum, administration, finance, facilities, and community relations.
6. No Visiting Committee chairperson or members shall serve without receiving training in the ACTS Standards and accreditation process. This training is provided at all ACTS conferences and may be provided prior to the visit by the team chair.
7. The administrator/principal of the preschool to be visited will be given the names of the visiting committee members by the Director of Accreditation at least 30 days before the visit.
8. Any changes in Visiting Committee members or dates of the visit must be made with the Director of Accreditation through the office of the Executive Director. No one shall be contacted for participation on a team by the administrator/director of the preschool without prior approval of the Director of Accreditation through the office of the Executive Director.

**VISITING COMMITTEE CHAIRPERSON AND MEMBERS EXPENSES**

1. All Visiting Committee member expenses (lodging, meals, travel) incurred during the visit are to be borne by the preschool being visited. When possible, the preschool should make arrangements to pay directly to the motel/hotel the meals/lodging costs incurred by the visiting team.

The mileage for travel while on business for ACTS is the current rate allowed by the Internal Revenue Service. Other possible travel costs include parking, taxi, tolls, travel other than by automobile, etc.

2. Any costs for meals incurred by a Visiting Committee member enroute and any costs for meals during

the visitation should be reimbursed by the preschool. All expenses should be indicated on the expense form. The expense form should be submitted directly to the administrator/principal of the preschool visited for reimbursement.

3. The Visiting Committee chairperson is to be paid a fee of \$100.00 for preparing/compiling the committee report. The check will be issued by the school upon completion of the visit.

### **INSTRUCTIONS AND FORMS FOR VISITING COMMITTEE**

Pertinent instructions and forms for the Visiting Committee chairperson and members are contained in the *Accreditation Visiting Team Guidelines and Forms*.

### **LENGTH OF ACCREDITATION**

Initial and fifth-year re-evaluation accreditation is for a maximum period of five (5) years. **If a school also maintains Regional accreditation then the length of accreditation will run concurrently with the Regional's accreditation term. If that term is longer than five years, then a mid term site visit is required.** When a school is accredited, no matter the date, their accreditation expiration date will be August 31 of the fifth year following their initial or fifth-year re-evaluation accreditation or August 31st of the concurrent Regional year.

### **CONTINUOUS ACCREDITATION REPORT OF ALL ACCREDITED PRESCHOOLS**

All accredited preschools are required to submit a completed annual report (See page 27) by September 1 each year along with the annual accreditation renewal fee of \$450.00.

### **PROCEDURE TO APPLY FOR FIFTH-YEAR RE-EVALUATION ACCREDITATION**

A preschool planning to apply for fifth-year re-evaluation accreditation must complete the application for fifth-year re-evaluation Accreditation and a new self-study and return it to the ACTS office. An onsite team visit will be made using the same procedures as in the initial accreditation visit (See pages 7-9).

### **CROSS-ORGANIZATIONAL ACCREDITATION TRANSFER**

A preschool that is currently accredited by any NCPSA recognized organization may transfer their current accreditation to ACTS with no interruptions of their accredited status by completing the following process:

1. Join ACTS
2. Have their standing within any other organizations validated.
3. Submit a completed application along with the current accreditation fees.
4. Upon acceptance, submit the preschool's most current self-study instrument along with the latest team visit report to a designated Team Chair for review.
5. The preschool must host an on-site visit by the Team Chair.
6. The Team Chair will write and send a report of the visit to the ACTS Accreditation Commission and Executive Board for accreditation confirmation.
7. All confirmed accreditation transfers will be valid for the preschool's current accreditation time frame.

### **APPEALS AND COMPLAINTS**

Appeals and complaints are handled on a case by case approach. Each case is reviewed and action taken with the full involvement of the individuals, preschool, and sponsoring church, as well as members of the ACTS Accreditation Commission.

A preschool's accreditation may be withdrawn only by action of the ACTS Accreditation Commission. This action includes the process of a representative of the commission visiting the preschool and submitting a review/report concerning the recurring and not corrected violations by the preschool. In cases when accreditation has had to be withheld or withdrawn, every effort is made to have an ongoing and open communication to correct the situation. All appeals from any decision made shall be submitted in writing to the ACTS Accreditation Commission. An appeal should review specifically the appellant's position in regard to each item of the decision.

An appeal of an unfavorable decision concerning a preschool's accreditation status or complaint may be made to the Executive Board of ACTS at the next scheduled meeting after the decision was made. A preschool suspended or not accredited for failure to meet standards may be re-evaluated in the next year if efforts to rectify deficiencies are evident.

When complaints are filed those involved are encouraged, if possible, to resolve the complaints. If the preschool or person filing the complaint does not feel that it has been resolved, the Executive Director's office should be contacted for input and/or mediation.

If necessary, the complaint will be referred to the Accreditation Commission.

Issues or concerns can be brought by an ACTS member preschool before the scheduled Association meeting.

## ACCREDITATION PROGRAM ASSOCIATION OF CHRISTIAN TEACHERS & PRESCHOOLS (ACTS)

### *Application for Initial Accreditation Candidacy/Fifth-Year Re-evaluation Accreditation*

In submitting this application to the appropriate office you are asserting that you are a member in good standing and that you have carefully read the Accreditation Program Guidelines and that you are requesting to become involved or to continue involvement in the accreditation process of ACTS. Please return this Application for Accreditation Candidacy/Fifth-Year Re-evaluation Accreditation form with attachments to:

ACTS EXECUTIVE DIRECTOR  
P.O. Box 8437  
Rockford, IL 61126

When a preschool submits its initial application for accreditation, a chairperson will be appointed to make an initial on-site visit to the preschool. The purpose of this initial visit is to verify that the applicant preschool has met all of the initial requirements listed in the Eligibility Checklist. At the time of this visit, the applicant preschool must be prepared to provide documentation that will verify that all eligibility requirements have been met.

The chairperson will file a written report to be included with the preschool's application. The applicant preschool is responsible to pay all expenses associated with this initial campus visit.

Once these items have been received and accepted by the Accreditation Commission, the preschool will be notified of its advancement to Candidacy status. A contact chairperson will be identified to assist during this period. Once the self-study has been submitted and accepted, a chairperson and a visiting committee will be appointed. When the preschool is ready, an on-site visit by the Visiting Committee will be scheduled.

Upon completion of the on-site visit a report will be compiled by the Visiting Committee chairperson and submitted to the Accreditation Commission. This commission will present its findings and recommendation to the Executive Board.

This application must be accompanied by:

1. A check for \$600 for the application fee payable to ACTS. The application fee is non-refundable.
2. A copy of the resolution appearing in the preschool board minutes which approves of the preschool seeking accreditation with ACTS. (Initial accreditation candidacy only.)
3. A written statement indicating that the preschool is responsible for the Visiting Committee's expenses during the on-site visit.
4. An understanding that the preschool must meet certain accreditation guidelines (standards) in order to progress from **Accreditation Candidacy to Accreditation**.
5. An understanding that the Self-Study must be submitted to the ACTS office and visiting team members at least 30 days prior to the scheduled committee visit.

**ACCREDITATION PROGRAM**

**ASSOCIATION OF CHRISTIAN TEACHERS AND PRESCHOOLS (ACTS)**

*Application for Accreditation Form*

Date \_\_\_\_\_ Preschool Telephone No. \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Administrator \_\_\_\_\_ Director \_\_\_\_\_

Person to serve as school contact for ACTS Accreditation \_\_\_\_\_

Report Compiled by \_\_\_\_\_

Year Founded \_\_\_\_\_ Total Enrollment \_\_\_\_\_

CHECK APPLICABLE GRADE LEVELS OFFERED AT THE PRESCHOOL (Accreditation for K-12 only):

- \_\_\_\_\_ Birth
- \_\_\_\_\_ 1 year old
- \_\_\_\_\_ 2 years old
- \_\_\_\_\_ 3 years old
- \_\_\_\_\_ 4 years old
- \_\_\_\_\_ 5 years old
- \_\_\_\_\_ Other (please describe)

Sponsoring Church or Organization \_\_\_\_\_

Pastor/Chairman of the Board \_\_\_\_\_

Denominations:  Assemblies of God  Other \_\_\_\_\_

Is the preschool incorporated separately from the sponsor? \_\_\_\_\_

Is the preschool a direct extension of a church and/or ministry? \_\_\_\_\_

**ACCREDITATION PROGRAM**

**ASSOCIATION OF CHRISTIAN TEACHERS & PRESCHOOLS (ACTS)**

If the preschool is not incorporated separately or a direct extension of a church or ministry, how is the preschool organized?

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Identify which curriculum/curricula is/are in use in the school:

- Bob Jones
- A Beka
- Alpha Omega
- Essentials Bible Curriculum
- Other (please describe) \_\_\_\_\_

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Does the preschool have plans to change the curriculum in the next five years? \_\_\_\_\_

If yes, describe the changes to be made: \_\_\_\_\_

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Is your preschool registered with the state? \_\_\_\_\_

Is your preschool accredited by another agency? \_\_\_\_\_

If yes, indicate which agency: \_\_\_\_\_

If your preschool is currently not accredited but is seeking accreditation with another agency, please indicate the agency:

---

Accreditation to be completed by preschool year \_\_\_\_\_

\_\_\_\_\_  
Signature: Administrative Officer/Principal

\_\_\_\_\_  
Date

## ACCREDITATION STANDARDS FOR PRESCHOOLS

### ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)

#### **Definition of a Preschool**

A Preschool is defined as a program providing care and Christian education for a minimum of ten children, including the ages of birth through kindergarten, and part – or full – time hours. In various locals the preschool may be called nursery school, academy, learning center, or child care center. ACTS does not accredit family child care homes.

The preschool should organize itself in such a manner as to adequately address each of the following standards utilizing a self-study process. The end result should be a document which demonstrates, through the provision of evidence, how the preschool meets each of the accreditation standards and any subpoints contained therein.

#### **1. PHILOSOPHY AND OBJECTIVES**

*The preschool's philosophy and objectives:*

- 1.1 shall be in agreement with the Statement of Fundamental Truths of the Assemblies of God.
- 1.2 shall be sensitive to the needs of the children.
- 1.3 shall be in written form and approved by the preschool's governing body.
- 1.4 shall be stated in the preschool's literature informing staff, parents, children, and prospective families of the preschool's philosophy.
- 1.5 shall be used to guide the program and overall development of the preschool and shall be consistent with sound early childhood educational practices.

#### **2. GOVERNANCE**

*The governing body:*

- 2.1 shall be spiritual leaders in a local church.
- 2.2 shall govern the preschool in accordance with the stated philosophy.
- 2.3 shall be responsible for the formulation of policy and the maintenance of a preschool policy manual. A complete and current record of all governing body minutes must be maintained.
- 2.4 shall be responsible for the successful operation of the preschool.
- 2.5 shall provide adequate salary and benefits for the staff and faculty.
- 2.6 shall develop and document an effective and realistic master plan which prioritizes needed improvement (minimum five year plan).

- 2.7 shall ensure all required federal, state, and local regulations are met.
- 2.8 shall be responsible for the selection and evaluation of the preschool administration.

### **3. CURRICULUM AND INSTRUCTION**

*The curricular and instructional program of the preschool:*

- 3.1 shall be consistent with the preschool's philosophy.
- 3.2 shall incorporate Christian principles into each subject area where possible.
- 3.3 shall be in written form, based on knowledge of child development and designed to meet individual needs by using child assessment tools and allowing teachers flexibility to adapt lesson plans.
- 3.4 shall avail itself of the resources of the local community.
- 3.5 shall provide appropriate teacher planning and preparation time.
- 3.6 shall be formally and systematically evaluated by the preschool and revised as needed.
- 3.7 shall reflect acknowledgment of differences in children and shows God's love for people of each race, color, and sex.
- 3.8 shall incorporate developmentally appropriate materials and equipment available for all ages enrolled in the preschool.

Examples:

Infant rooms include toys such as balls, pop beads, nesting cups, cuddly toys pictures, teething rings, rattles, squeak toys, and books.

Toddler rooms include push and pull toys, stacking toys, cubes, puzzles, play phones, dolls and toys listed above.

Preschool rooms include puzzles, manipulative, blocks, music, creative art, sand and water table, dolls, and other props for home living and role play.

Kindergarten rooms include all preschool materials and equipment, plus self-correcting activities for children to use independently.

Before and after-preschool programs provide materials for organized games, art projects, hobbies, music, board games, outside play, and age-appropriate manipulatives.

- 3.9 shall meet the intellectual needs of each child.
  - 1. Receptive and expressive language experiences, appropriate to development of children, are provided throughout the day.

2. Opportunities are provided for supervised exploration and experimentation that develop cognitive skills.
3. Media programs serve as special events rather than a significant part of the everyday program. Previewed programs are appropriate to age and attention span, and enhance the concept and values of the preschool.

3.10 shall meet the physical needs of each child.

1. Classes should be given time and space for outside play on a daily basis, weather permitting.
2. Outside play equipment and experiences shall be appropriate for the age and number of children using the playground.
3. Curriculum will provide for hand-eye coordination, gross and fine motor skills.

3.11 shall meet the social needs of each child.

1. Develop age appropriate rules and consequences for each group.
2. With Christ as our example, pro-social techniques are encouraged in developing cooperation, taking turns, sharing, and problem-solving.
3. Interactive discipline procedures such as redirection, reflective listening, and positive reinforcement are encouraged.

3.12 shall meet the emotional needs of each child.

1. The curriculum includes activities that enhance esteem for self and others and promote children's emotional growth.
2. Staff members demonstrate love and respect for each child and interact often with children by showing interest, warmth, consideration, and affection.
  - a. Staff speak to children in a loving, friendly, and courteous tone.
  - b. Staff are available to individual children and responsive to their needs.
  - c. Staff encourage self-help skills in children.
  - d. Creative art and musical experiences are reflected in the curriculum.
3. The sound of the environment is primarily marked by pleasant conversation, spontaneous laughter, and exclamations of excitement rather than harsh, stressful noise or enforced quiet.

3.13 shall meet the spiritual needs of each child.

1. Christian values and principals are prevalent across disciplines and are interwoven throughout each day's activities in an age-appropriate manner.
2. Worship songs, prayer, and Scripture verses are integrated into daily routines and activities.
3. Bible stories are presented as truth and are taught in ways appropriate to the children's developmental levels.
4. Biblical principles are implemented for conflict resolution, guidance, and discipline.
5. Through words and actions, staff members serve as Christian role models.

**4. PRESCHOOL STAFF**

4.1 All members of the preschool staff shall be Christian and shall exhibit Christian character in all areas of life.

4.1.1 The “Fruit of the Spirit” according to Galatians 5:22-23 shall be evident in all staff members.

4.2 All school personnel (full/part time staff or any volunteer) are required to undergo a background check prior to their employment or being given access to students.

**4.3 INSTRUCTIONAL STAFF**

4.3.1. Staff who are in charge of a a group of children should have at least an ACTS Preschool Staff Credential or an equivalency. In cases where staff members do not meet the specific qualifications, a training plan, both individualized and program-wide, has been developed and is being implemented for those staff members.

4.3.2. Members of the teaching staff are involved in regularly scheduled professional development or continuing education programs.

- a. The instructional staff participates in a minimum of 10 documented hours of continuing education or professional development annually.
- b. All staff shall have a professional development plan on file with evidence that it is being implemented.

4.3.3 Staff/child ratios are in compliance with state standards. Recommended ratios are:

Birth - 12 months	1 staff to 4 children
12 - 23 months	1 staff to 6 children
2 year olds	1 staff to 8 children
3 year olds	1 staff to 10 children
4 year olds	1 staff to 12 children
5 year olds	1 staff to 16 children
5 year olds/K	1 staff to 20 children

**4.4 SUPPORT STAFF:**

4.4.1 The support staff shall be sufficient in number as to provide adequate clerical assistance to the preschool.

4.4.2. The preschool shall provide a custodial staff sufficient to maintain a clean and safe environment.

**4.5 ADMINISTRATIVE STAFF:**

4.5.1 The preschool’s governing body shall appoint a full-time person as the chief administrator and who shall be on the full-time preschool staff and functioning in that capacity. An Early Childhood Specialist is employed to direct the educational program. The qualifications of an Early Childhood Specialist are a baccalaureate degree in Early Childhood Education/Child Development and at least 3 years of full-time teaching experience with young children and/or a graduate degree in Early Childhood Education/Child Development. The individual may or may not be the chief administrator of the program.

In cases where the Early Childhood Specialist does not meet the specific qualifications, a professional development plan toward meeting the qualifications is on file with evidence that it is being implemented.

- 4.5.2 The administrative staff shall show evidence of continued professional growth by documented participation in the preschool's professional development program and/or college or continuing education credit.
- 4.5.3. The chief administrator seeks to provide spiritual leadership to the staff and students in fulfilling the spiritual mission of the preschool.
- 4.5.4. The chief administrator shall oversee all executive functions including compliance with governmental regulations, public relations, financial responsibilities, parent education and relations, building and equipment maintenance, staff recruiting, supervision, and employee relations.
- 4.5.5 The preschool shall establish a formal and systematic process of faculty/staff evaluation which shall be conducted on a periodic basis and properly documented.

#### 4.6 **EMPLOYEE HANDBOOK**

- 4.6.1 The preschool shall publish an employee handbook which shall include the following: philosophy of the preschool, dress code, rules and regulations, discipline procedures, and personnel evaluation policies.
- 4.6.2 The faculty/personnel handbook shall contain a policy statement of due process and grievance procedures.

### 5. **FINANCES**

The Preschool:

- 5.1 shall provide evidence of sound, professional, ethical, and legal practices in all financial operations.
- 5.2 shall present evidence of adequate financial resources to operate the preschool's program.
- 5.3 shall have a realistic annual operating budget approved by the governing body and reviewed regularly.
- 5.4 shall keep clearly identifiable financial records.
- 5.5 shall document all fundraising and resource development activities.
- 5.6 shall publish a tuition and fee schedule that includes a tuition refund policy.

## **6. ADMISSION PROCEDURES AND POLICIES**

The preschool's admission procedures and policies:

- 6.1 shall be clearly written in a parent handbook.
- 6.2 shall be formulated by the governing body.
- 6.3 shall be written in such a manner as to admit only those for whom the program is designed and is consistent with the preschool's philosophy and objectives.
- 6.4 shall contain a published policy on non-discrimination and demonstrate consistent adherence.
- 6.5 shall address financial and other contractual arrangements between the preschool and parents.

## **7. RECORDS**

### **7.1 CHILDREN'S RECORDS**

- 7.1.1 Children's records shall be kept on each student enrolled in the preschool.
- 7.1.2 Children's records shall be updated on a regular basis.
- 7.1.3 Children's records shall include health and other pertinent information.
- 7.1.4 Children's records shall be kept up to date in matters of discipline.
- 7.1.5 Children's records shall be kept in a safe, secure, and professional manner (fireproof) and retained according to sound legal practices.
- 7.1.6 Access to children's records shall follow the provisions of all the local, state, and federal regulations relating to an individual's right to privacy.

### **7.2 OFFICE RECORDS**

- 7.2.1 Office records shall be adequate in nature to present a true and accurate picture of the preschool's income, expense, and operational procedures.
- 7.2.2 All office records shall be kept in a safe, secure, and professional manner (fireproof).

### **7.3 PERSONNEL RECORDS**

- 7.3.1 Personnel records shall be kept on all personnel with evidence that they are qualified, competent, and meet legal requirements for the position held.
- 7.3.2 Records for staff and administration shall include transcripts, contracts, tax records, and professional licenses, and continuing education or inservice.

## **8. FAMILY AND COMMUNITY RELATIONS**

### **8.1 PARENT HANDBOOK**

All parents shall receive a handbook that describes how the preschool functions on a day-to-day basis, including but not limited to the philosophy statement and policies regarding holidays, illnesses, hours, fees, refunds, enrollment, and termination.

8.1.1 It shall contain a statement of non-discrimination.

8.1.2 It shall be true, accurate, and reflect ethical guidelines.

8.2 Weekly or monthly memoranda are sent to parents as a regular means of communication.

8.3 The preschool communicates with parents regarding their child's developmental progress at least annually.

8.3.1 Parent conferences are held at least once a year and at other times as needed to discuss the child's progress, care, and education. Parents are encouraged to participate in the goal setting process for their child.

8.3.2 The Early Childhood Specialist assists the staff with methods of recording their observations of children. Observation records are used for curriculum planning and parent conferences.

8.3.3 Developmental progress reports should be communicated to the parents at least annually.

8.3.4 Significant changes in a child's physical or emotional state are reported to parents immediately, are documented, and are placed in the child's file.

8.4 The Early Childhood Specialist is familiar with and makes appropriate use of community services and resources including social services, mental and physical health agencies, and educational programs such as museums, libraries, and other professional sources.

8.5 Policies concerning parental involvement such as visiting, observing, and volunteering are in place to ensure a bonding relationship between the home and preschool is maintained.

8.6 Parents are provided information regarding the preschool's philosophy of child development and discipline techniques in order to minimize potential conflicts and confusion for the children.

## 9. HEALTH AND SAFETY

- 9.1 The board of directors and all other preschool personnel shall demonstrate a commitment to the physical health and safety of the children in their charge.
- 9.2 The preschool's hiring procedures include screening employees for history of abuse and/or criminal charges.
- 9.3 Each adult is free of physical and psychological conditions that might adversely affect children's health. Pre-employment physical examinations and tuberculosis tests shall be on file.
- 9.4 New staff members should serve a probationary employment period to ascertain their competence in working with children.
- 9.5 Suspected incidents of child abuse and/or neglect are reported to the local agencies. Risk prevention policies are in place. All reported incidents are well documented and maintained in a confidential file.
- 9.6 The preschool keeps current health records on each child. Children in attendance are in compliance with state and local health regulations regarding immunizations and communicable disease.
- 9.7 The program has a written policy specifying limitations on attendance of sick children and staff. The preschool provides an area where sick children are isolated while awaiting someone to take them home.
- 9.8 Staff are alert to the health of each child and medical incidents and problems are recorded and reported to staff and parents.
- 9.9 At least one staff member who is certified in CPR and First Aid is present at all times.
- 9.10 A plan exists for dealing with medical emergencies and adequate first aid supplies are readily available.
- 9.11 Bathrooms, tables, and changing tables are disinfected after each use and toys are washed and disinfected daily. All soiled diapers are disposed of or held for laundry in a closed container inaccessible to the children.

## 10. NUTRITION AND FOOD SERVICE

The nutritional needs of children are met in a manner that promotes physical, social, emotional, and cognitive development.

10.1 Menu information is provided to parents.

10.2 Mealtimes promote good nutrition habits.

10.2.1 Furniture and utensils are suitable for each group of children.

10.2.2 Adult supervision is required:

- a. one adult sits with children at meals.
- b. infants are held in an inclined position while bottle feeding.

10.2.3 If food is not provided:

- a. parents are educated in appropriate meals from home.
- b. food must be stored appropriately.

10.2.4 Programs must verify compliance with local health requirements for nutrition and food service.

## Suggestions for Preparation of the Self-Study

Preschools applying for accreditation are responsible for demonstrating compliance with the ACTS Accreditation Standards. The most effective way to do this is to explain in a narrative format the manner in which the preschool meets each individual standard. This also gives the preschool the opportunity to use the self-study as an instrument for school improvement. The narrative explanation should be supported by appropriate, well-organized documentation.

The self-study should consist of necessary information to substantiate the preschool's compliance with the ACTS accreditation standards. The self-study is to be in a digital format. The digital format may be saved on either a CD or USB. Copies of the completed self-study are to be mailed at least 30 days prior to the team visit to the Visiting Committee Chairperson, each Visiting Committee member and to the ACTS national office. The self-study filed with the ACTS national office becomes the school's self-study of record and permanent property of ACTS, with all rights and usage maintained, therein.

The self-study document should be organized as follows:

### **Title Page**

- Name of Preschool.
- Name of sponsoring church.
- Address of Preschool.
- Telephone number, Fax number, and E-mail.
- Contact Person, Title.
- Purpose of the petition, i.e. to request initial approval or renewal of accreditation.

### **Narrative**

- Organize on a standard-by-standard basis, quoting both the standard number and the standard, followed by a detailed explanation of how the school meets the standard.
- Refer to documentation of explanation by exhibit number and page. Quote the document in the narrative where appropriate.
- Explanations which simply restate the standard will not be accepted.

### **Organization of the Self-Study**

- Title Page
- Brief history and overview of the preschool. The purpose of this is to provide the team with background information about the school prior to their arrival on your campus.
- Narrative which addresses each standard (See Narrative above).
- Documentation. This should include copies of documents referenced in the narrative. This might include student and faculty handbooks, curriculum guides, school calendar, etc.

### **Other Considerations**

- There should be a table of contents.
- Pages of the narrative must be numbered.
- Appendices should be added, as necessary.

### **NOTE:**

Use the following explanatory comments for each standard to assist in the compilation of the self-study:

## **STANDARD 1: PHILOSOPHY AND OBJECTIVES**

### *Explanatory Comments:*

The preschool's philosophy and objectives must establish the vision, mission, and purposes for the existence of the program. The vision and mission of the school must permeate the entire faculty and staff to the extent that all are aware of it and know the essence of the meaning. The philosophy and objectives of the preschool must be the base on which all school programs and activities are based and their existence justified. The philosophy and objectives must also establish the need for and existence of a long range planning process.

## **STANDARD 2: GOVERNANCE**

### *Explanatory Comments:*

In preparing documentation for this section, the preschool must consider and present evidence of how the governing body is selected and its composition. Official minutes of governing body meetings must be maintained and made available at the time of the accreditation team visit.

Attention must be given to the existence of and presentation of existing written policies. These would not have to be included in the self-study but mentioned in terms of how policy is adopted and implemented. Then these materials must be made available for the accreditation team visit.

Evidence of strategic and long range planning must be presented. The best example of this would be a master plan covering a period of five years and documentation that presents evidence that the school is working on achieving the goals outlined in the plan. This evidence must indicate who participated, success of implementation and any revisions that might be necessary.

Evidence must be presented that would demonstrate accountability at the various levels of the organization. This is not intended to stifle growth but to assure that an orderly and organized system of administrative structure exists.

The preschool must have its own Articles of Incorporation or if incorporated with a church must be identified as a distinct ministry of the church within the church's Articles of Incorporation.

## **STANDARD 3: CURRICULUM AND INSTRUCTION**

### *Explanatory Comments:*

The curriculum and instructional program must be clearly articulated and demonstrate that it puts into action the mission, philosophy, and objectives of the school.

The curriculum and instructional program must demonstrate that it is successfully meeting all student needs: academic, spiritual, social and intellectual.

School calendars and/or other publications must clearly articulate the length of the school year, school day, etc. The school must adhere rigidly to the standard addressing instructional hours for the various levels.

The school must have developed curricular guides for the various instructional programs offered that address skill levels expected to be attained by students at the various levels. Student assessment procedures and methods should also be included.

#### **STANDARD 4: PRESCHOOL STAFF**

##### *Explanatory Comments:*

The school shall address through policy and planning auxiliary services for students. These include but are not limited to health, guidance, nutrition, and transportation services.

There shall be a systematic process in place which calls for evaluation of all personnel on a regular basis and which provides for professional growth and development.

Preschools must participate in at least one ACTS sponsored conference each year.

#### **STANDARD 5: FINANCES**

##### *Explanatory Comments:*

Standards relating to the preparation of a budget and financial reports should not be interpreted to mean that the budget and reports must be voted on a regular basis. But rather after the governing board has adopted an operating budget that it receives and reviews regular reports concerning its implementation.

All policies relating to the finances of the school shall be readily accessible, i.e. tuition, fee schedules and refund schedules.

#### **STANDARD 6: ADMISSION PROCEDURES AND POLICIES**

##### *Explanatory Comments:*

All regulations and procedures relating to student admission and retention shall be clearly articulated and published for current students as well as prospective families.

#### **STANDARD 7: RECORDS**

##### *Explanatory Comments:*

School shall have a policy relating to storage of all old records. Also a policy shall be in existence to professionally handle all records of students and employees if the school should become defunct.

#### **STANDARD 8: FAMILY AND COMMUNITY RELATIONS**

##### *Explanatory Comments:*

The home is the primary educator in the life of a child, and the preschool generally views itself as an extension of the Christian home. In a setting where the primary goal is to reach families and students for Christ, the basis of working with the home is different than it is in a preschool that admits only families that are believers. It is important that a preschool understand what types of families it is serving and how many of each type are in its constituency. The families admitted to the preschool should always be appropriate to the preschool's mission.

The Christian preschool needs information about the children, their parents, their churches, and the local community in order to understand and serve its constituents effectively. The preschool partners with the home and often with the church in working with children. The staff should be sensitive to the denominational traditions of their children and, where possible, should cooperate with the churches their children attend.

The preschool personnel need to be aware of the community the preschool serves, the neighborhood where it is located, and the larger community from which it draws its students. They should know what elements of the community are appropriate to the preschool's mission and are not generally served by the preschool but desire to be included. The preschool should indicate how it is giving attention to serving its community.

**STANDARD 9: HEALTH, SAFETY AND SECURITY**

*Explanatory Comments:*

In replying to these standards, attention must be given to policies which govern visitor access to the school, the handling of student telephone calls, student checkout procedures for early dismissal, etc.

The school shall secure, maintain and display all appropriate licensures.

Appropriate records should be maintained that verify fire and disaster drills.

**STANDARD 10: NUTRITION AND FOOD SERVICE**

*Explanatory Comments:*

The nutritional needs of children are met in a manner that promotes physical, social, emotional and cognitive development.

**CONTINUOUS ACCREDITATION REPORT (CAR)**  
**Due September 1 each year**  
**For**  
**ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)**

The Continuous Accreditation Report for Continued Accreditation is to be completed by the administration each school year, no matter the effective date of the accreditation. The CAR provides a Self-Assessment and review of the Accreditation Standards.

The school's administration should submit the CAR in electronic format, including all forms and supporting documentation along with the Annual Renewal fee of \$450 to: ACTS, P.O. Box 8437, Rockford, IL 61126. The ACTS Accreditation Commission will review the CAR to verify that the school continues to maintain accreditation standards. This commission makes its recommendations for continued accreditation to the Executive Board during its annual meeting.

(Please type) Complete the following information for the last full school year. Academic year \_\_\_\_\_

Name of School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Name of Administrator \_\_\_\_\_ Name of Pastor \_\_\_\_\_

\_\_\_\_\_  
Initial Accreditation Awarded Date \_\_\_\_\_ Fifth Year Re-Evaluation Accreditation Awarded Date \_\_\_\_\_

Total Enrollment : \_\_\_\_\_ Preschool \_\_\_\_\_ Kindergarten \_\_\_\_\_ Grades 1-6 \_\_\_\_\_ Grades 7-8 \_\_\_\_\_ Grades 9-12 \_\_\_\_\_

STAFF: \_\_\_\_\_ Number on Teaching Staff: \_\_\_\_\_ Other: \_\_\_\_\_ Average Teacher/Pupil Ratio: \_\_\_\_\_

School improvements during the last year in program (such as addition/deletion of grades, L.D. division, etc.)  
No Change \_\_\_\_\_ Change \_\_\_\_\_ (Provide explanation on items requiring current validation forms.)  
(Failure to report a change can adversely affect the school's accreditation status.)

**ITEMS FOR SUBMISSION WITH IAR:**

1. A copy of the current budget for the school academic year.
2. A letter from an auditor or external reviewer of the school (e.g., a church auditor or business or church board).
3. Identification of all major fund-raising activities and what the funds were used for.
4. Current tuition fee for the school academic year.
5. Current school academic calendar.
6. Current summaries of standardized tests by grade.
7. A list identifying faculty and support staff changes during the last year. Include both those new to the staff this year and those that left at the end of last year. For faculty new to the staff include the type of professional certificate (state or private) and the level of college degree (B.A., M.A., etc.) they hold. For those who do not have an appropriate degree for the subject or who do not have a current professional certificate, a copy of the professional development plan must be attached, showing current enrollment in a program.
8. Identification of any new staff in-service/development activities implemented this school year.
9. Identification of any new resources used by your faculty that was implemented this school year.
10. Identification of each National or ACTS approved regional conference your school attended (Must send a minimum of two representatives per school, per year).
11. A complete list of recommendations, along with action taken on each recommendation, from the school's latest Visiting Team Report.

## STANDARDS REQUIRING CURRENT VALIDATION

Identify whether each of the following Standards remains the same or has changed since submitting the initial Accreditation Form or the last CAR. If a Standard sub-component item has changed since the last report, attach an explanation of the change.

STANDARD	REMAIN THE SAME	CHANGE SINCE LAST REPORT
1. PHILOSOPHY AND OBJECTIVES	_____	_____
2. GOVERNANCE	_____	_____
3. CURRICULUM AND INSTRUCTION	_____	_____
4. STAFF		
SCHOOL STAFF	_____	_____
SUPPORT STAFF	_____	_____
ADMINISTRATIVE STAFF	_____	_____
5. MEDIA AND TECHNOLOGY	_____	_____
6. FINANCES	_____	_____
7. SCHOOL FACILITIES	_____	_____
8. ADMISSION PROCEDURES AND POLICIES	_____	_____
9. RECORDS		
OFFICE RECORDS	_____	_____
PERSONNEL RECORDS	_____	_____
10. STUDENT ACTIVITIES	_____	_____
11. PUBLICATIONS		
STUDENT HANDBOOK	_____	_____
FACULTY HANDBOOK	_____	_____
12. HEALTH, SAFETY, AND SECURITY	_____	_____

Please attach to the CAR any information/explanation of any changes relevant to Standards 1-12. ***The CAR and supporting documentation MUST be in electronic format.***

Please enclose any additional information or new materials which will help ACTS better understand the current status of the school. Include any new student handbooks, brochures, or other communications.

This Continuous Accreditation Report submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX

## APPENDIX 1

THE GENERAL COUNCIL  
of the  
ASSEMBLIES OF GOD

## STATEMENT OF FUNDAMENTAL TRUTHS

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, 1 Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all biblical truth, only that it covers our need as to these fundamental doctrines.

**1. The Scriptures Inspired**

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

**2. The One True God**

The one true God has revealed himself as the eternally self-existent "I AM," the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22).

**THE ADORABLE GODHEAD****(a) Terms Defined**

The terms *trinity* and *persons*, as related to the Godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We therefore may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three persons, and still be absolutely scriptural (examples, Matthew 28:19; 2 Corinthians 13:14; John 14:16,17).

**(b) Distinction and Relationship in Godhead**

Christ taught a distinction of persons in the Godhead which He expressed in specific terms of relationship, as Father, son, and Holy Ghost, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:25; 1 Corinthians 1:24; Matthew 11:25-27,28:19; 2 Corinthians 13:14; 1John 1:3,4).

**(c) Unity of the One Being of Father, Son, and Holy Ghost**

Accordingly, therefore, there is that in the Father which constitutes Him the Father and not the Son; there is that in the Son which constitutes Him the Son and not the Father; and there is that in the Holy Ghost which constitutes Him the Holy Ghost and not either the Father or the Son. Wherefore the Father is the Begetter, the Son is the Begotten, and the Holy Ghost is the One proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11,21; Zechariah 14:9).

**(d) Identity and Cooperation in the Godhead**

The Father, the Son, and the Holy Ghost are never identical as to person, nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The Son is in the Father and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Ghost is from the Father and the Son proceeding, as to nature, relationship, cooperation and authority. Hence no person in the Godhead either exists or works separately or independently of the others (John 5:17-30,32,37; 8:17,18).

**(e) The Title, Lord Jesus Christ**

The appellation *Lord Jesus Christ*, is a proper name. It is never applied in the New Testament either to the Father or to the Holy Ghost. It therefore belongs exclusively to the Son of God (Romans 1:1-3,7; 2 John 3).

**(f) The Lord Jesus Christ, God with us**

The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, he is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is “Immanuel,” God with us (Matthew 1:23; 1John 4:2, 10,14; Revelation 1:13,17).

**(g) The Title, Son of God**

Since the name *Immanuel* embraces both God and man, in the one person, our Lord Jesus Christ, it follows that the title *Son of God* describes His proper deity, and the title *Son of Man*, His proper humanity. Therefore, the title *Son of God* belongs to the order of eternity, and the title *Son of Man* to the order of time (Matthew 1:21-23; 2 John 3; 1 John 3:8; Hebrews 7:3, 1:1-13).

**(h) Transgression of the Doctrine of Christ**

Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title *Son of God* solely from the fact of the Incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1,2,14,18,29,49; 1 John 2:22,23; 4:1-5; Hebrews 12:2).

**(i) Exaltation of Jesus Christ as Lord**

The Son of God, our Lord Jesus Christ, having by himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

**(j) Equal Honor to the Father and to the Son**

Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

**3. The Deity of the Lord Jesus Christ**

The Lord Jesus Christ is the eternal Son of God. The Scriptures declared:

- (a) His virgin birth (Matthew 1:23; Luke 1:31,35).
- (b) His sinless life (Hebrews 7:26; 1 Peter 2:22).
- (c) His miracles (Acts 2:22; 10:38).
- (d) His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
- (e) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- (f) His exaltation to the right hand of God (Acts 1:9,11; 2:33; Philippians 2:9-11; Hebrews 1:3).

#### **4. The Fall of Man**

Man was created good and upright; for God said, “let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19).

#### **5. The Salvation of Man**

Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.

##### **(a) Conditions to Salvation**

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

##### **(b) The Evidences of Salvation**

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

#### **6. The Ordinances of the Church**

##### **(a) Baptism in Water**

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Saviour and lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4).

##### **(b) Holy Communion**

The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our lord Jesus Christ (2 Peter 1:4), a memorial of His suffering and death (1 Corinthians 11:26); and is enjoined on all believers “till He come!”

#### **7. The Baptism in the Holy Ghost**

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

#### **8. The initial Physical Evidence of the Baptism in the Holy Ghost**

The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Corinthians 12:4-10,28), but different in purpose and use.

#### **9. Sanctification**

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12). Scriptures teach of a life of “holiness without which no man shall see the Lord” (Hebrews 12:13). By the power of the Holy Ghost we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15,16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5).

## **10. The Church and Its Mission**

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22,23; 2:22; Hebrews 12:23).

Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

- a. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19,20; Mark 16:25,16).
- b. To be a corporate body in which man may worship God (1 Corinthians 12:13).
- c. To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:11-16; 1 Corinthians 12:28; 14:12).

The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

- a. Enables them to evangelized in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3,4).
- b. Adds a necessary dimension to a worshipful relationship with God (1 Corinthians 2:10-16; 1 Corinthians 12-14).
- c. Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22-26; Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29).

## **11. The Ministry**

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in: (1) evangelization of the world (Mark 16:15-20), (2) worship of God (John 4:23, 24), and (3) building a body of saints being perfected in the image of His Son (Ephesians 4:11,16).

## **12. Divine Healing**

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16).

## **13. The Blessed Hope**

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1Thessalonians 4:16, 17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52).

## **14. The Millennial Reign of Christ**

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21,22; Zephaniah 3:19,20; Romans 11:26,27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3,4).

## **15. The Final Judgment**

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

## **16. The New Heavens and the New Earth**

"We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness" (2 Peter 3:13; Revelation 21,22).